Education Council

Ensuring that our students are provided with quality educational experiences

AGENDA

Regular Meeting
Wednesday, May 18, 2022
4:00 – 6:00 pm
P216, LACC 321, MS Teams

TIME	ITEM	PRESENTER
4:00	CALL TO ORDER AND DECLARATION OF QUORUM (1 MIN.)	Bijan Ahmadi
4:01	ACKNOWLEDGEMENT OF COAST SALISH TERRITORY (1 MIN.)	Bijan Ahmadi
	Camosun College campuses are located on the traditional territories of the Lkwungen and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html>	
4:02	CHECK-IN (10 MIN.)	Bijan Ahmadi
4:12	ACCEPTANCE OF AGENDA (2 MIN.)	Bijan Ahmadi
4:14	MINUTES FOR APPROVAL (1 MIN.)	Bijan Ahmadi
	For approval: EdCo Meeting Minutes April 20, 2022	
4:15	REPORTS (6 MIN.)	
	Education Council Chair (2 min)	Bijan Ahmadi
	VP Education (2 min)	John Boraas
	Board Member (2 min)	Ruth Mojeed Ramirez
4:23	COMMITTEE REPORTS (4 MIN.)	
	Education Council Policy and Standards Committee	Peter Moroney
4:27	INTEGRATED CURRICULUM COMMITTEE REPORT (6 MIN.)	Connie Klassen
	Regular Curriculum for Approval	
	See ICC Monthly Report	
	Curriculum Under Review	
	See ICC Monthly Report	
4:33	ITEMS FOR ACTION (15 MIN.)	

TIME	ITEM	PRESENTER
	Education Approvals Policy Package	**Peter Moroney**

See Education Approvals Policy Package

> **Motion:**
> That Education Council approves changes to the Education Approvals Policy Package.
>
> **Moved by:**
> **Seconded by:**

4:48	**MEETING ADJOURNED**	**Bijan Ahmadi**

Upcoming Meetings:

Regular Meeting
Wednesday, June 22, 2022
4:00 – 6:00 pm
LACC 321 or MS Teams

Voting Council Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty
3. Blair Fisher, Faculty
4. Brian Coey, Faculty
5. Corrine Michel, Faculty
6. Debbie Hlady, Administration
7. Emily Schudel, Faculty
8. John Boraas, Administration
9. Julia Grav, Faculty
10. Karen Young, Student
11. Kyle Jones, Student
12. Lois Fernyhough, Faculty
13. Lindsay van Gerven, Student
14. Mark Fournier, Faculty
15. Monika Bhardwaj, Student
16. Richard Stride, Administration
17. Ruth Lyall, Faculty
18. Ryan Russell, Faculty
19. Scott Harris, Administration
20. Tia Primrose, Support Staff

Members *(Quorum = 11)*

Non-Voting Council Members

Lane Trotter, President
Ruth Mojeed Ramirez, Board of Governors
Connie Klassen, ICC Chair

Peter Moroney, Education Policy & Planning
Andrea Kucherawy, Permanent Secretary
Todd Ormiston, Indigenization Representative

Guests

Patrycja Fatla, Occupational Safety & Health Coordinator

For Information:

Education Council Executive:

Chair: Bijan Ahmadi, Business, 250-370-4140, ahmadib@camosun.bc.ca

Vice Chair: Andrea Kucherawy, VP Education Admin Office, 250-370-3037, KucherawyA@camosun.bc.ca

ICC Chair: Connie Klassen, Sport & Exercise Education, 250-370-4728, klassenc@camosun.bc.ca

VP Education: John Boraas, Office of VP Education, Interurban, 250-370-4543, boraas@camosun.bc.ca

Registrar: Scott Harris, Registrar's Office, Interurban, 250-370-3840, harriss@camoun.bc.ca.ca

EPP Director: Peter Moroney, Office of VP Education, Interurban, 250-370-3249, moroneyp@camosun.bc.ca

