



Education Council

Ensuring that our students are provided with quality educational experiences



Agenda


Monday, Feb 17, 2014

4:00 – 6:00 pm – Regular Meeting

CC 321, Interurban

Please bring your own mug or water bottle.

TIME	ITEM	PRESENTER
4:00	Call to order and declaration of quorum (1 min.)	Carly Hall
4:01	Acknowledgement of Coast Salish Territory (1 min.) <i>We acknowledge that Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples. http://camosun.ca/aboriginal/territory.html</i>	Carly Hall
4:02	Round-Table Check-In (3 min.)	Carly Hall
4:05	Acceptance of Agenda (1 min.)	Carly Hall
4:07	Minutes for approval (2 min.)	Carly Hall
4:09	Reports (11 min.)	
	1. Education Council Chair (2 min.)	Carly Hall
	2. VP Academic (2 min.)	John Boraas
	3. College Budget Update (nil) – moved to discussion section	John Boraas
	4. Board Member (2 min.)	Ian Cowan
4:15	Committee Reports (5 min.)	
	1. Awards (nil)	Joanne Cumberland
	2. Education Council Steering Committee – Education Approvals Review & Renewal (2 min.)	Karin Kaercher
	3. Education Council Governance/Accountability – Education Approvals Review & Renewal (3 min)	Cynthia Wrate
4:30	Integrated Curriculum Committee Report (15 min.)	
	1. Curriculum Presentation for Information and Acknowledgement	
	• Certificate in Digital Production, Writing, and Design (10 min.)	Andy Bryce &

TIME	ITEM	PRESENTER
		Lois Fernyhough
	 2. Curriculum Recommended for Approval (5 min.)	Nicole Greengoe
	3. Issues Arising from Curriculum Review (nil)	Nicole Greengoe
4:45	Presentations and/or Discussions (75 min.)	
	1. Categories of Change, Expedited Approvals Process, and Ed Approvals Flowchart (30 min.) – <i>Request for Motion to Approve</i>	Carly Hall
	2. College Budget Update (45 min.)	John Boraas

Next Meeting:***Regular Meeting***

Monday, Mar 17, 2014

4:00-6:00 pm

CC 321, Interurban

Members (*Quorum = 11*)**Voting Council Members**

Andy Chen, Student

Carly Hall, Faculty

Corrine Michel, Faculty

Craig Derksen, Faculty

Cynthia Wrate, Faculty

Dominic Bergeron, Administration

Leslie Martin, Support Staff

Joanne Cumberland, Support Staff

John Boraas, Administration

Mindy Cui Yu Jiang, Student

Nicole Greengoe, Administration

Narine Grigoryan, Faculty

Pamela Webster, Student

Piotr Burek, Student

Richard Stride, Administration

Shohreh Hadian, Faculty

Stephen Bishop, Faculty

Todd Ormiston, Faculty

Tony Vernon, Faculty

Non-Voting Council Members

Kathryn Laurin, President

Ian Cowan, Board of Governors

Shelley Butler Permanent Secretary

Karin Kaercher, ICC Representative (*Regular Guest*)**Guests**

Andrew Bryce, Arts and Science

Lois Fernyhough, Arts and Science

For Information:**Education Council Executive:****Chair:** Carly Hall, Health and Human Services, Lansdowne, 370-3240, hall@camosun.bc.ca**Vice-Chair:** Cynthia Wrate, Business, Interurban, 370-4134, wratec@camosun.bc.ca**ICC Chair:** Nicole Greengoe, Student Services, Interurban, 370-3840, greengoe@camosun.bc.ca**VP Academic:** John Boraas, Office of VP, Interurban, 370-4543, boraas@camosun.bc.caIf you cannot attend please inform Shelley Butler @ 370-4690 or butler@camosun.bc.ca

Permanent Secretary: Shelley Butler, Office of VP Academic, Interurban, 370-4690, edapprovals@camosun.bc.ca

Intranet:

For the most up to date agenda and other resources visit us on our Share Point site. "UserName" is your Camosun number, password is your regular Camosun password. Students use the password that will be provided to you.

