**Academic Governance**

The Education Council Handbook

August 2022

Academic Governance at CNC – A Resource for Education Council

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**1.0 Academic Governance Overview**

The College and Institute Act is the legislation related to governance within colleges and institutions.

The academic governance at the College of New Caledonia (CNC) is made up of the College Board and Education Council.

Under the College and Institute Act, Education Councils hold sole authority over academic standards and curriculum; in the area of articulation, Education Councils hold joint authority with the board. On other educational issues, councils have the right and responsibility to advise the boards.

Each Education Council is required to establish bylaws (see Education Council Bylaws). These bylaws reflect guiding principles for the operation of Education Council such as the agenda, committees, minutes, and frequency of meetings.

For additional information or to read the complete act, you can find the link [here](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96052_01).

**In Part 1 you will find:**

[1.0 Academic Governance Overview 3](#_Toc112235618)

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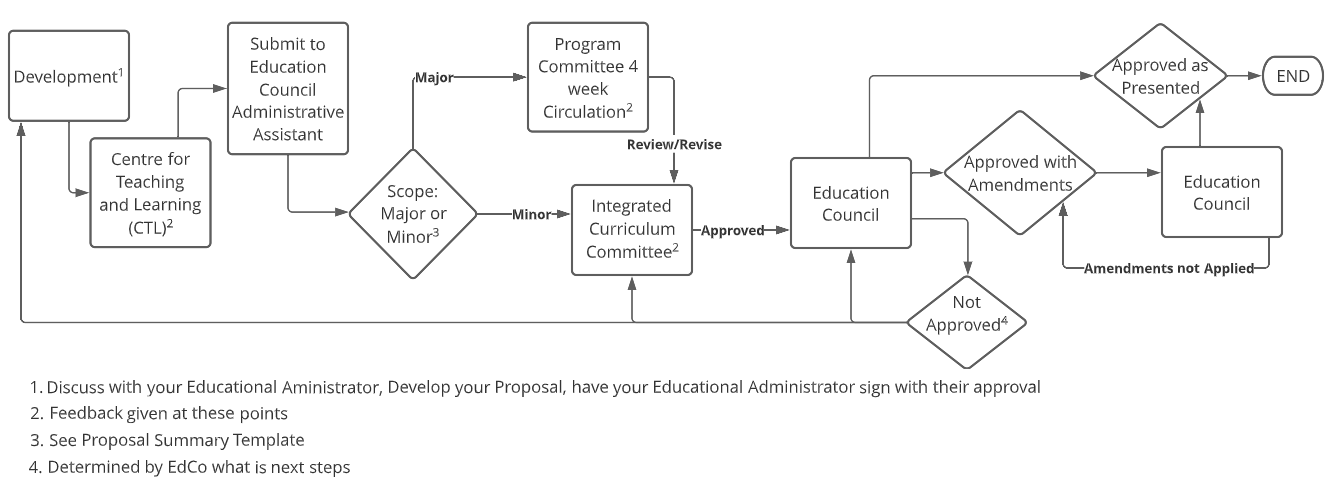
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**1.1 Education Council Process Flow Chart**



**1.2 EDUCATION COUNCIL BYLAWS**

**Preamble**

*The College and Institute Act* requires that the College of New Caledonia formally create an Educational Council.

When the Bylaws of the Educational Council of the College of New Caledonia are at variance with the College and Institute Act, the Act and all amendments to it shall take precedence.

[Click here for The College and Institute Act](http://www.bclaws.ca/civix/document/id/complete/statreg/96052_01).

1. **Statement of Conduct**

Members of the Education Council are elected or appointed from specific constituencies of the College of New Caledonia (CNC). Regardless of members’ position within CNC, when they are carrying out the business of the Education Council, their actions will be directed toward the best interest of CNC rather than any constituency or faction within it. All eligible members are expected to vote freely on all issues before the Education Council regardless of their own association with any constituency within CNC. In instances where a member believes that they are in conflict of interest in voting Bylaw XIV should be applied.

1. **Officers of Education Council**

The Officers of Education Council are the Chair and a Vice-Chair.

* 1. The Chair and Vice-Chair of Education Council shall be elected each year by and from the voting members of the Education Council.
  2. The elections shall occur at the regular May meeting of Council.

**Duties of the Chair**

The Chair shall:

1. be a member of the Council and shall act as its official spokesperson;
2. be responsible for the preparation and distribution of the Council agenda in consultation with the Agenda Committee;
3. be responsible for the distribution of minutes and the official correspondence of the Council;
4. communicate to the Board all reports and recommendations of the Council;
5. attend regular meetings and functions of the Board;
6. prepare and present for approval at the last meeting of Council every year a schedule of meetings for the coming year;
7. coordinate all business and operations of the Council;
8. ensure that all the provisions and requirements of the Council’s Bylaws are fulfilled;
9. communicate with Education Council Chairs at other institutions;
10. liaise with the appropriate Ministry on matters that affect Education Council’s powers or its advisory role to the College Board.

**Duties of the Vice-Chair**

The Vice-Chair shall:

1. carry out the duties and responsibilities of the Chair when the Chair cannot be present;
2. assume the office of the Chair on an interim basis if the position should become vacant;
3. replace the Chair at regular meetings and functions of the Board if the Chair is unable to attend.
4. liaise with Program Committees.
5. **Recording Secretary**

The institution will appoint a recording secretary to the Education Council. The recording secretary is not a member of Council.

1. **Conduct of Meetings**

Robert’s Rules of Order will guide the conduct of Education Council meeting.

1. **Quorum**

A quorum of the Council shall be fifty percent (50%) plus one of the voting members.

1. **Motions**

Only Education Council members may present motions.

1. **Voting Procedures**
   1. Voting shall be by a show of hands or roll call, unless a secret ballot is requested. In any vote, a simple majority of voting members present shall be required to carry a motion except as otherwise provided in the bylaws, and names will be recorded upon request.
   2. Voting members will be considered present if they attend the meeting in person, online, or on the phone.
   3. When a voting member participates in a meeting online or by phone, their vote may be indicated verbally.
   4. Upon request of a member of Education Council, a vote shall be taken by secret ballot.
   5. When a secret ballot is requested, voting members who attend the meeting online or by phone will be provided the same opportunity to vote secretly as those voting members who attend the meeting in person.
   6. The Chair shall also vote on all matters at the same time as other members.
   7. Motions receiving a tie vote shall be lost.
2. **Minutes**
   1. The minutes of the meetings of the Council shall be kept by the recording secretary.
   2. Minutes of all Education Council meetings will be made public and archived on the [College website:](https://collegeofnewcaledonia.civicweb.net/filepro/documents/50)
3. **Regular and Special Meetings**
   1. Regular meetings of the Council shall normally be held monthly~~,~~ on a date designated by Education Council.
   2. If for any reason in any month the regular meetings of the Council cannot be held on the published date, the recording secretary must inform the members of the Council and the College community at least seven (7) calendar days prior to the published date of an adjustment of the meeting date.
   3. Special meetings will be called by the Chair at any time upon the written concurrence or request of at least five (5) voting members of Council.
      1. Notice of each special meeting accompanied by copies of the agenda and all documents to be submitted at the meeting shall be made available to members of the Council at least seven (7) calendar days in advance.
      2. The Chair will make every reasonable effort to schedule the special meeting at a time feasible to most members of Education Council.
      3. At a special meeting only the matter (or matters) specified in the notice convening the meeting shall be considered.
4. **Open and Closed Meetings**
   1. Meetings of the Council are open and may be attended by observers.
   2. Observers shall be entitled to speak to specific matters on the agenda by invitation of the Chair.
   3. No recording or other electronic equipment may be brought into the meeting except at the discretion of Council.
   4. The Council may, by simple majority vote, consider items of the agenda in-camera.
5. **Agenda**
   1. Agenda items may be submitted by any member of the College community.
   2. Agenda items and supporting documentation for meetings, including recommendations from any committee, must be submitted in writing to the recording secretary of Council by 4:00 pm fourteen (14) calendar days prior to the scheduled meeting date.
   3. Within one (1) working day after the submission deadline the agenda committee will:
      1. ensure all appropriate documentation is included for agenda items;
      2. set the agenda by giving priority based on but not limited to calendar publication deadlines, Ministry deadlines, etc.
   4. Meeting agendas and supporting documentation shall be sent to Education Council members not less than seven (7) calendar days prior to the scheduled Council meeting hour with approval of the agenda committee.
   5. Agenda items and supporting documentation received after this date may be placed on the current agenda with the approval of the agenda committee.
   6. The agenda for the scheduled meeting shall be posted on the Education Council [website](https://cnc.bc.ca/about/governance/edco).
   7. The agenda committee shall be comprised of the Chair and Vice-Chair of Education Council plus one other member of Education Council elected from and by the voting members of Council.
6. **Committees**
   1. Council may carry out its business through standing committees which have ongoing responsibilities and through task forces which have specific tasks and time frames. Committees and task forces and their terms of reference shall be created by motions of Council as required.
   2. The Standing Committees of Council shall consist of, but not be limited to:
      1. Program Committees
      2. Integrated Curriculum Committee
      3. Agenda Committee
   3. The Council motion creating a standing committee or task force shall include the following:
      1. a name for the standing committee or task force;
      2. terms of reference, together with a list of specific duties and responsibilities, and an interim chair;
      3. membership which may include non-members of the Council;
      4. a method for selecting members and term of membership;
      5. reporting procedures and timelines.
   4. At least one member of the Council may be included on every committee or task force.
   5. At the first meeting of the committee or task force, a chair must be elected or appointed.
   6. The Chair of Education Council shall be an ex-officio member of all committees and task forces.
   7. Standing committees and task forces shall report to the Council as required and submit a one-page annual report in June.
7. **Terms, Vacancies, and Attendance**
   1. Any member of Council may resign from their seat and, thereby, create a vacancy. Except in unusual circumstances, this shall be done by way of a written letter delivered to the Chair.
   2. When a vacancy occurs among the elected members of the Education Council, the Chair will notify the Registrar. Election procedures, as determined by the Registrar in consultation with the chief officers of the representative group, will be followed.
      1. When a vacancy occurs among the members of Council appointed by the President, the Chair will notify the President.
   3. Any member who will be absent from a meeting shall notify the recording secretary at least 24 hours prior the meeting, if possible.
      1. Any elected member absent from three (3) meetings of the Council without acceptable cause and without notifying the Chair, will be considered as having resigned from the Council and the position will be filled in accordance with section XIII. b.
      2. Acceptable causes for members missing meetings will include conflicts with a scheduled class, out-of-town meetings on College business, illness, or approved leave.
   4. The seat of a member who leaves the constituency that the member represents shall be declared vacant.
   5. In the event of a vacant seat other than those created by expiration of a term, the Chair shall request that the constituency from which the member is selected fill the vacant seat by the election rules.
   6. Alternative communication technologies shall be used when needed to facilitate participation of Education Council members whose campus is in a community other than that in which the meeting is held.
   7. All Council members conducting approved Education Council business will be reimbursed for travel expenses according to standard college guidelines.
8. **Conflict of Interest**
   1. A conflict of interest arises when a Council member’s individual private monetary interest supersedes or competes with their dedication to the interests of the College. In general, voting on matters which effect a broad group by a member of that group is not considered a conflict of interest.
   2. In cases where conflict cannot be avoided, a Council member has an obligation to declare a conflict of interest prior to discussion or decision on an issue. Upon declaration of a conflict the recording secretary shall note the declaration and the Council member must:
      * 1. in an in-camera session or committee meeting, absent themselves from the proceeding during discussion or voting on that matter.
        2. in a public session, refrain from discussion or voting on that matter.
9. **Bylaw Amendments**

