**Education Council Proposal Summary**

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| Proposal: | |
| To: [EdCo Admin Assistant](mailto:edco@cnc.bc.ca) | From: |
| Phone: | Email: |
|  | |
| **Implementation date:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| Scope and Timeline | Nature of Proposed Changes  (Check all that apply) | Approval  Process | Required Documents |
| Major Revisions  Implementation date: | **Programs**  Changes to program learning objectives  Changes in credits of course(s)  Changes to admission requirements  Changes to graduation requirements  **Course(s)**  Changes to course title/course code  Changes to learning objectives  Changes to prerequisites or co-requisites  Changes in contact hours or duration of course  Changes to equivalency  Changes to internal articulation or cross listing | 1. Program Committees 2. Integrated Curriculum Committee 3. Education Council | **Programs\***   1. Program Profile 2. Course Outline(s)   (affected course(s))   1. Appx. A – Change Summary   **Courses** \*   1. Course Outline(s) (affected course(s)) 2. Appx. A – Change Summary |
| Minor Revisions | **Programs**  Rephrasing of program description  Rephrasing of existing program learning objectives  Changing selection criteria  **Course(s)**  Rephrasing of calendar description  When required by an articulating/accrediting body: Changes to the order of course content, evaluation methods, references/materials, or learning objectives. | 1. Integrated Curriculum Committee 2. Education Council | **Programs**   1. Program Profile 2. Course Outline(s)   (affected course(s))   1. Appx. A – Change Summary   **Courses**   1. Course Outline(s) (affected course(s)) 2. Appx. A – Change Summary |
| New | New program proposal  New course proposal | 1. Program Committees 2. Integrated Curriculum Committee 3. Education Council | **Same as Major\*** |
| Fast Track Review Process (Major Changes or New Programming That Bypass Program Committees)  Please check the relevant boxes above, include all required documents, and also check this box if this proposal has been approved for a fast-track review process.  Please note a fast-track review process is only considered when there is an immediate, negative impact to the students. Examples of immediate, negative impacts to students include:   * Loss of program accreditation. * Loss of transfer articulation for students in progress or in the upcoming semester. * Inability for in-progress students to graduate. * Inability for CNC to admit targeted students. | | | |

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| **Date of Last Approval at Education Council** |
| Please write in the white spaces. |
| [**Rationale**](#Implementation)**:** |
|  |
| [**Proposal Consultation**](#Implementation)**:** |
|  |
| [**Transition Plan**](#Implementation)**:** |
|  |

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| --- | --- |
| **Proponent Signature:** | **Date (MM/DD/YYYY):** |
|  |  |
| **Education Administrator Comments:**  Reviewed Proposal and Course/Program Development Checklist  Affected Faculty/Departments have been consulted  Recommended  Not recommended (please provide rationale): | |
| **Educational Administrator Signature:** | **Date (MM/DD/YYYY):** |
|  |  |
| **Timelines:**  Please be aware of the timelines required for developing, consulting, circulating, revising and submitting the proposal to [Education Council](https://cnc.bc.ca/about/governance/edco). Proposals are expected to be copy edited and formatted correctly before they are submitted. **Meeting the deadline does not guarantee your proposal will make the agenda.** | |
| **Post Education Council Follow up: Office Use Only**  Calendar update  Office of the registrar  BCCAT Articulation Officer  Communications | |

**Appendix A: Change Summary**

**Table 1: Course Change Details:**

**Ensure the information on this table matches the proposed changes.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Status** | **Course Code** | **Course Name** | **Pre or Co-requisites** | **Prerequisites** | **Co-requisites** | **Equivalent** |
| Choose an item. |  |  |  |  |  |  |

**Table 2: Program Change Details**

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| --- | --- | --- |
| **Program Description** | | |
| New | Modified | No Change |
| **Admission Requirements** | | |
| New | Modified | No Change |
| **Graduation Requirements** | | |
| New | Modified | No Change |