Permanent Secretary: Andrea Kucherawy, Office of VP Education, Interurban, 250-370-3037, edapprovals@camosun.bc.ca

DRAFT Minutes

REGULAR MEETING
Wednesday, Apr 20, 2022
4:00 – 6:00 pm
P216, LACC 321, MS Teams

Present

Voting Members

1. Andrea Kucherawy, Support Staff (Vice-Chair)
2. Bijan Ahmadi, Faculty (Chair)
3. Blair Fisher, Faculty
4. Brian Coey, Faculty
5. Corrine Michel, Faculty
6. Debbie Hlady, Administration
7. Emily Schudel, Faculty
8. John Boraas, Administration
9. Julia Grav, Faculty
10. Karen Young, Student
11. Kyle Jones, Student
12. Lindsay van Gerven, Student
13. Lois Fernyhough, Faculty
14. Mark Fournier, Faculty
15. Monika Bhardwaj, Student
16. Richard Stride, Administration
17. Ruth Lyall, Faculty
18. Ryan Russell, Faculty
19. Scott Harris, Administration
20. Tia Primrose, Support Staff

Non-Voting Members

Connie Klassen, ICC Chair
Peter Moroney, Education Policy & Planning
Ruth Mojeed Ramirez, Board of Governors

Lane Trotter, President
Todd Ormiston, Indigenization Representative

Guests: Patrycja Fatla, Occupational Safety & Health Coordinator

Regrets/Absent: Connie Klassen, Ruth Mojeed Ramirez, Lois Fernyhough, Lindsay van Gerven

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM**	**Bijan Ahmadi**
	The regular meeting was called to order at 4:07 pm. Quorum was reached.	
B.	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY**	**Bijan Ahmadi**
	Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html>	

C.   CHECK-IN

Bijan noted that dates are set for EdCo for next year. As part of the check in Bijan asked Council members how they feel this mode of delivery has been working and if anyone has any comments regarding maintaining community as we schedule things for next year. Bijan welcomed and introduced Patrycja Fatla, Occupational Health & Safety Coordinator, who has expressed an interest in learning what Education Council is about.

F.   ACCEPTANCE OF AGENDA

The agenda for April 20, 2022 was approved by unanimous consent.

G.   MINUTES FOR APPROVAL

The minutes for the March 16, 2022 meeting were approved by unanimous consent.

H.   REPORTS

1.   Education Council Chair

Bijan reported that the Education Council election was called on Feb 16th (one day after the Feb EdCo meeting); by the of the next meeting on Mar 16th the election was closed. Bijan acknowledged he forgot to insert himself into that procedure to remind term ending members, and that EdCo will be entering the Fall term with three faculty seats empty. Bijan encouraged the three current faculty members whose terms are up to nominate themselves, if they are interested, for the Fall by-election. He also noted that out of four student positions only one was nominated and claimed; Council starts in the Fall with only fourteen members. He will be reaching out to faculty in the Fall to remind them of the by-election in October and offered outgoing Council members to attend as guests for September and October.

Bijan commented on operational concerns vs. curriculum concerns when addressing curriculum for approval. Council is to consider the curriculum aspect of courses and programs; ICC reflects and take notes only of the aspects of curriculum. He encouraged Council to seek out information supporting their own interpretation and understanding of why and how curriculum decisions are being made and operationalized.

2.   VP Education

Program Cancellation
Motion:
That Education Council approve and recommend to the Camosun College Board of Governors cancellation of the following:

BUILDING EMPLOYMENT SUCCESS FOR TOMORROW (BEST)

ITEM	PRESENTER

<table>
<tr><td></td><td style="background:#d6e7f0; text-align:right">**Moved by: John Boraas**
Seconded by: Richard Stride
Motion Carried</td></tr>
</table>

3.	**Board Member**	**Lane Trotter for Ruth Mojeed Ramirez**
	Lane reported on behalf of Ruth that the Board met last week and focused on the budgetary challenges that are continuing to be worked through as well as an update on the Strategic Plan.	

I.	**COMMITTEE REPORTS**	

	Education Council Policy and Standards Committee	**Peter Moroney**
	Pete reported that the Committee met on April 11. The Grading Policy work is now focused on minor elements, including recommendations on language surrounding "attendance" and what it means. This will be run past the Education Leadership Team. In addition, the Committee looked at a change to the current standard around Expedited Approval. The realization is that "out-of-cycle" changes to curriculum is about expedited implementation; the standard will be repositioning this as such.	
	Pete noted that formalization surrounding membership is needed due to increased interest in the P&S Committee. The Committee will look at the Terms of Reference, who comprises the membership, and the process of adding members. This will be brought to EdCo in the future. Pete reported that Claudia Sperling, Director of Applied Learning and Cooperative Education, has been added as a member of the Committee after having been a regular guest.	

J.	**INTEGRATED CURRICULUM COMMITTEE REPORT**	**Connie Klassen**

	Regular Curriculum for Approval	**Peter Moroney for Connie Klassen**
	Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
	T&T: ELECTRONICS & COMPUTER ENGINEERING	
	Electrical Specialist WENG Tech System Maintainer ELEN 121 ELEN 166 MECH 176 MECH 178 ICS 200	

<table>
<tr><td style="background:#d6e7f0">**Motion:**
That Education Council approves changes to the curriculum as submitted:</td></tr>
</table>

Moved by: Scott Harris **Seconded by: Monika Bhardwaj** **Motion Carried**	

K.   MOTION FOR APPROVAL

<div align="right">Peter Moroney</div>

Motion for approval

Motion:
To add Mandy Hayre as a panelist to the Education Council Academic Appeals Panel:

Moved by: Scott Harris
Seconded by: Ruth Lyall
Motion Carried

Motion for approval

<div align="right">Scott Harris</div>

Motion:
That Education Council approves the listed changes to curriculum resulting from approved revisions of 15 April 2020 to the Academic Credits Standard and Procedure:

Moved by: Scott Harris
Seconded by: Brian Coey
Motion Carried

M.   ADJOURNMENT

<div align="right">Bijan Ahmadi</div>

The meeting adjourned at 5:13 pm.

Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences

Wednesday, April 13, 2022 (Regular Meeting)

Present: Beth Konomoto, Chris Avis, Heather delVillano, John Telford, Zoe Broom, Marina Jaffey, Mavis Smith (Chair), Peter Moroney, Gillyan Haden, Ruth Lyall, Andrea Kucherawy (Resource)

Regrets: Leta Zaleski

Guests: Saryta Schaerer, Computer Science Chair; Alan Duncan, T&T, Electronics & Comp Engineering Chair; Cynthia Wrate, Business, Chair Marketing; Monique Tatum, SoB School Curriculum Support

Monday, May 2, 2022 (Carry-Over Meeting)

Present: Beth Konomoto, Chris Avis, Heather delVillano, John Telford, Zoe Broom, Marina Jaffey, Mavis Smith (Chair), Peter Moroney, Gillyan Haden, Ruth Lyall, Andrea Kucherawy (Resource)

Regrets: Peter Moroney, Mavis Smith, Leta Zaleski

Guests: Cynthia Wrate, Business, Chair Marketing; Monique Tatum, SoB School Curriculum Support

CURRICULUM FOR APPROVAL

REGULAR CURRICULUM

N/A

CURRICULUM UNDER REVIEW

BUS

BBA MARK   ICC Feedback

MARK DIP

MARK 110

MARK 220

MARK 230

MARK 233

MARK 320

MARK 325

MARK 330

MARK 340

MARK 365

MARK 395

[MARK 420](#)
[MARK 433](#)
[MARK 440](#)
[MARK 445](#)
[MARK 465](#)
[MARK 485](#)

APPROVED CATEGORY 3 CURRICULUM CHANGES

Approved Category 3 (Dean Approval) and Category 3 (VP Ed Approval) (Program Suspensions) curriculum changes are accessible for members to review from the **Ed Approvals SharePoint** **under** [Training Modules for EdCo Members](#).