<http://sp1/sites/edco/homepage>; or

<http://sp1.camosun.bc.ca/sites/edco/homepage>



Education Council

Ensuring that our students are provided with quality educational experiences



DRAFT Minutes

Monday, January 27, 2014

4:00 – 6:00 pm

CC 321, Interurban

Present

Andy Chen, Student

Carly Hall, Faculty

Corrine Michel, Faculty

Craig Derksen, Faculty

Cynthia Wrate, Faculty

Dominic Bergeron, Administration

Joanne Cumberland, Support Staff

John Boraas, Administration

Leslie Martin, Support Staff

Mindy Cui Yu Jiang, Student

Narine Grigoryan, Faculty

Pamela Webster, Student

Richard Stride, Administration

Shelley Butler, Permanent Secretary

Shohreh Hadian, Faculty

Stephen Bishop, Faculty

Todd Ormiston, Faculty

Tony Vernon, Faculty

Regrets/Absent

Kathryn Laurin, President

Nicole Greengoe, Administration

Piotr Burek, Student

Ian Cowan, Board Representative

Karin Kaercher, ICC Chair (Special Guest)

Guests

David Grieg, Access

Jody Issac, Access

Olaf Nielsen, Trades and Technology

ITEM

PRESENTER

A. Call to order and declaration of quorum

Carly Hall

The Regular Meeting was called to order at 4:05 by Carly Hall, Education Council Chair.

B. Acknowledgement of Coast Salish Territory

Carly Hall

Carly acknowledge the Coast Salish Territory. Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples. <http://camosun.ca/aboriginal/territory.html>

C. Round-Table Check-In

Carly Hall

Carly welcomed everyone and requested a roundtable check-in.

D. Acceptance of Agenda

Carly Hall

The Jan 27, 2014 agenda was accepted via unanimous consent.

ITEM	PRESENTER
E. Minutes for approval The Dec 9, 2013 minutes were approved via unanimous consent.	Carly Hall
F. Reports <ol style="list-style-type: none"> <li data-bbox="196 422 1365 516"> 1. Education Council Chair Carly did not report. <li data-bbox="196 527 1365 831"> 2. VP Academic John reported on the upcoming emergent issues regarding the Budget and the funding cuts to the English Language Development programs. There will be meetings with the affected departments first and then move those meetings move outward in the College. A Cam News article will be released with more details. John reported that there are two budget processes unfolding. Schools are looking at how to cut 2.5% and the College Executive is looking at how to cut the other 2.5%. He anticipated he will be able to share more on the numbers and process at the next Education Council meeting. <li data-bbox="196 842 1365 936"> 3. Board Member Ian Cowan is absent. No report. 	Carly Hall John Boraas Ian Cowan
G. Committee Reports <ol style="list-style-type: none"> <li data-bbox="196 999 1365 1094"> 1. Awards Nil <li data-bbox="196 1188 1365 1524"> 2. Education Council Steering Committee – Education Approvals Review & Renewal Karin reported on the work of the committee. There will be two things that come forward to the Feb 17th EdCo meeting for approval. <ul style="list-style-type: none"> <li data-bbox="318 1325 1365 1440">• The Committee has consulted with Student Services and ELT regarding the proposed “Categories of Change (i.e. what does and does not need to come to ICC/EdCo for approval)” and the Education Approvals flowchart. <li data-bbox="318 1440 1365 1524">• The Committee has drafted an Expedited Approval process for curriculum change. It identifies the principles, criteria and process for expedited approval. <li data-bbox="196 1524 1365 1766"> 3. Education Council Governance/Accountability – Education Approvals Review & Renewal Cynthia reported that we have had two Governance Workshop sessions (Jan 13th and Jan 20th) that focused on beginning our strategic planning work. Cynthia reviewed the Governance Training Meeting Notes with the council, and recommends that members who were unable to attend to read them for more detail. 	Joanne Cumberland Karin Kaercher Cynthia Wrate
H. Integrated Curriculum Committee Report <ol style="list-style-type: none"> <li data-bbox="196 1829 1365 1873"> 1. Curriculum Recommended for Approval 	Karin Kaercher

ITEM**PRESENTER**

Olaf Nielsen presented the Certificate in Shipbuilding and Repair Foundation. Questions and discussion followed.

1. Motion

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to:

- **Certificate in Shipbuilding and Repair Foundation, and SHIP 100**

New program and course to take effect September 2014.

- Shipbuilding and Repair Foundation (ID 62493)
- SHIP 100 (ID 62497)

Motion Carried

David Grieg presented the Employment Training and Preparation programs. Questions and discussion followed.

2. Motion

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to:

- **Employment Training and Preparation and ETP Courses**

Program and Course revisions as a result of Program Review and Renewal.

Changes included addition of a new specialization and revision of course descriptions and outcomes.

- Employment Training and Preparation – Level 1 (ID 62505)
- Employment Training and Preparation – Level 2 (ID 62506)
- ETP 021 (ID 62507), ETP 022 (ID 62508), ETP 025 (ID 62509), ETP 026 (ID 62510), ETP 030 (ID 62511), ETP 032 (ID 62512), ETP 033 (ID 62513), ETP 034 (ID 62514), ETP 035 (ID 62515)

Motion Carried

Regular Curriculum

3. Motion

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to following revised curriculum :

- **Digital Communications and CMNS 102**

Internship Option added to the program

1. Certificate in Digital Communication (ID 62516)
2. Coop Appendix for Certificate in Digital Communication (ID 62517)
3. CMNS 102 (ID 62518)

- **Certificate in Office Administration** (ID 62461)

Add additional elective.

- **Certificate in Mechanical Engineering Access** (ID 62496)

Inclusion of elective options in the first academic term, and revision of description and learning outcomes.

ITEM

PRESENTER

- **MHA 120** (ID 62494)
Removal of pre-requisite, revision of course type, activity and hours.
- **ENGL 163** (ID 62495)
Change in course title and short description.

Motion Carried

If any members have concerns regarding a recommend curriculum item from the ICC they should alert Shelley Butler prior to the Education Council Meeting.

2. Governance/Standards Issues Arising from Curriculum Review

Karin Kaercher

The issues as follows were presented by Karin.

Pre-requisites

Currently the college provides students with a lengthy list of courses and course alternates by which they can qualify to enroll in college courses and programs. The two most common of these are English and Math.

A recent English Department curriculum submission seeks to create further flexibility in how a student can meet the prerequisites for 100-level English courses. Prospective learners are required to submit proof of successful completion of a "composition/writing" course and a "literature" course from two lengthy lists created by the English department. The objective is to create flexibility; the prospective learner can meet the English pre-requisites with proof of successful completion of a course from each list.

In our efforts to be as flexible as possible, we have constructed complicated charts (English Roadmap) listing high school, School of Access, and college equivalencies. In some instances, a "C" is needed; in other instances another letter grade may be accepted. In the case of English, there are multiple ways in which a prospective learner can meet the pre-requisites for 100 level English courses. For example, in the case of English 151, a student can submit proof of any of the following:

Prerequisites: "C+" in English 12, or EFP 12; or "C" in ENGL 103 and ENGL 104; or ENGL 103 and ENGL 106; or ENGL 092 and ENGL 094; or ENGL 092 and ENGL 096; or ENGL 142; or ELD 092 and ELD 094; or ELD 097; or "B" in ENGL 170; or assessment

To complicate matters, the college has no shelf life policy on the courses used for pre-requisites resulting in the listing of additional courses that we no longer offer, but we still allow students to use for pre-requisites purposes.

There is also educational and institutional research that raises significant questions about the relationship of a pre-requisite to student success in the course or program begging the larger question of why and how requisites should be used.

