SQC Review Checklist

Major Curriculum Change Proposal

Program Name
Date Reviewed
Reviewed By

Criteria & SQC Comments
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:

Criteria & 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: