**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]* |  |  |