Given this:

How should/could the college simplify the ways in which students meet pre-requisites for program admission or for course registration?

ITEM**PRESENTER**

How should/could the college simplify the ways it communicates pre-requisites?
 What are our beliefs about pre-requisites and their use as program or course admission requirements?
 What are our beliefs about student success? What are our beliefs about the right to fail?

Current Requisite Definitions:

- *Pre-Requisite: A requirement that must be met before entry into a course.*
- *Co-Requisite: A course that must be taken at the same time as another course.*
- *Pre/Co-Requisite: A course that must be taken at the same time or before a course.*

1. What are your beliefs about course requisites?
2. Given your value and beliefs what do you feel should be the purpose of course requisites?

Questions and discussion followed. Discussion included but was not limited to:

- *What about pre-requisites for mature students, or students coming from other countries?*
- *Lot of interest in exploring this and the philosophy behind this.*
- *We have had reports in the past that brought into question the perceived difference between a "C" and "C+" pre-req. and students success.*
- *What would a process look like to deal with this issue in a fulsome way that ensures all stakeholders are present to discuss?*
- *"How would I best become a student at Camosun College?"*
- *Can we simplify this complex issue?*
- *What are our beliefs around adult education?*
- *How do we define "student success"?*
- *Forward to the Governance Committee.*

I. Presentations and/or Discussions
Debrief of Governance Training Session
Cynthia Wrate

Cynthia reviewed the purpose of the Governance Training sessions with the council. She noted that the 2 short sessions were used to educate Education Council on governance and to create a very draft outline Education Council Strategic Plan. Education Council will need to decide what process it will take to complete the strategies (i.e. ad hoc committees, other College resources, etc.).

How does Education Council want to approach the items that were raised in the governance sessions? Discussion followed. Discussion included but was not limited to:

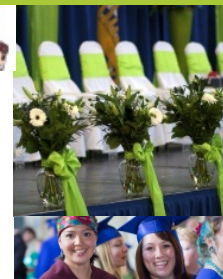
- *How can Education Council and ELT (and other College units) work in a collaborative way or in tandem so our energies are matched and have a common focus. Being "in-synch" is important.*
- *We have really difficult issues and decisions to make. We should focus on naming the issues and finding our way to work through them.*

ITEM	PRESENTER
<ul style="list-style-type: none">• <i>How do we ensure we have sufficient and appropriate communication to the college community?</i>• <i>We should start with one “policy” we could “win” (i.e. “low-hanging fruit”) and use what we learn to tackle the others.</i>• <i>The programming versioning policy might be an easy win as some research has already gone into this by Academic Advising.</i>• <i>We could use a “3 year plan”.</i>• <i>We have used a “sub-committee” in the past to tackle policy (i.e. grading policy), that identified stake-holder groups, gathered data, make recommendations, and reported to EdCo. It did take a fair amount of time.</i>• <i>Task the Governance Committee to look into this in more detail.</i>	
<hr/> J. Next Meeting	Carly Hall
Regular Meeting Monday, Feb 17, 2014, 4:00-6:00, CC 321, Interurban	
<hr/> K. Adjournment	Carly Hall
The Meeting adjourned at 5:54 pm.	



Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences



EX-250-003-001-002

Jan 27, 2014, 12:30-3:30, CC 321, Interurban

Present: Karin Kaercher (Chair), Catherine Mack, Lynda Warren, Connie Klassen, Clarence Bolt, Steven Rumpel, Rachael Grant, Elizabeth West, Dianne Biin, Shelley Butler

Regrets/Absent: Amar Bouallouche, Nicole Greengoe

Guests: Andy Bryce (Arts and Science), Lois Fernyhough (Arts and Science), Ian Humphries (Access), Carly Hall (Health and Human)

Feb 3, 2014 1:00-4:00, CC 321, Interurban

Karin Kaercher (Chair), Dianne Biin, Nicole Greengoe, Lynda Warren, Catherine Mack, Amar Bouallouche, Andy Van Neutegem, Clarence Bolt, Rachael Grant, Shelley Butler

Regrets/Absent: Elizabeth West, Steven Rumpel

Guests: Andy Bryce (Arts and Science), Lois Fernyhough (Arts and Science),

A. CURRICULUM FOR FULL RECOMMENDATION

PROGRAMS

1. Motion

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to:

1. Certificate in Digital Production, Design, and Writing

New program and courses to take effect September 2014.