By giving notice of motion at a regular meeting, the terms of the bylaws may be amended by a two-thirds vote of Council at a subsequent regular meeting. Members shall have one (1) month to consider such a change.

***Adopted by Education Council – August 16, 2022***

**1.3 The Education Council Membership**

|  |  |
| --- | --- |
| **MEMBERSHIP CONSTITUENCIES:**  **Faculty (10 members\*\* Under review):** | \*term ends April of even years  \*\*term ends April of odd years |
| School of Health Sciences: | General\* |
| Nursing\* |
| School of University Studies and Career Access: | Arts\*\* |
| Sciences\*\* |
| Business\* |
| School of Trades and Technologies | General\*\* |
| School of Academic Foundation and Human Services | General\* |
| Members at Large: | Lakes District, Nechako & Mackenzie Campus\*\* |
| Prince George Campus\* |
| Quesnel Campus\* |
| **Operational Staff:** | 2 members\*\* |
| **Student Representatives:**  (1 regional campus, term ends October of each year) | 4 students |
| **Educational Administrators:**  (term ends April of each year) | 4 members appointed by the President |

**Responsibilities of Education Council Members:**

* attend monthly and special meetings of Education Council;
* read and analyze distributed agenda material;
* read Education Council Handbook;
* review CNC educational policies;
* review CNC’s Strategic Plan;
* review CNC’s Academic Plan;
* participate in committees as needed:
  + attend at least one Integrated Curriculum Committee and one Policy Committee meetings per year (to understand the work of the subcommittees);
* liaise with your constituency group;
* in consultation with the Vice-Chair of Education Council, assist program committees in the preparation of proposals to Education Council;
* vote freely on matters impacting the College community. (see Bylaw I: Statement of Conduct)

For more information on powers and the advisory role of Education Council please refer to the [College and Institute Act](http://www.bclaws.ca/civix/document/id/lc/statreg/96052_01).

**1.4 Education Council and the Budget Process**

Annually, College Administration engages Education Council with the budget planning cycles. Education Council reviews this information and provides feedback. The timing of the cycles can vary annually, depending on when the College receives its budget information from the provincial government, and on internal processes for planning, gathering information, and decision-making. Education Council offers input throughout the process, but once the preliminary budget decisions have been made public, Education Council can invite a further discussion with the President or designate on decisions related to programing.

Generally, the budget cycle relating to Education Council includes:

* in the fall, Education Council and the College Board review the preliminary budget assumptions and provide feedback,
* Education Council and the College Board review the draft Budget Development Framework and provide feedback,
* through the winter and spring, Education Council receives updates from Administration on the budget status (e.g., anticipated government operating grants for the upcoming fiscal year).

There are two ways of funding new program development and implementation:

Ministry of Advanced Education Funding:

This is generally reserved for targeted program areas such as Technologies and Health Sciences. It is often two to three years from conception and development of a program advisory committee to funding approval. Funding is usually approved in three stages: planning, development and implementation, and steady-state operating budget allocations. The Ministry weighs the College’s request (and community/industry advocacy) against other requests from provincial institutions. Sonography is a recent example of a new Ministry-funded program.

Internal and Cost-Recovery Funding:

The College has limited funding available for developing and implementing new programs, unless the program is designed as cost-recovery. Cost-recovery programs are developed by the Regional Campuses, Community & Continuing Education. The College occasionally provides development funding up-front, to be repaid by the program over time through its cost-recovery offerings.

**1.5 Education Council Proposal Deadlines**

**IMPORTANT:** For Major Revisions, it is recommended proponents begin the proposal development process six months to one year in advance of the targeted Education Council meeting date and have it submitted to Education Council eight weeks prior to the appropriate deadline below. For Minor Revisions, you should begin the development process two to six months in advance of the targeted Education Council Meeting and submit it to Education Council four weeks prior to the appropriate deadline below.Please refer to the Course/Program Proposal Development Checklist for the full proposal process.

In order to ensure students have accurate information when applying to and/or registering for programs/courses, Education Council Proposals must be **approved** by the following deadlines:

1. **August 2022: Major Revisions\*** for implementation in the academic year 2023-2024
2. **November 2022: Minor Revisions\*** for implementation in the academic year 2023-2024
3. **March 2023:** New Programs or Courses for implementation in the academic year 2023-2024
4. **Fast Track**: contact the Education Council Administrative Assistant.

\*Please refer to the [**Education Council Proposal Summary**](https://cnc.bc.ca/docs/default-source/default-document-library/2-4-education-council-proposal-summary-template.docx?sfvrsn=48e4a82_4) for definition of Major and Minor Revisions

Once the proposal is approved, courses/program changes can be taught after the implementation date stated above. Any questions about these dates should be directed to the Education Council Administrative Assistant.

**1.6 Education Council Meeting Dates**

***All meetings are held on a Tuesday at 3:00 p.m. in the boardroom (3-311)/ ZOOM unless otherwise notified.***

Dates are adopted at the May meeting for the following academic year and are posted on the [Education Council Website](https://cnc.bc.ca/about/governance/edco).

*Deadlines for document submission can be found at the above website; all documentation must be complete to be considered.*

Please be aware of the timelines required for developing, consulting, circulating, revising, and submitting the proposal to Education Council. In many instances, revisions to the proposal are required as a result of input from the various committees which may extend the timeline further.

Please contact the Education Council Administrative Assistant if you have questions concerning the proposal timeline, or for information regarding how this will impact your proposed implementation date.

[Email](mailto:edco@cnc.bc.ca) the Administrative Assistant for Education Council and Admissions Committee or phone (250) 561-5814 or extension 5814.

**1.7 Education Council Resource Links**

[Approved Education Council Proposals](https://collegeofnewcaledonia.civicweb.net/filepro/documents/34935/)

[British Columbia Council on Admissions & Transfer (BCCAT) website](https://www.bctransferguide.ca/)

Course and Program Objective Development Guide (CTL Resource TBD)

[Centre for Teaching and Learning (CTL)](https://cnc.bc.ca/services/centre-for-teaching-and-learning)

[CNC Acronyms](https://tools.cnc.bc.ca/Acronyms/)

[CNC Equivalencies](https://cnc.bc.ca/admissions/transfer/course-equivalencies)

[CNC Academic Plan](https://cnc.bc.ca/about/initiatives/academic-plan)

[CNC Strategic Plan](https://cnc.bc.ca/about/initiatives/strategic-plan)

[Declaration on the Rights of Indigenous Peoples Act](https://www2.gov.bc.ca/gov/content/governments/indigenous-people/new-relationship/united-nations-declaration-on-the-rights-of-indigenous-peoples)

[Election Rules for the College and Board and Education Council](https://cnc.bc.ca/docs/default-source/default-document-library/election-rules-august-2021-final.pdf?sfvrsn=d14d0382_2)

[Education Council Checklist (auto download)](https://cnc.bc.ca/docs/default-source/default-document-library/education-council-develpment-guide.pdf?sfvrsn=c2230582_0)

Education Council Templates (auto downloads):

[Proposal Summary](https://cnc.bc.ca/docs/default-source/default-document-library/2-4-education-council-proposal-summary-template.docx?sfvrsn=48e4a82_4)

[Program Profile](https://cnc.bc.ca/docs/default-source/default-document-library/education-council-program-profile-template.docx?sfvrsn=499d4085_2)

[Course Outline](https://cnc.bc.ca/docs/default-source/default-document-library/course-outline-template-deletable.docx?sfvrsn=8454585_2)

[Education Council Website](https://cnc.bc.ca/about/governance/edco)

Financial Aid Document (TBD)

Open Education Resources (TBD)

[Published Education Council Agendas and Minutes](http://collegeofnewcaledonia.civicweb.net/contentengine/Link.aspx?ID=36)

[Program Committee Chairs](https://cnc.bc.ca/docs/default-source/default-document-library/program-committee-chairs-2020---202129c0273b1b316d6b9fc9ff00001037d2.pdf?sfvrsn=cdf14a82_2)

[The College and Institute Act](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96052_01#section14)

[Truth and Reconciliation Calls to Action](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/calls_to_action_english2.pdf) (Commission?)