POST-EDCO ERROR CORRECTIONS

See [Corrections Post-EdCo](#)

CAMOSUN POLICY

POLICY TITLE	Educational Approvals
POLICY NUMBER	E-1.6
APPROVAL DATE	TBD
APPROVAL BODY	Board of Governors & Education Council
AMENDMENT DATES	Board: Oct. 4, 2004 Board: Sept. 6, 2006 Board: Mar. 2, 2009 Board: TBD EdCo: Sep. 20, 2004 EdCo: June 19, 2006 EdCo: June 16, 2008 EdCo: TBD
NEXT REVIEW DATE	TBD
POLICY HOLDER	VP Education
SUPPORTING DOCUMENTS	E-1.6.1 School Curriculum Committee Terms of Reference E-1.6.XX Integrated Curriculum Committee Terms of Reference E-1.6.XX Framework for Programs and Credentials E-1.6.XX Expedited Implementation Process

EDUCATIONAL APPROVALS

PURPOSE

The purpose of this policy is to establish the process for the approval of all educational programs and courses at Camosun College and to identify the approval body for each type of educational offering.

POLICY APPLICATION, SCOPE, AND LIMITS

1. This policy applies to all members of the Camosun College community involved in the educational approvals process.

2. Education Council approval is not required for programming which does not lead to a Camosun College credential.

DEFINITIONS

1. **Credentialed Program**: Programming that has received formal College approval through Education Council. Students *will* receive a Camosun College credential for these programs.

CAMOSUN POLICY

2. **Non-Credentialed Program:** Programming that has received school approval rather than formal approval through Education Council. Students *will not* receive a credential for these programs.

PRINCIPLES

1. Camosun College programs and courses will meet quality standards that enhance the College's reputation as a provider of sound educational programs and courses that are recognized in the BC colleges and institute system and beyond.

2. College programs and courses will reflect the organizational and educational goals of Camosun College as defined in the College's *Strategic Plan* (see link).

3. Programs and courses will be reviewed in a rigorous and open manner in order to ensure quality while addressing educational needs of the Camosun College region.

4. College programs and courses will be developed in response to identified educational needs. The Education Approvals process will strive to enhance the student learning experience and outcomes.

5. To address extraordinary circumstances whereby curriculum changes need to be implemented out-of-cycle based on published Education Approvals timelines, the college may expedite implementation of approved curriculum.

6. In response to more immediate and changing educational needs for which government does not provide funding, the College will endeavour to provide self-funded programming where feasible.

SPECIFIC POLICY REQUIREMENTS

1. All credentials issued by the College must receive approval of Education Council. All credentials issued by the College must meet the standard defined by the College.

2. A College-wide curriculum committee, called the *Integrated Curriculum Committee* (see link) will make recommendations to Education Council regarding curriculum proposals.

3. Each school must establish a curriculum committee, called a *School Curriculum Committee* (see link), to assess all curriculum proposals emanating from its departments and to make recommendations to the Integrated Curriculum Committee.

CAMOSUN POLICY

ACCOUNTABILITY AND RESPONSIBILITY

1. Education Council is the senior educational body within the institution responsible for credentialed program and curricular approvals, reporting to the Board of Governors through its minutes at each meeting of the Board.

2. Through the minutes, and at each Board of Governor's meeting, Education Council will report on its newly adopted key programming changes and will seek approval, as appropriate, for new programs.

