**SQC Report**

**[School]**

**Major Curriculum Change Proposal**

**Program Name:**

**Program Champion:**

**Date Reviewed:**

**Committee Members Present:**

| **Criteria & SQC Comments** | **Program Response** |
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| 1. ***Introduction***

SQC Comments: |  |
| ***2. 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 BC Jobs Plan*
* *Benchmarking with other programs re name change (as appropriate)*

SQC Comments: |  |
| ***3. 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*
* *Clear evidence of relevant consultation*

SQC Comments: |  |
| ***4. Implementation Plan**** *Timeframe for changes described & realistic*
* *Impact on current students outlined*
* *Impact on applicants outlined*
* *Impact on articulation agreements outlined*

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

SQC Comments: |  |
| ***Format & accuracy**** *Grammar/spelling correct*
* *Formatting consistent (e.g. table of contents, page numbers, header/footers, etc.)*

SQC Comments: |  |
| ***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: |  |

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

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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]* |  |  |