**Helpful Policy Links**

All policies under the purview of Education Council will be found under the Education category on the CNC Website found [here.](https://cnc.bc.ca/about/policies)

[Admissions Policy](http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=126)

[Admissions Procedures](http://tools.cnc.bc.ca/CNCPolicies/PolicyFiles.ashx?attId=92)

[Alignment of Credit to Courses Policy](http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=131)

[Alignment of Credit to Courses Procedure](http://tools.cnc.bc.ca/CNCPolicies/PolicyFiles.ashx?attId=107)

[Credit Calculator (auto download)](http://tools.cnc.bc.ca/CNCPolicies/PolicyFiles.ashx?attId=109)

[College Credentials Policy](http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=190)

[College Credentials Procedure](http://tools.cnc.bc.ca/CNCPolicies/PolicyFiles.ashx?attId=210)

[Course Outline and Syllabus Policy](http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=200)

[Course Outline and Syllabus Procedure](http://tools.cnc.bc.ca/CNCPolicies/PolicyFiles.ashx?attId=232)

Evaluation Policy \*TBA

Grading Policy \*TBA

[Grading and Evaluation Policy](http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=76)

[Inactivating Courses and Program Policy](http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=214)

[Inactivating Courses and Programs Procedures](http://tools.cnc.bc.ca/CNCPolicies/PolicyFiles.ashx?attId=258)

New Program Development \*Under review

[Prior Learning Assessment and Recognition (PLAR) Policy](http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=179)

[Prior Learning Assessment and Recognition (PLAR) Procedures](http://tools.cnc.bc.ca/CNCPolicies/PolicyFiles.ashx?attId=184)

[Ten Year Timeline](http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=212)

[Transfer Credit and Advanced Standing](http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=192)

**2.0 Preparing Course and/or Program Proposals Overview**

When submitting a proposal to Education Council, keep in mind a well-researched and presented proposal will likely require less time in formatting and revision. It is recommended to review the [Checklist](https://cnc.bc.ca/docs/default-source/default-document-library/education-council-develpment-guide.pdf?sfvrsn=c2230582_0) before starting your proposal.

**In Part 2 you will find:**

[2.0 Preparing Course and/or Program Proposals Overview 17](#_Toc112235626)

[2.1 Development Approval Process 18](#_Toc112235627)

[2.2 CNC Admission Requirements 22](#_Toc112235628)

[2.3 How to Write a Program Profile 25](#_Toc112235629)

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**2.1 Development Approval Process**

This document describes the development and approval process for new and revised courses and programs.

**Definitions**

* Program – for the purpose of this document a program is a collection of courses that lead to a College of New Caledonia credential.
* Course – for the purpose of this document a course is a single CNC course.
* Proposal – for the purpose of this document a proposal is the submission for Education Council approval.
* Proponent – the main contact person working on the proposal.

For further information related to credentials and program development see Resource Links (1.7).

**NEW PROPOSAL DEVELOPMENT**

Developing or revising a course/program for Education Council approval.

Please refer [here](https://cnc.bc.ca/about/governance/edco) for all templates: the course outline requirements guide, the summary sheet, the program profile, and the course outline template.

Examples of program revisions that require approval from Education Council are (the list is not exhaustive):

* Admissions Requirements
* Program Requirements
* Course Number
* Course Title
* Total Course Hours
* Lecture / Lab / Clinic / Practicum hours
* Course Credits
* Prerequisites and Co-requisites
* Course or Calendar Description – if different
* Learning Objectives
* Evaluation Method
* Transfer Equivalencies if applicable

**Stage 1: Process Recommendations – Before Submission**

**Timing**

Applications open Sept 15th in the academic year prior to the year the course/program is delivered. Courses and programs must be updated and correct for students to apply to before this date. See EdCo approval dates.

**Program/ Discipline Area Proposal Development and Consultation**

This is the longest and most labour intensive stage of course/program creation or revision. Planning and consultation at this stage helps ensure the proposal reflects the needs and interests of all students.

**External Consultation**

During program/departmental proposal development, it is recommended proponents consult with all stakeholders that will be affected by the proposed course/program changes. This could include:

* Current and former students
* Faculty teaching the affected courses
* Program Advisory Committee(s)
* External partners

**Internal Consultation**

CNC Community preliminary consultation is ideal to allow the proposal to take shape in its early stages. Internal consultation should include:

* Program Committees
* Centre for Teaching and Learning
* Aboriginal Education
* Student Services
* International Education
* Financial Aid
* The Office of the Registrar (Admissions officer(s), Curriculum Officer, Articulation Officer), particularly if new courses are being created or program profiles are being created/ revised

**Major Stream**

This stream must be reviewed by all the committees.

Program major changes are:

* new program;
* revision to learning objectives;
* revisions to credit amounts;
* revision of admission requirements;
* revision of graduation requirements.

Course major changes are:

* new course;
* changes to course title or code;
* revision of learning objectives;
* changes to prerequisites or co-requisites;
* changes to contact hours or course duration;
* changes to internal articulation or equivalency.

**Minor Stream**

This stream may bypass all program committees except for the Integrated Curriculum Committee.

Program minor changes are:

* rephrasing of calendar description;
* selection criteria;
* rephrasing program learning objectives.

Course minor changes are:

* rephrasing of calendar description;
* when required by an articulating/accrediting body (any of the following):
  + course content,
  + evaluation method,
  + references materials,
  + learning objectives.

**Stage 2: Program Committees (Major) – Once you Submit the Proposal**

Proposals involving major revisions circulate to Program Committees for four weeks. This is a valuable opportunity for review and feedback.

Program Committee recommendations:

* proponents should consult with key internal stakeholders during development to avoid substantial revisions;
* upon receiving the Program Committee Feedback Summary, carefully consider all entries;
* allow for at least a week of revision after receiving the Feedback Summary;
* indicate on the Feedback Summary how you have addressed the feedback within your proposal;
* if you are unsure how or if to apply feedback received, you are able to consult with the Integrated Curriculum Committee at your scheduled meeting;
* understand that all Feedback Summary entries are public and will be attached to your submission to the Education Council Agenda.

For a list of the individual committees included, see [Program Committees.](https://cnc.bc.ca/docs/default-source/default-document-library/program-committee-chairs-2020---202129c0273b1b316d6b9fc9ff00001037d2.pdf?sfvrsn=cdf14a82_2)

**Stage 3: Integrated Curriculum Committee (Major and Minor)**

Submit the proposal to the Integrated Curriculum Committee (ICC) agenda. This stage happens whether the proposal is major or minor.

* if Minor stream, submit the clean proposal to the ICC Agenda via the Education Council Administrative Assistant;
* if Major stream, submit the feedback responses as well as the revised proposal to the ICC Agenda via the Education Council Administrative Assistant;
* attend the scheduled ICC meeting;
* make revisions as per the ICC;
* dependent on those revisions, the proponent will return to a follow up ICC meeting or be motioned on to Education Council.

**Stage 4: Presentation at Education Council**

This is the end of the Education Council process. It cannot be guaranteed that the proposal will be passed at this stage.

* revise and apply any amendments from the ICC to the proposal;
* submit a clean revised proposal to the EdCo Administrative Assistant ([edco@cnc.bc.ca](mailto:edco@cnc.bc.ca)) by the Education Council [agenda deadline;](https://cnc.bc.ca/about/governance/edco)
* be prepared to speak to your proposal at the Education Council meeting:
  + recommended to have feedback from all committees on hand;
  + recommended to have the minutes from the ICC meeting the proposal attended;
* if the proposal is passed as presented, proposal will come into effect on its implementation date;
* if the proposal is not passed its next steps will be directed to one of the following:
  + subsequent Education Council Meeting as amended (conditional approval);
  + subsequent Education Council Meeting (not approved);
  + back to Integrated Curriculum Committee;
  + back to development.

**Stage 5: Approval Upon Amendment**

Often, proposals are approved upon amendment. Unless a new detrimental issue is found, members are to only agree or disagree on whether the amendment(s) was applied.

If your proposal is passed upon amendment:

* revise the proposal and apply the amendments.
* submit for the next Education Council deadline.
* amendments must be applied for final approval.

