

Program Initiates Curriculum Change / Update

1 MONTH

Use Ontario
Qualifications
Framework to verify
program requirements (including
GenEds, Admissions,
Hours, Communications, etc.) and check
in with Academic
Excellence for help
determining necessary
or desired curriculum
changes.

Program Leadership team (Dean, Director, Chair), Coordinator, other faculty, Academic Excellence Submit Curriculum Support Request Form

2-3 HOURS

Chair informs Manager, Program Planning and Development about nature of the work. the reason for it, the scope (time and human resources required to complete the work), preferred start and completion dates. Chair also acknowledges responsibility for preparing program faculty assigned to the work.

Program Chair, Manager of Program Planning & Development

OAE Assigns Specialist

3-4 HOURS

Manager assigns a curriculm specialist, orients curriculum specialist.

Assigned program faculty

Program Faculty Orientation

1 MONTH-2YEARS*

Depending on the type of curriculum change or development required, Curriculum specialist draws on OAE resource bank for training and background information, including regulatory and Minsiterial requirements to support the orientation of the assigned program faculty to the work (sometimes a curriculum specialist will develop a new resource).

Curriculum, specialist & assigned program faculty

* BASED ON REVISIONS REQUESTED OR REOUIRED

Communicating Curriculum Changes

2-4 HOURS

Curriculum Specialist and OAE ensure that changes are loggged, filed and recorded for future reference (by program area or Program Reviewer) and communicates changes to any necesary internal and external stakeholders.

Curriculum specialist and Manager Program Planning and Development

CURRICULUM CHANGES PROCESS

Programs making signficant program changes are encouraged to engage with the Office of Academic Excellence for curriculum support and for guidance regarding Ministry and other requirements.

Key Stakeholders: Program Leadership Team, Coordinator/ Faculty, Academic Excellence

Connected CQAAP Standards: 1.2-.1.4; 2.1; 3.1

Frequency: Annual