**Major Change Proposal**

**SQC Report**

**School of [Name]**

|  |  |
| --- | --- |
| Program Name: |  |
| Program Champion(s): |  |
| Date Reviewed: |  |
| Committee Members Present: |  |

**Proposal:**

Curriculum changes are broadly classified as major or minor (Policy/Procedures 5401). The process for review will depend on the type of change and will be determined by the Chair in consultation with the committee.

Major changes require review by SQC and approval by EDCO and include but are not limited to the following:

* Any change that impacts current students
* Change of credential type
* Graduation requirements
* Program aims and goals
* Program hours and/or credits within a credential by more than 10%
  + For Associate Certificates only: Program hours and/or credits within the credential by more than 25%
* Program or option name (note: there may be situations where the name change will be considered minor).
* Program structure (e.g. adding/cancelling a program option, adding an elective component, etc.) Other changes may be referred to the SQC by the Dean.

**Process:**

For curriculum changes requiring review by SQC, the Office of the VPA requires documentation from the Chair of the SQC outlining the review process undergone and indicating any outstanding issues.

In fulfillment of their responsibilities, the SQC should ensure the following:

* The approved template for curriculum changes has been used to describe the proposed changes.
* Any changes to the program aims and goals are clearly identified and articulated.
* Changes in total credits and/or hours required for program completion are identified.
* The rationale for change is well articulated.
* Additional content is appropriate to the credential level and supports the achievement of the program aims and goals.
* There is evidence that the changes reflect the current and emerging needs of industry and have the support of industry and/or professional bodies as appropriate.
* The program retains educational integrity (integrated, coherent, learning experience that builds on prerequisite knowledge).
* The program retains an appropriate balance of theory and practice.
* Any associated academic departments have been consulted on the proposed changes.

**Operational Issues:**

There is evidence that the following have been considered:

* The program retains financial aid eligibility.
* Formal consultation has taken place with all service departments affected by the change.
* The effect on current students and applicants has been documented.
* The implementation date for the proposed change is realistic from an operational perspective; e.g., Registrar’s Office.

**Outcome of Curriculum Change Reviews**

The Chair will provide a report of the committee’s findings/recommendations to the Dean and the program champion. The SQC report will be integrated into the Development Report (created and maintained by the IDC on the School Working Group). The Dean will approve the program change prior to forwarding the proposal to the Office of the VP Academic (VPA) along with any additional comments as appropriate.

1. **Introduction**

|  |  |
| --- | --- |
| SQC Comments: | Program Response: |

1. **Rationale for Change(s)**

* *Clear rationale provided*
* *Support for program changes documented (PAC, employers, graduates, internal departments, etc.)*
* *Alignment with BCIT Strategic Plan*
* *Alignment with current British Columbia Labour Market Outlook*
* *Alignment with the BCIT Learning and Teaching Framework*
* *Benchmarking with other programs re name change (as appropriate)*

|  |  |
| --- | --- |
| SQC Comments: | Program Response: |

1. **Proposed Change(s)**

* *Proposed changes clearly described*
* *Program changes retain educational integrity & balance of theory/practical*
* *New/revised courses are at appropriate credential level & support program goals*
* *Curriculum continues to support relevant accreditation/external standards* 
  1. **Description of Proposed Change(s)**

|  |  |
| --- | --- |
| SQC Comments: | Program Response: |

* 1. **Consultation (***Clear evidence of relevant consultation)*

|  |  |
| --- | --- |
| SQC Comments: | Program Response: |

1. **Implementation Plan**
   1. **Time Frame (***Timeframe for changes described & realistic)*

|  |  |
| --- | --- |
| SQC Comments: | Program Response: |

* 1. **Impact on Current Students (***Impact on current students outlined)*

|  |  |
| --- | --- |
| SQC Comments: | Program Response: |

* 1. **Impact on Applicants (***Impact on applicants outlined)*

|  |  |
| --- | --- |
| SQC Comments: | Program Response: |

* 1. **Impact on Articulation Agreements (***Impact on articulation agreements outlined)*

|  |  |
| --- | --- |
| SQC Comments: | Program Response: |

1. **School Working Group**

|  |  |
| --- | --- |
| SQC Comments: | Program Response: |

**Appendices**

* *Current & proposed program maps*
* *Comparison table (course, credit, and course outline changes clearly identified)*
* *Documentation of consultation (external, internal)*

|  |  |
| --- | --- |
| SQC Comments: | Program Response: |

**Course Outlines**

* *Clearly marked whether courses are new/revised/existing*
* *Credits calculated correctly*
* *Course learning outcomes match rigour indicated by course numbers, and are stated in measurable/observable language*
* *Credit counts consistent on program map, course outlines, etc.*
* *Prerequisites consistent on course outlines*

|  |  |
| --- | --- |
| SQC Comments: | Program Response: |

**Formatting, Typography, and Grammar**

* *Grammar/spelling correct*
* *Formatting consistent (e.g. table of contents, page numbers, header/footers, etc.)*

|  |  |
| --- | --- |
| SQC Comments: | Program Response: |

**Overall Comments:**

[Note: could add additional information, e.g. detailed comments on individual course outlines]

|  |  |
| --- | --- |
| SQC Comments: | Program Response: |

|  |
| --- |
| **School Quality Committee Recommendations:**  The issues and concerns itemized above need to be considered and addressed, and a response submitted by the Program Champion.  The SQC endorses the major change proposal for [credential & name of program]. |

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared by: |  | Date: |  |
|  | *School Quality Committee Chair* |  |  |
|  |  |  |  |
| Approved by: |  | Date |  |
|  | *Dean School of [name]* |  |  |