**2.2 CNC Admission Requirements**

|  |  |
| --- | --- |
| **Purpose** | To ensure the minimum level of proficiency that a student requires to be successful in a program is clearly identified. |
| **Office of the Registrar (Admissions)** | * Ensures admission requirements are met * Is unable to waive admission requirements * Maintains the website Course Equivalency table * Maintains list of [English Language Speaking countries](https://cnc.bc.ca/admissions/transfer/international-equivalencies) * If a course is required for the student to graduate from the program, that course should be included as an admission requirement or as part of the graduation requirements. |
| **Admission requirements** | * Are the entry requirements for the program * Are what the program determines students must have prior to starting * Include necessary pre-requisites for the program i.e., Foundations of Math 11 is a pre-requisite for CSC 105, therefore include as an admission requirement with at least a minimum grade of “C” required * Must be able to be listed in Colleague * Must use standardized language (see Section 2.3 Education Council Standard Language Guide) * Are not recommendations * Will include “or equivalent” * To be listed in bullet format – one (1) requirement per bullet * Use lowest acceptable requirement i.e., Foundations of Math 11 requirement can be met by Pre-calculus 11 |
| **High school academic standard language**  *Examples* | * High school graduation or equivalent * English Studies 12, or English First Peoples 12, (minimum “X”) or equivalent * Anatomy and Physiology 12 (minimum “X”) or equivalent * Calculus 12 (minimum “X”) or equivalent * Chemistry 12 (minimum “X”) or equivalent * Foundations of Math 12 (minimum “X”) or equivalent * Pre-calculus 12 (minimum “X”) or equivalent * English Language Arts 11 (minimum “X”) or equivalent * English Language Arts 10 (minimum “X”) or equivalent * [Course Equivalencies list](https://cnc.bc.ca/admissions/transfer/course-equivalencies) |
| **High school non-academic standard language**  *Examples* | * Computer Information Systems 11 * Computer Information Systems 12 * Computer Programming 11 * Computer Programming 12 |
| **Post-secondary courses standard language** | * Course number (minimum grade) or equivalent * Ex. PSYC 101 (minimum “B”) or equivalent * Ex. MEDT 100 or equivalent, completed within the last five (5) years |
| **Non-course standard language** | * XX NWPM Typing Assessment * Completion of Application Package |
| **English Language Proficiency**  *Example* | * To be the last bullet in the admission requirements list * To be determined by each program for their specific needs * English Language Proficiency requirements can be met in a variety of ways as follows:  1. An academic IELTS (International English Language Testing System) with a minimum score of 6.0 overall, with no band less than 5.5, or equivalent; 2. A TOEFL iBT (Test of English as a Foreign Language) score of at least 80, no section below 17, or equivalent; 3. Completion of Level 4 of an English Language Training program at a Canadian institution, completion of the ENLA program at CNC or equivalent.   \* Official test scores have a validity period of 2 years from the date the test was written  Only the most common ways of meeting the English proficiency requirement have been listed in the table above. There are other acceptable substitutions for International Students to meet the English proficiency requirement for admission to CNC. Contact International Admissions if you have any questions. |
| **Admission requirement**  *Example 1*  Multiple requirements with the same minimum grade level required | ADMISSION REQUIREMENTS   * + High school graduation or equivalent * A minimum standing of “C” grade in the following courses:   + - English Studies 12, or English First Peoples 12, or equivalent.     - Foundations of Math 11 or equivalent     - One of the courses listed below or equivalent: * Chemistry 11 * Life Sciences 11 * Physics 11 |
| **Admission requirement**  *Example 2*  No grade listed infers high school “C-“ | ADMISSION REQUIREMENTS   * High school graduation or equivalent * English Language Arts 11 or equivalent * Workplace Math 11 or equivalent |
| **Admission requirement**  *Example 3*  **Post-secondary courses** | ADMISSION REQUIREMENTS   * The following courses or their equivalents, with an average GPA of 3.0 (“B”) with no grade lower than a “C”: * 6 credits of first year Biology (Anatomy and Physiology), must include labs * 6 credits of first or second year English |
| **Post Baccalaureate admission requirements**  *Example* - relevancy or recency of the degree can be outlined in the requirements if necessary. | * English 12, or a post-secondary English, or equivalent with a minimum “C” grade or better. * Graduation from a recognized degree granting post-secondary institution with a minimum 3-year bachelor degree; and * Minimum cumulative grade point average of 60% (or equivalent) during the bachelor degree program |
| **Post-Diploma admission requirements**  *Example* – relevancy or recency of the degree can be outlined in the requirements if necessary. | * English 12, or a post-secondary English, or equivalent with a minimum “C” grade or better. * Completion of a minimum 2-year degree or equivalent from a recognized degree granting post-secondary institution; and * Minimum cumulative grade point average of 60% (or equivalent) during the degree program |
| **CNC Admission Policies** | E-1.01 [Admission to the College](https://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=126)  [Admission to the College Procedures](https://tools.cnc.bc.ca/CNCPolicies/PolicyFiles.ashx?attId=92) |
| **CNC Course Equivalencies** | <https://cnc.bc.ca/admissions/application-info/course-equivalencies> |

**2.3 How to Write a Program Profile**

|  |  |
| --- | --- |
| **Admission Type** | Open – Any program of study that does not have a selective admission process or fixed capacity is considered Open. Qualified students are admitted on a first qualified, first accepted basis using the date the applicants have met all the admission requirements.  Limited - A program of study with a limited number of seats per intake and is filled on a first qualified, first accepted basis using the date the applicants have met all the admission requirements.  Selective – There are a limited seats available and students are not accepted until a certain date. Students are then ranked according to the selection process and only the top ranked students are given acceptance. |
| **Program Description** | Refer to CTL. |
| **Program Objectives** | Refer to CTL. |
| **Admission Requirements** | Refer to “CNC Admissions Requirements” |
| **Selection Process** | If Admission Type is ‘Open’ – leave blank.  If Admission Type is ‘Limited’ include the following statement:  “If there is room in the program, you will be accepted once you have met all the admission requirements. This is called “first qualified, first accepted.” If you qualify after the program is full, you will be put on a wait list.  If Admission Type is ‘Selective’ outline how students will be ranked providing a points breakdown. Maximum score per grade is 4.0 (not 4.33) so as to not disadvantage high school students and those applying from institutions that only go to 4.0. Other qualifying factors may be awarded points as deemed fit by the program.  Ex: In the event of over-subscription to the program, applicants who meet the admission requirements will be reviewed through the Selection Criteria listed below. In case of ties, the qualification date will be the deciding factor.   1. The cumulative grade point average of the required courses contributes its actual points to a maximum of 4.0 - e.g., a GPA of 3.2 contributes 3.2 points. 2. Post secondary education 3. - Successful completion of 60 credits or more with a minimum GPA of 2.5 in a health–sciences related program (20 points) OR 4. - Successful completion of 30 credits or more with a minimum GPA of 2.5 in a health-sciences related program (15 points) 5. Residents of BC or Yukon contributes X points. (do we want a health authority example, or do we even do that?) 6. Resident of Northern Health Authority, contributes X points. 7. Completion of \_\_\_\_\_ report/form, contribute one point if just looking for something to be complete, contribute multiple points if evaluating in a qualitative manner. 8. Persistent interest in the program as shown by qualified applications. (one point)   Ex: Self-identified Canadian Aboriginal applicants meeting the admission requirements will be given priority for 20% of seats in the program until the institutionally recognized release date. |
| **Program Specific Requirements** | Any additional requirements that are necessary for students to complete before starting the program but *after* being accepted.  This includes things such as Criminal Record Checks, First Aid, health forms, and the like. Please note that **Program Specific Requirements are the responsibility of the program, not Office of the Registrar.**  List each requirement as a bullet point.  Include the following statement(s) when applicable:  “**Note:** All costs associated with certifications, courses, and/or documentation requirements are the student’s responsibility.”  “**Note:** May be required to travel for practicum placements.”  When requesting personal health information such as immunization records, include a statement that explains the implications of not having said requirements.  Ex:   * Immunizations that meet the requirements of BC Health Authorities. * Proof of immunization status as outlined by the BC Centre for Disease Control and as outlined in the Practice Education. * Criminal Record Check ***(RCMP criminal record checks are not accepted)*** |
| **Program Specific Recommendations** | Items not required to enter the program but may contribute to student success in the program, practicum and employment. These recommendations may include certifications, attributes, courses etc.  Ex:  - TB Testing and a complete immunization regime as per Northern Health recommendations for health and social service students.  - WHMIS training certificate  - Ability to accurately follow verbal and written directions  - MEDT 100 (Medical Terminology) or equivalent |
| **Graduation Requirements** | Provide a statement that outlines minimum grades for all courses or a minimum overall GPA required to obtain the credential.  Indicate semester clusters when appropriate or list in alphabetical order by course  Ex: Minimum grade C+ for all courses required for the credential.  Ex: Overall GPA of 2.67 (B- grade) required for all courses for the credential.  Ex: Overall GPA of 3.00 (B grade) with no grade lower than a B- for all courses for the credential. |
| **Credential** | Indicate the title of the credential exactly as it should appear on their certificate/diploma.  Ex: Practical Nurse Diploma |
| **Graduation/Time Frame** | Indicate how long the student has to complete all required courses for the credential if it is anything other than ten years.  Ex: All required courses must be completed within five years. |