- Certificate in Digital Production, Design, and Writing (ID62530)
- Coop Appendix – Digital Production, Design and Writing (ID62531)
- CMNS 160 (ID 62532), CMNS 165 (ID62533), DIME 116 (ID62534), DIME 125 (ID62535), DIME 126 (ID62536), DIME 145 (ID62537)

REGULAR CURRICULUM

2. Motion

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to following revised curriculum :

- **E.A.R.T.H. Gardening** (ID 62522) *Change in participation requirements, program content and completion requirements.*
- **Workplace Literacy and Numeracy** (ID 62523) *Change in participation requirements, program content and completion requirements.*
- **ANTH 290** (ID 62526) **and PSC 290** (ID 62527) *New Courses*
- **GBST 200** (ID 62528) *Change in pre-requisite*
- **HIST 115** (ID 62529) *New Course*

Curriculum Change Documents are viewable in EdCo meeting agenda folder on the EdCo Sharepoint site

B. Governance and Standards Issues Arising from ICC Review of Curriculum

Nil



Date: January 29, 2014

Submitted By: Education Approvals Steering Committee

Re: Categories of Curriculum Approvals and Ed Approvals Flowcharts

Background:

In June 2012, the Education Approvals Steering Committee was tasked with the September 2013 implementation of the new Educational Approvals model. Implementation of this new model required the review of a number of Ed Approval processes, practices and documents to align them with the objectives of the new model.

1. One objective was to identify ways in which “minor” curricular changes might be approved and implemented in an expedient manner without having to navigate three levels of approval (School CC, ICC and EDCO). The Steering Committee recommends that 3 categories of curriculum approvals be adopted:

- Category 1 - Board/Ministry Approval and sign-off,
- Category 2 – Educational Council approvals and sign-off
- Category 3 – Dean/Designate approval and sign-off.

In the most simplistic sense, Category 3 curricular changes includes those changes deemed “minor” in the past, and those changes “at the course level with no program or college-wide impact”. This moves the bar somewhat as in the past all course curriculum changes required Education Council approval. In addition, with the inclusion of these additional changes in this category, all Category 3 changes will now receive an electronic documentation review by a small team of Student Services staff to address any operational issues before the Deans officially sign-off. Most Category 3 changes will be expedited; however given that issues may be identified during documentation review there is the potential for some Category 3 changes to require additional time to resolve.

These Categories of Curriculum Approval formalize practice, process and those responsible for approval and sign-off.

Flowcharts have been updated to reflect new Education Approval processes for all 3 categories of Change.


The Education Approvals Steering Committee have consulted with and received endorsement for the Categories of Change and the Flowchart process from the Registrar of Student Services and The Education Leadership Team. Once Education Council approves the Categories of Change and endorses the flowchart process, the Steering Committee will meet with the various School Curriculum Teams to communicate the changes.

Decision Required: For Education Council to approve Categories of Change and endorse the Flowchart process.

2. The Education Approvals Steering Committee was also asked to develop criteria and a process by which curriculum approval could be expedited outside of the regular approval deadlines. This supports the college’s capacity to be responsive to extraordinary circumstances and opportunities. The intention is for this expedited approval process to be used under extraordinary circumstances only and to not circumvent or undermine the regular approval deadlines or processes.

The EDCO Executive and Registrar are given the authority to approve an Expedited Approval Request and determine action required. An EDCO agenda item will be created to report and inform EDCO of any curriculum receiving expedited approval. An Expedited Curriculum Approval form and flowchart to support this new process have been developed.

