**Major Change Proposal** 

**SQC Report**

**School of [Name]**

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

**Proposal:**

Program changes are broadly classified as major or minor ([Policy](https://www.bcit.ca/files/pdf/policies/5401.pdf) 5401/Procedures 5401, e.g. [5401-PR2](https://www.bcit.ca/files/pdf/policies/5401_pr2.pdf)). 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 aim 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 program changes requiring review by SQC, Academic Planning and Quality Assurance (APQA) within the Office of the Vice-President, Academic requires documentation from the Chair of the SQC outlining the review process undergone and indicating any outstanding issues (please refer to the SQC Guidelines for details <https://www.bcit.ca/files/apqa/pdf/school_quality_committee_guidelines.pdf>).

**Outcome of Program 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 Instructional Development Consultant/IDC on the School Working Group). The Dean will approve the program change prior to forwarding the proposal to APQA along with any additional comments as appropriate.

1. **Introduction**

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| SQC Comments: | Program Response: |

1. **Rationale for Change(s)**
2. *Clear rationale provided*
3. *Support for program changes documented (PAC, employers, graduates, internal departments, etc.)*
4. *Benchmarking with other programs re name change (as appropriate)*
   1. **Labour Market Analysis**

*Alignment with the current BC Labour Market Outlook and NOC codes (as appropriate)*

* 1. **Alignment with BCIT’s Strategic Direction**

*Alignment with BCIT Strategic Plan, Education Plan, and Learning and Teaching Framework*

*Alignment with Indigenous Vision, Sustainability Vision and e-Learning Strategy (as*

*appropriate)*

*Alignment with BCIT’s value of championing diversity and inclusion (as appropriate)*

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| SQC Comments: | Program Response: |

1. **Proposed Change(s)**
   1. **Description of 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*

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| SQC Comments: | Program Response: |

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

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| SQC Comments: | Program Response: |

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

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| SQC Comments: | Program Response: |

* 1. **Impact on Current Students (***Impact on current students outlined and sufficiently addressed, e.g. teach-out plan where appropriate)*

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| SQC Comments: | Program Response: |

* 1. **Impact on Applicants (***Impact on applicants outlined and sufficiently addressed)*

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| SQC Comments: | Program Response: |

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

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| SQC Comments: | Program Response: |

1. **School Working Group**

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| SQC Comments: | Program Response: |

**Appendices** (*all of the following is included)*

*Current & proposed program maps*

*Comparison table (course, credit, and course outline changes clearly identified)*

*Documentation of consultation and/or support (external, internal)*

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| 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*

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| SQC Comments: | Program Response: |

**Formatting, Typography, and Grammar**

*Grammar/spelling correct (details provided through track changes and comments in the proposal)*

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

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| SQC Comments: | Program Response: |

**Overall Comments:**

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

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| SQC Comments: | Program Response: |

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| **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]. |

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