**2.4 How to Write Course Requirements**

|  |  |
| --- | --- |
| **Course Code & Number** | Use appropriate course subject code in all caps.  Use existing course number if applicable or 1XX or 2XX if new course without existing number (contact Curriculum Officer if new number needed)  Ex: ABST 101 |
| **Course Short Title** | Only required if Long Title is longer than 30 characters (spaces included).  Ex: Biology for Sonography |
| **Course Long Title** | Full title of course (60 characters max, spaces included).  Ex: Anatomy and Physiology for Sonography |
| **Replacing Existing Course** | If there are changes to course hours or credits, or if there have been substantial changes to course content.  Indicate which course (using the appropriate subject code and number) is being replaced if applicable.  If Yes, indicate if the old and new courses can be considered equivalent for graduation purposes. |
| **Prior Learning Assessment Recognition (PLAR)** | Check Yes if the content covered in course can be met using a students work experience and reviewed through the [Prior Learning Assessment and Recognition Policy](https://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=179). Otherwise check No. |
| **Implementation Date** | Fall semester of whichever academic year the course is to be offered.  Ex: Fall 2023 |
| **Approved by Education Council** | Leave blank until approved by EdCo. |
| **Credits** | Number of credits assigned to course. See Credit Calculator \* add to EdCo page for easy access |
| **Prerequisite** | List any/all course(s) that a student must have completed prior to being able to attend course. Student will not be able to register for the course if they have not already taken the course or are not registered for the appropriate course in an earlier semester.  If a progression grade is different than a C (less or more than), indicate the progression grade after the appropriate course(s). If no minimum grade is listed, successful completion or a minimum C is assumed.  If none, indicate ‘None’. Any high school courses must have “or equivalent” listed after to allow for out of province course equivalencies.  Ex: MATH 100  Ex: WMST 101 (minimum C-)  Ex: SONO 123, SONO 150, SONO 155 (minimum C+)  SONO 190  Ex: Any 100-level ENGL course  Ex: BIO 107, BIO 120 and (CHEM 111 and CHEM 112) or (CHEM 113 and CHEM 114)  Ex: Chemistry 11 or CHEM 045 or equivalent, and Foundations of Math 11 or MATH 043 or equivalent.  Ex: None |
| **Co-requisite** | List any/all course(s) that a student must take concurrently with this course. Students will not be able to register for this course if they are not also registered for all listed co-requisite courses. Any program allowing readmission, should consider using the below “Prerequisite or Co-requisite” section to allow students to retake unsuccessful courses without having to concurrently retake successful courses, unless it’s absolutely necessary to take this course at the exact same time.  If none, indicate ‘None’  Ex: ABTA 105, ABTA 110, ABTA 115, ABTA 120 |
| **Prerequisite or Co-requisite** | List any/all courses that can be taken previously or concurrently for this course.  Ex: MATH 101 is a pre- or co-requisite for PHYS 101. |
| **Cannot also hold credit for** | Indicate any courses that cover comparable content such that a student should not receive credit for both courses because they are too similar. Should be used for courses that have been replaced (example HIST 212 is now PHIL 212) so students who have HIST 212 should not be able to take PHIL 212 for additional credit.  Leave blank if none.  Ex: BIO 130 if student already has BIO 111 or BIO 112 |
| **Total Course Hours** | Total hours of course throughout term. Includes all lecture/lab/practicum hours for course.  Note that Direct Institution Hours, Supervised Practice Hours, and Practice Education. Hours should all add up to equal total hours stated here.  Ex: 60 |
| **Direct Instruction Hours** | Total hours of in person, online, or video conferencing lecture, seminar, group discussion, independent study, demonstrations, new skills instruction, etc.  Write 0 if none.  Ex: 45 |
| **Supervised Practice Hours** | Total hours of laboratory sessions or simulations for course.  Write 0 if none.  Ex: 15 |
| **Practice Education, Field Placement, Internship, Practicum, or Co-op Hours** | Total hours of practicum type experience for course.  Write 0 if none. |
| **Cross Listed** | Courses that are near identical but use different subject codes.  Leave blank if none.  Ex: CSC 115 (for MATH 115) |
| **Grading Scale** | Use appropriate grading scale for course. \*include standard grading scale |
| **Required vs. Suggested** | This language is only used in an Education Council course outline. Required means the instructor MUST use what is required. If it says suggested then the instructor can somewhat alter the information as long as it still meets the learning objectives of the course. It is advised to discuss these with the dean.  All syllabi information is considered required for the students and should remove the (suggested/required) language. |

**2.5 Proposal Style Guide**

This guide is divided into four topic areas: General Format, Specific Grammar, Lists, and Titles and Headings. It is based on APA 7. For all other style concerns, consult the APA Publication Manual (7th ed.).

**General Format**

Ensure that you

* use only one font and font size throughout the entire document
* left align text
* only add one space after periods
* avoid all-caps
* avoid headings falling on the last line of a page (orphan headings).
* avoid bullet points crossing pages where possible
* avoid tables splitting over two pages where possible

**Specific Grammar**

**Verb Tense**

Use the present tense for calendar/course descriptions

For example,

This course introduces students to modern Western intellectual thought since the late eighteenth century. It primarily focuses on…

**Third-Person Pronoun ‘we’**

Avoid using the third person pronoun ‘we’

For example,

We examine a number of articles’

becomes

Students examine a number of articles

**Capitalization of Groups (Indigenous, Western, etc.)**

Capitalize when referring to an identity group. Lowercase when used as an adjective

**Oxford Comma**

CNC prefers the Oxford comma

For example,

Participate in community dental health presentations, community service learning**,** and volunteer opportunities as they arise.

**Avoid ‘as well as’**

Avoid this informal wording. Use ‘and’ instead**.**

**Nominalization**

Avoid unnecessarily wordy sentences.

For example,

Clinical Evaluation is based on the successful completion of the following…

becomes

Student performance is evaluated using the following methods…

The program combines lectures and clinical practice in preparation for a career in private practice.

becomes

The program combines lectures and clinical practice to prepare students for a career in private practice.

**Lists**

**Numbered/Lettered vs Bulleted Lists**

Numbered and lettered lists indicate a hierarchy. Bullet points, inversely, do not indicate hierarchy. Bullet points should generally be used for learning objectives.

**Listing Learning Objectives**

Follow the below format when listing Learning Objectives.

Upon successful completion of this course, students will be able to

* identify the range of social service agencies and adjacent services in the region
* define the pillars of ethical professional practice
* model effective foundational communication suited to a professional environment

Note: There is no colon to introduce the list, each bullet starts with a lowercase letter, and there is no punctuation after each bulleted sentence.

**Semi-Colons in Lists**

If one of the items in the list contains a comma, then each item point should be separated by a semi-colon.

For example:

The focus will include professional ethics; appropriate conduct in the social service field; personal and professional values and beliefs; boundaries; emotional, physical, and mental self-care; dual relationships; and continued self-awareness.

**Listing Acceptable Course Codes**

Use ‘or’ between each item without commas to avoid any chance of confusion.

For example,

* English Studies 12 or ENGL 050 or English First Peoples 12 or ENGL 051 (minimum “C”) or equivalent
* Foundations of Math 12 or MATH 050 (minimum “C+”) or equivalent
* Physics 11 or PHYS 045 (minimum “B”) or Physics 12 or PHYS 050 (minimum C) or equivalent
* Chemistry 11 or CHEM 045 (minimum “C”) or equivalent

**Parallelism**

Ensure complex lists remain parallel

For example,

Build technical skills and principles of drawing as a medium for representing objects, space, and the human figure and expressing ideas, concepts, moods, thoughts, and feelings.

**Listing Texts and Materials**

List textbooks in a formal referencing format standard in your field. If unsure, default to APA 7 format.

**Titles and Headings**

**Topics and Course Content**

Use *title case* (capitalize every major word) when listing topics

Use sentence form when listing course content

**Titles with Subtitles**

Add a subtitle to a title with an *en dash* (short dash) or a colon.

For example,

Assignment 1 - Case Study

Alternatively

Assignment 1: Case Study

**Capitalization of Titles**

Capitalize all major words inside parentheses in title case

For example,

Chapter 1: General Topics (Problem Solving, Calculators, and Estimating)

****

**2.6 Education Council Checklist**

\*Ensure that you complete this document and attach it to your proposal.

It is the expectation of Education Council that the appropriate Dean or Assoc. Dean will review this checklist before signing off on the proposal.

**Pre-Development Work:**

I have discussed the proposed changes with my Dean.

I have discussed the proposed changes with the Centre for Teaching and Learning.

I have contacted Financial Aid to discuss potential impact on student loans with my program changes.

I have discussed possible transfer opportunities with the Articulation Officer.

My proposal has been proofread for spelling, grammatical, punctuation, and inclusive language.

Our program is articulated or accredited through an outside organization, I have ensured the proposal ensures this articulation/accreditation is intact.

The proposal reflects the principles of [indigenization](https://cnc.bc.ca/services/centre-for-teaching-and-learning/curriculum-classes/indigenization) (principles can be found in the linked content or contact the CTL) in the following ways:

|  |
| --- |
|  |
|  |
|  |

The proposal reflects the principles of [internationalization](https://www.universityaffairs.ca/career-advice/global-campus/defining-internationalization/) (principles can be found in the linked content or contact the CTL) in the following ways:

|  |
| --- |
|  |
|  |
|  |

The proposal reflects the principles of [universal design and accessibility](https://cnc.bc.ca/services/centre-for-teaching-and-learning/curriculum-classes/universal-design-for-learning) (principles can be found in the linked content or contact the CTL) in the following ways:

|  |
| --- |
|  |
|  |
|  |

I have reviewed the proposal for any accessibility challenges or perceived barriers (including text, location, physicality, etc.), and provided alternatives wherever possible.

The proposal changes are consistent with provincial frameworks and requirements of governing bodies.

There are no third body credentials embedded in the course or program (ex. Food Safe or First Aid).

I have listed all course and program titles exactly as they appear on the official course outlines and program profile.

I have listed all subject codes and course numbers in the proper format (ex. CHEM 045 rather than Chem 45).

I have reviewed the proposal for opportunities to use plain language.

The formatting of my proposal uses a consistent format including the font type.

**Proposal Summary:**

I have included all my contact information.

I have chosen the correct implementation date based upon the [EdCo deadlines](https://cnc.bc.ca/about/governance/edco).

I have chosen the appropriate Scope of Proposal, including but not limited to New Program, Revised Program, New Course, Revised Course, etc.

If I have requested a Fast Track Minor change, I have fully explained the reason for this request.