SUPPORTING DOCUMENTS

- E-1.6.1 School Curriculum Committee Terms of Reference
- E-1.6.XX Integrated Curriculum Committee Terms of Reference
- E-1.6.XX Framework for Programs and Credentials
- E-1.6.XX Expedited Implementation Process

POLICY SUPPORTING DOCUMENT (((CAMOSUN

DOCUMENT TITLE	Integrated Curriculum Committee Terms of Reference
DOCUMENT NUMBER	E-1.6.XX
NAME OF POLICY THE DOCUMENT SUPPORTS	E-1.6 Educational Approvals
TYPE OF DOCUMENT	Terms of Reference
APPROVAL DATE	June 17th, 2013
LAST UPDATE OR AMENDMENT OR REVIEW DATE	December 14th, 2015 TBD
HOLDER	VP Education

INTEGRATED CURRICULUM COMMITTEE
TERMS OF REFERENCE

PURPOSE

As a Sub-Committee of Education Council, the Integrated College Curriculum Committee (ICC) is responsible for the review of curriculum leading to a Camosun College credential. The Integrated Curriculum Committee makes recommendations to Education Council for approval of curriculum in accordance with the Camosun College Policy on Education Approvals.

RESPONSIBILITIES

Committee:

1. To ensure that curriculum proposals are consistent with the College's formal goals, values, and objectives in support of quality teaching and learning.

2. To review and evaluate curriculum proposals to ensure they meet established educational policies and standards.

3. To identify concerns in curriculum proposals and bring them to the attention of the Integrated Curriculum Committee Chair for discussion, resolution, and/or for referral to Education Council.

4. To apply education approval guidelines in recommending approval of curriculum proposals.

5. To identify the need for specific educational policy, standards, processes and communication materials, and bring them to the attention of the Integrated Curriculum Committee Chair for discussion, resolution, and/or referral to Education Council.

POLICY SUPPORTING DOCUMENT CAMOSUN

Chair:

1. To chair the meetings as the representative of Education Council.

2. To take recommendations from the committee for curriculum approval to Education Council and communicate any relevant issues or concerns to Education Council.

3. To work in partnership with the Coordinator of Education Approvals and Education Council Chair:

   - To ensure the smooth functioning of the Integrated Curriculum Committee.

   - To take recommendations for educational standards or educational policy to Education Council and/or VP Education.

   - To take curriculum concerns to the VP Education for resolution.

   - To consult with Schools as necessary.

MEMBERSHIP

The membership will normally consist of:

1. The Chair of the Integrated Curriculum Committee. The Chair of the Integrated Curriculum Committee is a non-voting member of Education Council appointed by the VP Education in consultation with the Chair of Education Council. The Chair of the Integrated Curriculum Committee will generally be a faculty member with curricular expertise. (1 member)

2. Faculty Curriculum Leads (FCLs) representing each of the five Schools and the Centre for Sport & Exercise Education. FCLs will be faculty members who are appointed by the Dean. If no faculty member is available, the Dean or Associate Dean may sit on the committee in the interim. (6 members)

3. One faculty member from the Centre of Excellence for Teaching and Learning. (1 member)

4. One Indigenous faculty member who will guide the review of Indigenization plans within curriculum proposals. (1 member)

5. The Director, Education Policy and Planning or designate from the VP Education. (1 member)

6. The Registrar or designate. (1 member)

LENGTH OF TERM

All appointments to the Integrated Curriculum Committee will be for two years, renewable.

POLICY SUPPORTING DOCUMENT CAMOSUN

COMMITTEE OPERATION

1. The Committee will normally meet monthly September through June. Additional meetings will be scheduled as required.

2. Recommendations will be presented to Education Council for their approval.

3. The Coordinator of Education Approvals supports the work of the ICC committee by providing relevant documentation and information that contributes to the smooth functioning of the ICC and the education approvals process.

