**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.

The SQC reviews proposals for major changes to ensure all aspects of the proposal template are effectively addressed. In reviewing the proposal, the SQC should be satisfied of the following issues as outlined in the SQC Guidelines <https://www.bcit.ca/files/apqa/pdf/school_quality_committee_guidelines_2022.pdf>:

* Educational Integrity
* Operational Issues
* Format & Accuracy

**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 key SQC report findings/recommendations will be summarized in 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 and Development Report to APQA along with any additional comments as appropriate.

1. **Overview**

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| SQC Comments: | Program Response: |

1. **Rationale for Change(s)**
2. *Clear rationale provided*
3. *Support for program changes documented (PAC/industry, employers, graduates, internal departments, etc.)*
4. *Benchmarking with other programs re name and/or credential 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*

☐ *Completed the Course Outline Review for Existing Courses table*

*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: |

**Overall Comments:**

[Note: please identify key significant issues below (if any)]

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| SQC Comments: | Program Response: |

Note: Please provide any details regarding formatting, typography, and grammar through track changes and comments in the proposal

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| **School Quality Committee Recommendations:**  ☐ The SQC supports the major change proposal for [credential & name of program] with no/minor edits as suggested/relevant, with no additional program response needed.  The SQC supports the major change proposal for [credential & name of program], given a response is provided by the Program Champion to the issues identified by the SQC.  The SQC does not support the major change proposal for [credential & name of program] at this time. The SQC Chair will discuss options with the Working Group, e.g. proposal resubmission. |

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