I have also checked appropriate scope boxes that correspond to my requested changes.

My rationale explains the reason for the changes I am making.

I have consulted with the appropriate internal and external interested parties (including other faculty, students, potential employers, etc.).

I have included a transition plan and ensured that current students will be able to graduate under the existing changes.

The appropriate Dean has approved this proposal.

The Change Summary is fully completed and includes:

any courses that are new, modified, deleted, or added.

the appropriate pre- and co-requisites.

if the program changed the description, admissions requirements, or graduation requirements.

**Program Profile:**

I am making changes to the program profile and have completed the following checklist.

I have chosen the correct implementation date based upon the [EdCo deadlines](https://cnc.bc.ca/about/governance/edco).

I understand the implications of the chosen Admission type (limited, selective, and open).

If I have chosen the Selective admission type, I have clearly laid out the criteria in the Selection Process.

I have included a complete program description:

it is written in complete sentences.

it is written in a way to maximize the appeal of the course to prospective students.

it accurately conveys the depth, breadth, rigor, and quality of the program content.

If included, my program objectives follow the sentence stem, “By the end of this program, graduates will be able to …”

The admission requirements have been discussed with the Admissions Officer(s) in the Office of the Registrar.

Any program specific requirements have been discussed with the Admissions Officer(s) in the Office of the Registrar.

I have listed any Academic Upgrading (ACDU) equivalents that are applicable.

For credential completion:

I have included a statement that outlines the minimum grade for courses or the minimum GPA to obtain the credential.

I have listed all courses in either alphabetical order or by semester along with the credit hours.

I have included any notes necessary for credential completion.

I have ensured that if my credential ladders I have followed the [College Credential Policy E-1.10](http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=190).

I have calculated the total number of credits.

I have listed the credential the way I would like it to appear on the certificate.

I have considered the timeline for program completion and made any adjustments to the default ten-year timeline.

**Course Outline:**

I have completed a course outline(s) as part of my EdCo proposal, and have completed the following checklist.

I have chosen the correct implementation date based upon the EdCo deadlines.

* **New Course:**

I have consulted with the Curriculum Officer in the Office of the Registrar regarding a course number and abbreviation.

The course level corresponds to the learning expectations of a 010, 100, 200, etc. course.

* **Updated Course:**

I have included a course title (Course Long Title – 60 characters max, including spaces).

I have included a short course title if the Long Title is more than 30 characters including spaces).

This course is replacing an existing course with a different subject code.

This can be used as an equivalent to the course it is replacing.

I have considered PLAR for this course.

“Recommended prior to taking” should be only be used if it would dramatically increase student success. Only one course can be in this slot.

I have calculated the correct number of credits according to the [Credit Calculator](http://tools.cnc.bc.ca/CNCPolicies/PolicyFiles.ashx?attId=109).

I have verified the total course hours and assigned them to direct instruction, supervised practice, and practice education as per the [Alignment of Credit to Courses (E-1.42)](http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=131) policy.

I have considered and listed the appropriate prerequisites, co-requisites, and pre- or co-requisites.

I have worded the pre- and/or co-requisites consistent with the wording found on the equivalency page.

I have ensured the pre- and/or co-requisites are aligned with the program admissions requirements.

The pre- and/or co-requisites are based on student success and skill laddering (scaffolding) rather than scheduling.

The pre- and co-requisites are not contradictory.

I have listed any Academic Upgrading (ACDU) equivalents that are applicable.

This course cannot also hold credit for Click or tap here to enter text. (includes similar course content)

This course is cross listed with Click or tap here to enter text. (includes the same course content)

I have reviewed current transfer agreements and understand changes to this course may impact them.

I have consulted with other programs that use this course and have made them aware of the proposed changes.

The calendar description is:

different from those of all other CNC courses.

is written in complete sentences.

is accurate with respect to the course topics.

accurately conveys the depth, breadth, rigor, and quality of the course content.

is written in a way to maximize the appeal for prospective students.

is consistent with the learning objectives.

is within the 80-word limit.

needs more space than 80 words to provide a full course description so I have used the Course Description section.

I have ensured that the learning objectives:

are consistent with the course description and course topics.

reflect the depth, breadth, rigor, and quality of the course content.

would align with necessary accreditation or articulation needs.

are easy to understand and would appeal to prospective students.

use a measurable taxonomy.

are aligned to the evaluation.

include all significant learning objectives.

use plain bullet points rather than numbered unless they need to be taught in a specific order.

I have attached the appropriate grading scale for my program (unless necessary, the College prefers the CNC Standard Grading scale).

The evaluation methods:

align with the learning objectives, course topics, and course description.

meets the CNC Policy requirements [Grading and Evaluation of Student Performance](https://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=76) (E-1.22).

this section is sufficiently clear to reduce the frequency of grade appeals.

The evaluation scheme:

would be well received by an external body such as an articulation committee.

is appropriately rigorous.

is consistent with similar courses.

components equal 100.

I have listed course materials using an acceptable citation style for my discipline.

I have investigated the use of open educational resources.

I have listed all significant course topics:

they are aligned with the general course description and learning objectives.

they are clear and would appeal to prospective students.

they would meet the needs of applicable external organizations such as articulation or accreditation.

they follow a standard format that aligns with the other courses in this program.

**2.7 Education Council Proposal Summary**

|  |  |
| --- | --- |
| 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. ~~Sponsoring Program Committee~~ 2. Program Committees 3. Integrated Curriculum Committee 4. 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. ~~Sponsoring Program Committee~~ 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 |
| New | New program proposal  New course proposal | 1. Program Committees 2. Integrated Curriculum Committee 3. Education Council | **Same as Major\*** |
| Fast Track  *(Fast Track revisions are only approved under exceptional circumstances, such as accreditation requirements or substantive impacts on students)* | **Please also check the appropriate boxes above for changes requested** | 1. EdCo Chair in Consultation with Integrated Curriculum Chair approves fast track 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 |

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

|  |  |
| --- | --- |
| **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**

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

# **Education Council Program Profile**

**School** responsible for the program outline

**Department** responsible for the program outline information

|  |  |  |  |
| --- | --- | --- | --- |
| [**Implementation Date:**](#_top) **Fall 20XX** | | | |
| [**Admission Type**](#_top)**:** | [**OPEN**](#_top) | [**LIMITED**](#_top) | [**SELECTIVE**](#_top) |
| [**Program Description**](#_top) | | | |
| Write in white spaces. | | | |
| [**Program Objectives**](#_top) | | | |
|  | | | |
| [**Admission Requirements**](#_top) | | | |
|  | | | |
| [**Selection Process**](#_top) **(if admission type is selective)** | | | |
|  | | | |
| [**Program Specific Requirements**](#_top)(Indicate additional requirements, such as consent to criminal records checks, readmission criteria, and advanced standing opportunities.  Write these requirements exactly as they should appear in the calendar.) | | | |
|  | | | |
| [**Program Specific Recommendations**](#_top) (Specify any additional information that is not a requirement for the program or graduation but will enhance student success.) | | | |
|  | | | |
| [**Graduation requirements:**](#_top) (Outline minimum grades for all courses or a minimum overall GPA required to obtain the credential.) | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Course Code** | **Course Title** | | **Credits** | |  |  | |  | | One of the following: | | | | |  | |  |  | | One elective chosen from: | | | | |  | |  |  | | Notes: Write any additional information; for example, “No course may be used more than once to meet diploma requirements.”  Delete this section if not needed. | | | **Total Credits** | |  | | | | |

|  |
| --- |
| **Credential:** (See [CNC Education Council Procedure for College Credentials Policy](http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=190) (1.10)) |
|  |
| **Graduation/Time Frames:** The CNC [Ten Year Timeline for Program Completion Policy (E-1.37)](http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polId=212) applies by default to all programs. It is only necessary to complete this section if the program has or is seeking approval for a shorter program completion deadline. |
|  |
| **Residency Rate Requirement:** Residency rates as outlined in the College Credentials Policy Procedures (E-1.10) apply by default to all programs. It is only necessary to complete the section below if the program has specific regulatory body requirements that require a higher residency rate at the institution issuing the credential. |
|  |

**2.9 Education Council Course Outline Guide**

See resource page (1.7) for link to Course Outline and Course Syllabi Policy.

A course outline serves two purposes.

1. This document provides Education Council (EdCo) with pertinent course information. All EdCo proposals for new courses or changes to existing courses will include a course outline that adheres to the EdCo approved template.
2. The course outline contains course information that has been approved by EdCo. The course outline cannot be changed unless it goes through the Ed Co process.

The course outline will contain the information in the template.

The course short title is what will appear on the student’s transcript.

If you are replacing a course, can it be used as an equivalent to the course it is replacing for program and graduation requirements.

Items under “suggested” may be changed depending on the program. Consult your program. Items that are referenced as “suggested” still must align with the calendar description and learning objectives.

Use (Required) if content cannot be changed due to accreditation, articulation, department decision, or other outside regulatory body requirements.