Decision Required: For Education Council to approve the Expedited Approval Process.

 <p>Educational Standards & Guidelines</p>	Educational Standard:	EX 260-001-004
	Approved by:	Education Council
	Approval Date:	
	Amendment Date:	
	Office of Primary Responsibility:	VP Academic

Educational Standards are intended to guide and support Schools, Departments, and College committees in the development, recommendation and approval of quality curriculum.

As per the College and Institute Act Sec 24(2c), Education Council has the power to set the criteria for the “academic standards” at the institution. All Educational Standards will be vetted by a group of relevant stakeholders and receive

Expedited Approval Process

Purpose/Rationale:

To address extraordinary circumstances whereby curriculum or curriculum changes need to be implemented within a very short time frame. The expedited approvals process provides the institution with the opportunity to respond to unusual or unexpected curriculum opportunities or required curricular changes that are time-sensitive such that the targeted effective date falls outside of the normal approval deadlines.

Scope/Limits:

This standard applies to all curriculum that leads to a Camosun College credential.

Criteria:

- Time-sensitive access to funding (ministry, Student loans, external partner etc.)
- Accreditation, licensing changes that require time-sensitive implementation
- Contractual or external agency requirements (i.e. ITA) that requires time-sensitive implementation

Principles:

- We commit to upholding college educational policies and standards in the review of curriculum seeking expedited approval.
- We aim to be flexible, responsive and transparent when deviations from our regular curricular approvals process are deemed necessary.
- We value the relationships and/or partnerships college programming has with external professional or funding agencies.

Process:

1. Submission of an Expedited Approval request must include:
 - An Expedited Approval Request form which includes:
 - Rationale for expedited approval and description of the consequences of not going through an expedited approval process
 - If the request involves change to existing curriculum, a clear description of the potential impact to students and how students impacted by this change will be identified
 - Completed Curriculum forms
2. The Expedited Approval request is submitted to the Dean via the School Support Staff person for signature and approval affirming the need for expedited approval.
3. Request is then forwarded to the Ed Approvals Coordinator. The Ed Approvals Coordinator forwards the Expedited Approval request and related documentation to the EDCO Executive and the Registrar electronically requesting feedback on next steps and action required.
4. EDCO Executive may:
 - require further consultation and information
 - require a review by ICC
 - approve the request
5. When curriculum is approved under this process, the developer will contact and work with Student Services as directed by the Registrar to facilitate implementation.
6. Curriculum approved for expedited approval is reported to the corresponding SCC Chair, ICC and EDCO at the next meeting.
7. An agenda item will be created to facilitate the reporting of Expedited Curriculum to EDCO.

Links:

Expedited Approval Request Form

DRAFT CATEGORY OF CURRICULUM APPROVALS

Camosun College Education Approval Process

© Published by Office of VP Academic, Nov 2013, 250-370-4690, edapprovals@camosun.bc.ca

CATEGORY 1 Board/Ministry Grants Final Approval and Sign-Off.

Curricular changes that are at the Board of Governors or Ministry Policy or Governance levels; or result in new or cancelled credentials. They are under the authority of the Camosun College Board and/or the Ministry of Advanced Education to approve.

- New Applied Degrees or major revisions to existing Applied Degrees (Ministry)
- Program Cancellations (Board)
- Curriculum Revisions that have Board Policy Implications (Board)
- New Program (Board)

CATEGORY 2 EdCo Grants Final Approval and Sign-Off.

Curricular changes that are at the College, Program, EdCo Policy, or EdCo Governance levels; result in the addition or cancellation of course offerings; or that create barriers for students. The changes can be delegated to the Integrated Curriculum Committee to recommend and for Education Council to approve.