4. Staff Coordination support will be provided by the Office of the VP Education.

5. A quorum of 80% of the committee is required for all decisions leading to recommendation to Education Council.

6. Decisions will be made by consensus of 80% of the committee.

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS

- [G-3.1 Education Council By-Laws](#)
- [E-1.6 Educational Approvals Policy](#)
- [E-1.6.1 School Curriculum Committee Terms Of Reference](#)

POLICY SUPPORTING DOCUMENT   **CAMOSUN**

DOCUMENT TITLE	Framework for Programs and Credentials
DOCUMENT NUMBER	E-1.6.XX
NAME OF POLICY THE DOCUMENT SUPPORTS	E-1.6 Educational Approvals
TYPE OF DOCUMENT	Framework Document
APPROVAL DATE	TBD (as supporting document)
LAST UPDATE OR AMENDMENT OR REVIEW DATE	Last amendments approved: EdCo: June 16, 2008 Board: Mar. 2, 2009
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Registrar

FRAMEWORK FOR PROGRAMS AND CREDENTIALS

PURPOSE

The Framework for Programs and Credentials document identifies how base-funded and self-funded (credentialed and non-credentialed programs) are recognized, approved, and funded. The document also summarizes the educational purpose of these types of programs and credentials, how program quality is assured, and how the programs remain stable and flexible for students.

FRAMEWORK FOR PROGRAMS AND CREDENTIALS

CONCEPT	BASE-FUNDED[1]	SELF-FUNDED[2] (CREDENTIALED)	SELF-FUNDED (NON-CREDENTIALED)
RECOGNITION	**Credential** Certificate, Diploma, Advanced Certificate/Diploma, Post-Degree Diploma, Associate Degree, and Bachelor's Degree (Applied)	**Credential** Certificate, Advanced Certificate/Diploma	**Statement** Statement of attendance, accomplishment, or completion verification issued by school.
	Documentation Official transcripts issued by Registrar's Office.	**Documentation** Official records maintained by Registrar's Office.	**Documentation** Official records maintained by Registrar's Office

POLICY SUPPORTING DOCUMENT   CAMOSUN

	Transfer Transferable to other educational programs and institutions[3]	**Transfer** Transfer arrangements may be possible[3]	**Transfer** No formal transfer arrangements
APPROVAL	• Ministry approval following College approval for Applied Degrees. • Ministry Peer Review following College approval for Diplomas and Certificates that ladder. • College approval only for Certificates that do not ladder into Diplomas	• Formal College approval.	• Formal School approval.
FUNDING	• Block grant and tuition	• Student fees	• Student fees
QUALITY	• Formally developed curriculum inviting College-wide and external critique (the latter may include government, industry, university, licensing bodies, professional associations, or community groups) • Defined admission requirements. • Defined learning outcomes and learner evaluation. • Updated in response to college program evaluation process	• Formally developed curriculum inviting College-wide and external critique • Defined admission requirements • Defined learning outcomes and learner evaluation. • Updated in response to market needs.	• Curriculum is determined by the School or Departments: • May include defined admission requirements • Defined learning outcomes; evaluation processes can be informal; reviewed by Schools • Updated in response to market needs
STABILITY & FLEXIBILITY	• Offered in response to on-going long-term needs • Included in the Camosun College calendar	• Offered in response to substantiated labour market and community demands • Included in the Continuing Education calendar and promotional materials	• Offered in response to anticipated community demands • Included in Continuing Education calendar • Program/Course changes are

	• Program / Course changes require formal college approval.	and referenced in Camosun College calendar • Program/Course changes require formal college approval.	determined by the schools.
EDUCATIONAL PURPOSE	In support of the goals of the BC college system	In support of the college Strategic Plan	In support of current community interests

NOTES ON FRAMEWORK FOR PROGRAMS AND CREDENTIALS:

[1]**Base-Funded Programs**: Provincially subsidized programming to accommodate the general needs of the public.

[2]**Self-Funded Programs**: Programming that is not provincially subsidized; the program fees are determined by the delivery costs of the program.

[3]**Transferability:** Transfer arrangements are determined by receiving institutions.

Third Party Contracts: Third party contracts can fit into any of these categories. However, if a Camosun College credential is required, then they must obtain Education Council and/or Ministry approval. If the contractor provides the credential, then they do not need Education Council Approval.