For example:

* Evaluation Methods and % of Total Grade (Suggested)
* Texts or Materials (Required)
* Course Content or Topics (Suggested)

Important Note:

The Education Council Proposal templates must be used or the proposal will be returned to the proponent.

~~~~**2.10 Education Council Course Outline Template**

**School (or equivalent)**

**Department**

**Course Code and Number**

|  |  |
| --- | --- |
| [**Implementation Date**](#_top)**: Fall 20XX** | |
| [**Approved by Education Council:**](#_top) | |
| **Course Long Title** [**(60 characters max):**](#_top) | |
| **Course Short Title** [**(30 characters max):**](#_top) | |
| [**Replacing Existing Course:**](#_top) | [**Is it Equivalent:**](#_top)Choose an item. |
| **Eligible for Prior Learning Assessment and Recognition (PLAR): Yes** | |
| [**Recommended Prior to Taking**](#_top)**:** | |
| [**Credits**](#_top): # of credits assigned to this course | **Total Course Hours:** total course hours per semester or term |
| **Prerequisite:** None | **Direct Instruction Hours**: 0 |
| **Co-requisite:** None | [**Supervised Practice Hours:**](#_top) 0 |
| [**Prerequisite or Co-requisite**](#_top): None | [**Practice Education**](#_top)**:** 0 |
| [**Cannot also hold credit for**](#_top)**:** None | [**Cross Listed**](#_top)**:** None |

|  |
| --- |
| **Calendar Description:** |
| Create a sentence or short paragraph to describe the course. It may contain information about the course's purpose, content, concepts, process and scope or focus. Bear in mind the calendar is a legal document, so the calendar descriptions should accurately describe course content. Include keywords to facilitate online searches. This description must be no more than 80 words. |

|  |
| --- |
| **Course Description:** |
| If a Course Description is longer than 80 words is needed, write it in full here. If not, remove this section. |

|  |
| --- |
| **Learning Objectives:** |
| Upon successful completion of this course, students will be able to   * [verb]… * [verb]… * [verb]…   **List 6 to 10 Learning Objectives.** Learning Objectives are written from the learner's perspective and are measurable. Detail and clarity are essential here due to the requirements of credit transfer. Learning Objectives identify the knowledge, attitudes, and skills necessary for student success in the course. They apply to all students. If applicable, Learning Objectives specify the application of technology. This section may include employability or "generic" skills.  For assistance, contact the Centre for Teaching and Learning http://www.cnc.bc.ca/Working/centre-for-teaching-and-learning.htm. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Grading Scale:** | | | |
| Attach the appropriate grading scale from the calendar. | | | |
| **Letter Grades/ Percentages** | | | |
| A + |  | C + |  |
| A |  | C |  |
| A - |  | C - |  |
| B + |  | D |  |
| B |  | F |  |
| B - |  |  |  |
|  | | | |
| ***Use one of the below evaluation systems.***  ***Delete this statement and the unused evaluation system.*** | | | |
| **Evaluation Methods Satisfactory/Unsatisfactory (**Choose an item. **):** | | | |
| **Student Evaluation (example)** | | | |
| **Grade** | | | |
| Satisfactory | | 70 - 100% | |
| Unsatisfactory | | 0 – 69% | |
| Notes: | | | |
|  | | | |
| **Evaluation Methods and % of Total Grade (** Choose an item.**):** | | | |
| **Student Evaluation (example)** | | | |
| **Criteria** | | **Weight** | |
| Quizzes | | 15% | |
| Assignments | | 20% | |
| Lab Activities | | 10% | |
| Mid Term Exam | | 25% | |
| Final Exam | | 30% | |
| **Total** | | **100** | |

|  |
| --- |
| **Texts or Materials (**Choose an item. **):** |
| List all suggested and required texts and resource materials used in the course.  Follow a standard referencing style used in your field (APA, MLA, etc.). If in doubt, default to the current APA. |

|  |
| --- |
| **Course Content or Topics (**Choose an item.**):** |
| This is often referred to as a “tentative course schedule”.  In point form, write a sequential list of the main themes, issues, and concepts explored or activities (e.g. laboratory or practical components) in which students will be engaged in each week. Indicate the approximate proportion of the course devoted to each topic.  Note: This section is required for articulation purposes. Most receiving institutions require specific listings of course requirements (particularly details about in-class writing assignments and final essay examinations) to assist them in the transfer assessment process. |

* 1. **Education Council Trades Foundations Course Outline Template**

**School of Trades and Technology**

**Foundation Program Name**

**Course Code**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Admission Type:** | [**OPEN**](#_top) | [**LIMITED**](#_top) | [**SELECTIVE**](#_top) | |
| [**Implementation Date**](#_top)**: Fall 20XX** | |  | | |
| [**Approved by Education Council:**](#_top) | |  | | |
| **Course Long Title (**[**60 characters max**](#_top)**):** | |  | | |
| **Course Short Title (**[**30 characters max**](#_top)**):** | |  | | |
| **Replacing Existing Course:** Choose an item. | | **Replaces:** | | **Is it Equivalent:** Choose an item. |
| **Total Course Hours:** | total course hours per semesters or term **(no words)** | **Direct Instruction Hours:** | total hours per semester or term. **(no words)** | |
| **Supervised Practice Hours:** | total shop sessions and simulation hours per semester or term. **(no words)** | **Practice Education:** | total hours per semester or term **(no words)** | |

|  |
| --- |
| **Course Description:** |
|  |

|  |
| --- |
| **Admission Requirements:** |
| Refer to Admissions Requirements |

|  |
| --- |
| **Selection Process:** |
| Refer to How to Write a Program Profile |

|  |
| --- |
| **Course Specific Requirements:** |
| Refer to How to Write a Program Profile |

|  |
| --- |
| **Graduation (or Completion) requirements** |
| Successful completion of “Course Code” for the credential. |

|  |
| --- |
| **Credential:** |
| Indicate the title of the credential exactly as it should appear on their certificate/diploma. |

|  |
| --- |
| **Calendar Description:** |
| 80 Words – Remove if the same as Course Description and they both meet 80 words |

|  |
| --- |
| **Learning Objectives:** |
| Students will cover the following Industry Training Authority topics: |

|  |  |
| --- | --- |
| **Grading Scale:** | |
| Satisfactory | Range 70.0% to 100.0% |
| Unsatisfactory | Range 0% to 69.9% |
| Notes: | |

|  |  |
| --- | --- |
| **Evaluation Methods:** Choose an item. | |
| Practical | 70% |
| Theory | 20% |
| Exams | 10% |
| Total | 100% |
| Note: (Indicate if 70% in both practical and theory components or 70% overall is required for a passing grade.) | |

|  |
| --- |
| **Texts or Materials:** Choose an item. |
|  |

|  |
| --- |
| **Course Content or Topics:** Choose an item. |
|  |

Use this to supplement the learning objectives, remove if not used.

**3.0** **Education Council Sub-Committees and Institutional Stakeholders**

These are the committees and groups that are currently supporting Education Council.

**In Part 3 you will find:**

[3.0 Education Council Sub-Committees and Institutional Stakeholders 52](#_Toc112235637)

[3.1 Education Council Sub-Committee Overview 53](#_Toc112235638)

[3.2 Program Committees List 54](#_Toc112235639)

[3.3 Program Committee Terms of Reference 57](#_Toc112235640)

[3.4 Integrated Curriculum Committee Terms of Reference 59](#_Toc112235641)

[3.5 Draft Agenda Committee Terms of Reference 61](#_Toc112235642)

[3.6 Education Council Policy Sub-Committee Terms of Reference 62](#_Toc112235643)

[3.7 Community and Continuing Education Non-Credit 64](#_Toc112235644)

**3.1 Education Council Sub-Committee Overview**

Education Council is responsible for establishing and maintaining academic standards and curricula. Some of this work is done through subcommittees. The current Education Council subcommittees are as follows: Program Committees, Integrated Curriculum Committee (ICC), and Policy Subcommittee.

**Program Committees**

**Purpose:**

Program committees are formed as department/discipline standing committees of Education Council from around the college. These committees are the first step of review if the major process. They review and respond to all submissions of an academic nature from proponents.

**Integrated Curriculum Committee (ICC)**

**Purpose:**

Reviews and provides guidance and feedback for program and course proposals. This is done through utilizing best practices for curriculum development in alignment with CNC Initiatives. Proposals need this final committee’s endorsement to submit to Education Council.

**Education Council Policy Sub-Committee**

**Purpose:**

The Policy Subcommittee develops, reviews and revises academic policies. They also have joint approval with the College Board or advise on several policies. Please see the College and Institutes Act for division of responsibility.

**3.2 Program Committees List**

Program Committees are the first committee in the Education Council review process. They have four weeks to provide feedback to circulating proposals. If you are interested in being a part of your area’s program committee, please contact the current [chair.](https://cnc.bc.ca/docs/default-source/default-document-library/program-committee-chairs-2020---202129c0273b1b316d6b9fc9ff00001037d2.pdf?sfvrsn=cdf14a82_2)

**The following is a list of the Program Committees:**

\*\*under review 2023

* Aboriginal Education
* Applied Business Technology
* Arts
* Business
* Community and Continuing Education
* Developmental
* Education Administration Team
* Health Sciences
* Human Services
* Integrated Curriculum Committee
* International Education
* Lakes
* Mackenzie
* Nechako
* Quesnel
* Student Services
* Sciences
* Trades and Technology

**Discipline/Departments under Program Committees:**

**Applied Business Technology**

Applied Business Technology

Applied Business Technology Medical

Office Assistant Online

**Business**

Accounting

Applied Leadership

Bookkeeping

Business Management

Finance

Human Resources

Tourism and Hotel Management

**Developmental**

Academic Upgrading

Adult Special Education

English Language Training

**Health Sciences**

Dental Assistant

Dental Hygiene

Health Care Assistant

Medical Laboratory Technology Science

Medical Radiography Technology

Nursing

Practical Nursing

Sonography

**Human Services**

Community and School Support

Early Childhood Care and Learning

Fetal Alcohol Disorder Spectrum

Social Services Foundation

**Trades and Technology**

Automotive

Carpentry

Information Technology and Networking

Civil Engineering Technologist

Electrical

Heavy Mechanical Trade

Industrial Mechanic

Information Technology

Metal Fabricating

Piping

Power Engineering

Professional Cook

Welding

**Arts**

Fine Arts

UT Humanities

UT Interdisciplinary

UT Social Sciences

Web & Graphic Design

**Sciences**

Applied Sciences

Natural Resources & Forest Technology

UT Sciences

**Student Services**

Aboriginal Resource Centre

Accessibility

Advising

Counselling

Financial Aid

Library

Testing and Tutoring Services

**3.3 Program Committee Terms of Reference**

\*\*Under review for 2023

## **Purpose**

Education Council has the responsibility to establish and maintain academic standards and curricula. Program committees are formed as standing committees of Education Council to facilitate this role and are expected to function according to these Terms of Reference.