- New Program, or Major Program revision
- Curriculum changes with the potential to affect 2 or more schools or centres.
- Curriculum revisions that have EdCo Policy or Educational Standards implications
- New Courses (that can lead to Camosun Credentials)
- Course Cancellations
- Program revisions (i.e. Admission Req., Program Content, Learning Outcomes, etc.).
- Course revisions **that impact** the Program curriculum.
- Course Number Changes from 00/99 to 100 level; **OR** from 100/200 to 300/400 level or vice-versa.
- Increasing grade/level of course pre-requisites, co-requisites, pre/co-requisites
- Course Hours Changes that result in a net increase or decrease in hours.
- Programs - Swapping courses from academic years 1 and 2, to academic years 3 and 4, or vice-versa.
- Increase in credits to a course.
- Category 3 changes submitted as a curriculum package with Category 1 or 2 changes. All changes travel together for clarity sake (often applicable to changes as a result of program review and renewal).
- Programs that have undergone multiple changes in a 1 year period.
- Programs that have been recommended for review by the Integrated Curriculum Committee.

CATEGORY 3 Dean/ Designate Grants Final Approval and Sign-Off.

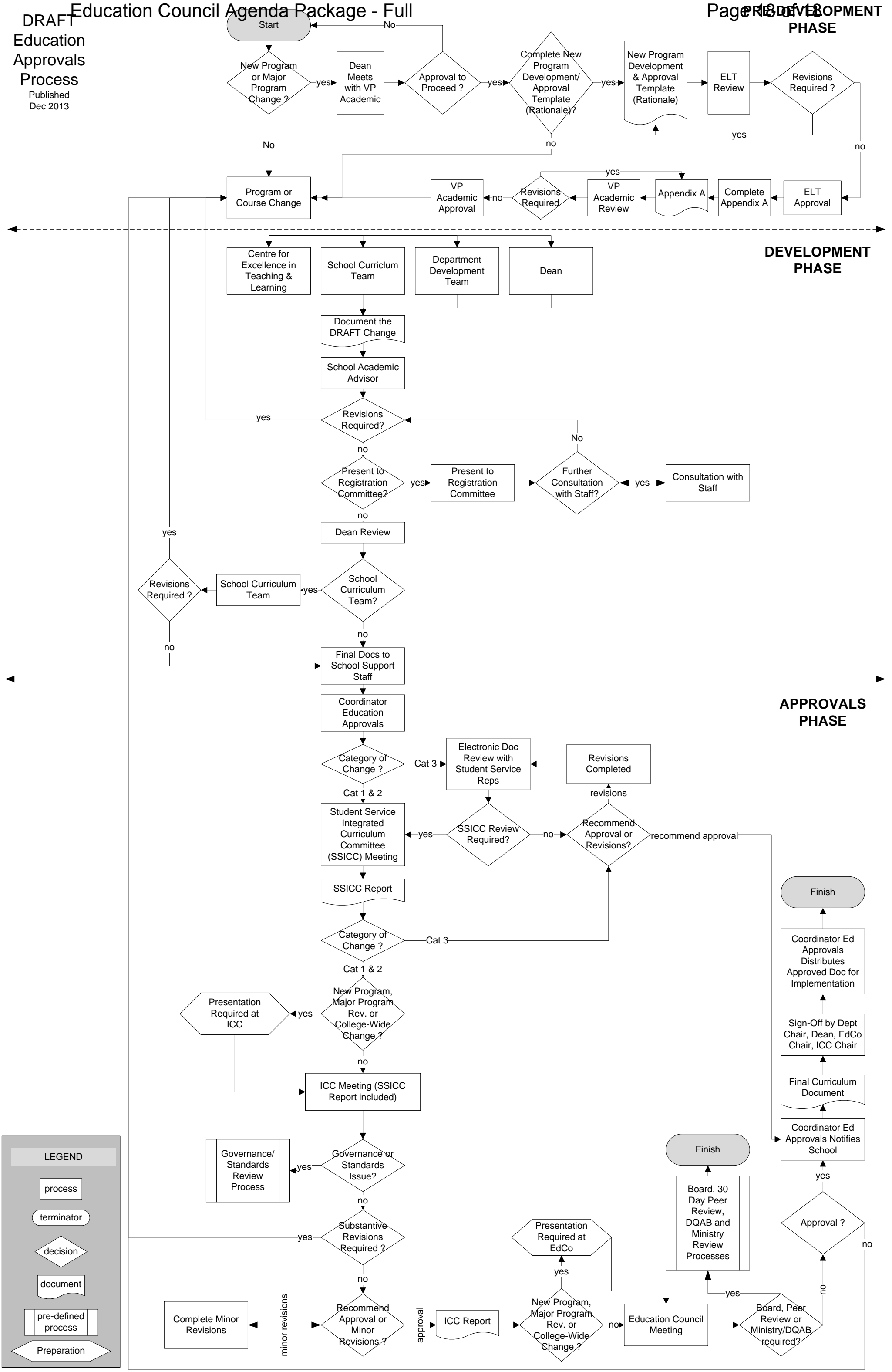
Curricular changes that are at the School or Course levels, or that are editing, correcting or the result of cascading changes. The changes can be delegated to the School Departments and Committees to recommend and the Dean or Designate to approve and sign-off. *In some cases, these changes may be re-designated Cat 2 changes if there is a greater impact to the curriculum/college than originally understood.*