Partnerships: Partnerships can fit into any of these categories. If Camosun College is recognized on the partnership credential (e.g. logo, seal, and/or signature), then the program must obtain Education Council approval. Conversely, if the partner provides the credential and Camosun College is not recognized, then the program does not require Education Council approval.

International Partnerships: As part of global community, we recognize the opportunity to develop partnerships with other educational institutions outside our borders. All new or existing credentials that are modified and/or developed for International partnerships will be expected to meet the educational quality and standards as defined for like credentials at Camosun College. All credentials offered in conjunction with international partnerships with be required to attach the term "International" to the credential (e.g. International Certificate in, International Diploma in, etc.) to clearly distinguish them from our domestic credentials.

Apprenticeship Programs – Statement of Completion: Students in the Provincial Apprenticeship Programs as defined by the Industry Training Authority (ITA) will receive a "Statement of Completion" verification" by the School of Trades and Technology that recognizes each level of the technical training.

LINKS TO RELATED CAMOSUN POLICIES

- E.1.6 Education Approvals Policy

POLICY SUPPORTING DOCUMENT CAMOSUN

DOCUMENT TITLE	Expedited Implementation Process
DOCUMENT NUMBER	E-1.6.XX
NAME OF POLICY THE DOCUMENT SUPPORTS	E-1.6 Educational Approvals
TYPE OF DOCUMENT	Educational Standard
APPROVAL DATE	Feb 17, 2014
LAST UPDATE OR AMENDMENT OR REVIEW DATE	TBD
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	VP Education

EXPEDITED IMPLEMENTATION PROCESS

PURPOSE

The expedited implementation process provides the college with the opportunity to respond to unusual or unexpected curriculum opportunities or required curricular changes that are time-sensitive such that the targeted implementation date falls outside of the normal curriculum implementation deadlines.

SCOPE/LIMITS

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

PRINCIPLES

1. We commit to upholding college educational policies and standards in the review of curriculum seeking expedited implementation.

2. We aim to be flexible, responsive and transparent when deviations from our regular curricular approvals timelines are deemed necessary.

3. We value the relationships and/or partnerships college programming has with external professional or funding agencies.

4. We give special consideration to positive and negative impacts for students, balanced with operational constraints.

CRITERIA

1. Time-sensitive access to funding (ministry, student loans, external partner etc.).

POLICY SUPPORTING DOCUMENT ⟨⟨ **CAMOSUN**

2. Accreditation, licensing changes that require time–sensitive implementation.

3. Contractual or external agency requirements (i.e. Industry Training Authority) that requires time-sensitive implementation.

4. Other extraordinary circumstances, with special consideration for positive or negative impacts on students.

PROCESS

1. Expedited implementation is subject to approval of corresponding curriculum submissions by the Integrated Curriculum Committee (ICC) and Education Council (EdCo).

2. Submission of an Expedited Implementation request must include an Expedited Implementation Request Form which includes:
   i. Rationale for expedited implementation and description of the consequences of not going through an expedited implementation process;
   ii. If the request involves change to existing curriculum, a clear description of the potential impact to current and prospective students and how students impacted by this change will be identified;
   iii. Completed Curriculum forms (via Curriculog).

3. The Expedited Implementation request is submitted to the Dean/Director for signature and approval affirming the need for expedited implementation.

4. The request is then forwarded to the Education Approvals Coordinator. The Education Approvals Coordinator forwards the Expedited Implementation request and related documentation to the EdCo Executive and the Registrar electronically, requesting feedback on next steps and action required.

5. EdCo Executive may:
   i. Require further consultation and information; or
   ii. Approve the request.

6. When curriculum is approved under this process, the developer will contact and work with the Registrar's Office to facilitate implementation.

POLICY SUPPORTING DOCUMENT CAMOSUN

7. Curriculum approved for expedited implementation is reported to the corresponding SCC Chair, ICC, and EdCo at the next meeting.

LINKS TO RELATED CAMOSUN DOCUMENTS

- [Expedited Implementation Request Form](#)