The list of program committees can be found in the Education Council Handbook and are considered standing committees of Education Council. The list of program committees shall be updated when the need arises upon approval of Education Council.

## **Membership**

1. Each program committee should consist of no less than three (3) members, one (1) of whom must be an Educational Administrator.
2. All program areas should be represented on Program Committees.
3. Program Committees may include a student representative.
4. Each program committee shall elect their chair by the end of September each year.

## **Length of Term**

Non-Education Administrators normally serves a term of not less than two years.

## **Program Committee Operation**

Committees are encouraged to discuss course and/or program proposals both considering their pedagogical and philosophical beliefs and CNC’s Strategic Plan, Education Plan, and Aboriginal Services Plan.

1. The activities of program committees include, but are not limited to:
   1. Receiving and disseminating course and/or program proposals.
   2. Responding to submissions of an academic nature from individuals, department faculty, program committees, and Education Council.
   3. Acting as a sponsoring committee to initiate proposals for consideration by others. Proposals should be carefully vetted and revised to ensure they align with CNC templates. This includes adhering to formatting and copy-editing standards.
2. Program committees must meet as proposals are brought to their attention. Such meetings can occur via electronic means.
   1. The Education Council Response sheet must be completed for each proposal reviewed and must include the members in attendance at the meeting or responding via electronic means.
   2. The Committees shall maintain minutes of each meeting that does not pertain to a circulating proposal. These minutes do not have to be submitted to Education Council.
   3. The Education Council Response sheet shall be forwarded to the Administrative Assistant for Education Council within seven (7) days of the program committee meeting and will be maintained as part of Education Council records.
3. Education Council Bylaw XII (12) states “Standing committees and task forces shall report to the Council as required and submit a one-page annual report in June.” The Education Council Response sheet shall constitute a report.

## **Quorum of Meetings**

1. Program committees should strive to make decisions on a consensus basis. Where consensus is not achieved the Education Council Response sheet shall reflect the different opinions of the committee.
2. A quorum shall be two or more of the program committee members.
3. Members can participate by means of telephone or other means of communication that permits all members and guests in attendance to communicate with each other; and a member so participating is considered present at the meeting.

**3.4 Integrated Curriculum Committee Terms of Reference**

**Purpose**

The Integrated Curriculum Committee (ICC) is a standing core committee of the Education Council. The role of the ICC is to ensure that College curriculum development and review are consistent with approved processes and comply with educational policies.

The ICC has specific responsibilities:

* to receive and review curriculum guidelines, course outline guide/templates, and program profiles for all new credit courses;
* to revise or delete existing credit courses, and/or courses or programs that lead to a CNC credential;
* to review and keep updated the Education Council Handbook and associated templates;
* to review and keep updated the Terms of Reference for the ICC; and
* to deal with matters related to college admissions standards and policies.

The ICC will receive and review program and course proposals that have been reviewed by the appropriate Department Faculty, Instructional Program Committee(s), and Educational Administrator(s). The ICC will ask proponents for evidence to show how proposals align with the CNC Strategic Plan and Education Plan, including but not limited to the principles of indigenization, internationalization, and plain language.

On matters of curricular content, this ICC will serve an advisory role. Education Council serves as the authority in this respect.

**Membership**

1. The ICC will have a maximum of twelve voting members plus designated alternates. The membership will include
   1. six college faculty (including one curriculum developer)
   2. the registrar or designate
   3. one administrator appointed by the vice president for academics
   4. three operational staff (including one advisor, one admissions officer)
   5. one student
   6. the chair of the Education Council is an additional ex officio non-voting member
   7. the Vice President of Academics is an additional ex officio non-voting member
2. The ICC has the discretion to invite resource persons to sit on the ICC as non- voting members for a term to be determined by the ICC
3. Appointment of ICC members shall be ratified by motion of the Education Council
4. The ICC shall select its chair and vice chair from the ICC’s membership for a one- year renewable term to be ratified by the Education Council
5. If the current chair or vice chair are not voting members of the Education Council, one will serve on the Education Council as an ex officio non-voting member
6. The chair will inform the appropriate constituency (faculty, administrators, operational staff, Student Union) if new or additional members are needed
7. It is expected that ICC members will be able to attend meetings. Members are responsible for designating an appropriate alternate if they are unable to attend and must inform the Education Council Administrative Assistant of their choice.

**Length of Term**

1. Faculty and operational staff members shall be appointed for two-year renewable terms and these terms will renew in September
2. Student members shall be appointed for a term of up to one-year term, renewable every semester as student availability allows.
3. Any member may request a leave of absence from the chair of the ICC for up to one year.

**ICC Operation**

For Proposals, the ICC will:

1. invite the proponents to discuss and review the submitted proposal,
2. communicate queries or concerns to the proponent and clearly indicate any changes required before moving forward in the Education Council process,
3. the ICC will vote on submissions in a single motion unless a member requests the separation of any item(s).

Meetings

1. The ICC will meet weekly as needed, to review submissions
2. The deadline for submissions will be Thursday at 4:00 p.m., the week proceeding
3. An annual schedule of meetings will be decided each March for the following year
4. In addition to scheduled meetings, the Chair may call other meetings as necessary for the ICC to fulfill its responsibilities.

**Quorum of Meetings**

1. In principle, decisions will be made by consensus.
2. Quorum shall be 50% plus 1 of the ICC membership.
3. Members can participate in-person, telephone, or via video conference.

**3.5 Draft Agenda Committee Terms of Reference**

**Purpose:**

* To review submission to Education Council for completeness, responses from other departments and/or jurisdictions, etc.
* To establish the agenda for Education Council meeting
* To consult two weeks prior to the Education Council meeting
* Report annually in the Spring

**Membership:**

* Elected council representative
* Vice-chair
* Chair

**Term:**

One-year renewable term.

**Agenda Committee Operation:**

* Agenda items and supporting documentation for meetings, including recommendations of program committees and the admissions committee, must be submitted in writing to the recording secretary of Council by 4:00 pm, fourteen (14) calendar days prior to the scheduled meeting date.
* Within one (1) working day after the submission deadline the agenda committee will:
  + Ensure all appropriate documentation is included for agenda items;
  + Set the agenda by giving priority based on but not limited to calendar publication deadlines, Ministry deadlines, etc.
* Meeting agendas and supporting documentation shall be sent to Education Council members not less than seven (7) calendar days prior to the scheduled Council meeting hour with approval of the agenda committee.
* The agenda for the scheduled meeting shall be posted on the Education Council Website.
* The agenda committee shall include the Chair and Vice-Chair of Education Council plus one other member of Education Council elected from and by the voting members of Council.

**3.6 Education Council Policy Sub-Committee Terms of Reference**

**Purpose:**

The Education Policy Committee (the Committee) is an advisory subcommittee of the Education Council. As directed by Education Council, the Committee will:

* Review current educational policies and make recommendations for their revision and/or deletion.
* Develop new educational policies as requested.

**Membership:**

**Where possible the Committee will consist of:**

* Three to five faculty members, reflecting the various areas of the College.
* One to three operational staff members.
* One to three administrators.
* One student representative.
* Education Council Chair is an ex-officio member.

**At least one of the members from faculty, operational staff or administration must also be a member of Education Council and serve as liaison between the Committee and the council.**

**Term:**

Committee membership shall be reviewed by the Education Council on an annual basis in September.

**Absence:**

* Any member who will be absent from a meeting shall notify the recorder at least 24 hours prior to the meeting, if at all possible.
* Any member absent from three meetings of the Committee without acceptable cause and without notification of the Chair will be considered as having resigned from the Committee.

**Chair of the Committee:**

* A chairperson will be elected annually or as required, by the members of the Committee.
* A chairperson will prepare the written reports to Education Council

**Quorum:**

A meeting of the Committee may proceed when at least one-half of the membership is in attendance.

**Reporting:**

Report as necessary to Education Council.

**Frequency of Meetings:**

A minimum of ten meetings per year and / or at the discretion of the chair.

**3.7 Community and Continuing Education Non-Credit**

Reporting Procedure for Non-Credit and Service Programs

As per Section 23.1 (1.c.i and ii) of the College and Institute Amendment Act, any new non-credit programs or programs offered under service contracts must be reported annually to the Education Council.

The report will be coordinated and compiled by the School of Access and Continuing Education. Program information will include:

* Program name
* Program location
* Dates
* Number of participants
* Funding partner

These statistics will be reported annually to Education Council at the same time of the statistical submission will be sent to the Ministry of Advanced Education, Innovation and Technology. This information will be drawn from statistics compiled in Student Services and Planning for reporting to the Ministry of Advanced Education and will be coordinated by the School of Access and Continuing Education. General information will include topic areas, number of courses, number of participants, and region of offering.

Courses are defined as part-time or full-time offerings of fewer than four weeks duration.

Programs are defined as full-time offerings of at least four weeks in duration.