- Wordsmith in Programs or Courses
- Error Correction in Programs or Courses
- Cascading Changes in Program or Courses
- Course Number Changes from 00 to 99 level; **OR** from 100 to 200 level; **OR** from 300 to 400 level.
- Course revisions that **have no impact** on the Program curriculum
- Requisites: Course decreasing grade and/or level of pre-requisite, co-requisite or pre/co-requisite.
- Requisites: Course adding alternate and/or equivalent pre-requisite, co-requisite or pre/co-requisite.
- Course Hour changes that do not result in a net increase or decrease in hours and/or credits.
- Programs - Swapping courses within academic years, **OR** between academic years 1 and 2, **OR** between academic years 3 and 4 that do not affect program outcomes or flow.
- Program Suspension (Final Approval is VP Academic, who notifies Education Council of the suspension).
- Curriculum for any programs or courses that do not lead to Camosun College credentials (optional for schools to submit abbreviated curriculum documentation for record-keeping, publications, and systems implementation purposes).

***Note - Coordinator of Education Approvals confirms the Category of Change with the School.**

Examples of Categories of Curriculum Approvals (under construction)

TYPE OF CHANGE	EXAMPLE
Wordsmith to Program or Course (Cat 3) There is no change to content or outcomes, only the language has been refreshed.	From: <i>"This course examines literary form, genre, historical context, and the interactions..."</i> To: <i>"Students will read influential texts and authors that have shaped English literary..."</i>
Error Correction	
Cascading Change (Cat 3) A primary change that affects or needs to be noted (secondary change) in another program or course. As much as possible primary and secondary changes should be approved at the same time.	Primary Change: Course Title change for GEOG 100 to Environment and Sustainability. Secondary (Cascading) Change: Update the GEOG 100 course title to Environment and Sustainability in the Program Content section of the Environmental Technology program.
Course Number Change (Cat 3) <ul style="list-style-type: none"> • Change w/in the Prep Level - 00 – 99; or • Change w/in the Non-Prep Dip/Cert Level - 100 to 200; or • Change w/in the Degree Level - 300 to 400 • But NOT change between these levels. 	From: <u>TEXT 035</u> To: <u>TEXT 045</u> From: <u>TEXT 125</u> To: <u>TEXT 225</u> From: <u>TEXT 345</u> To: <u>TEXT 430</u> <u>BUT NOT</u> From: <u>TEXT 260</u> To: <u>TEXT 360</u>
Course Revisions ≠ Program Impacts (Cat 3) No affect to Program Outcomes with removal of this one course learning outcome.	CFCS 210 – Learning Outcomes Change Remove Course Learning Outcome: <i>"Use appropriately community resources and supports to meet the needs of individuals"</i> .



LEGEND

- process
- terminator
- decision
- document
- pre-defined process
- Preparation