CURRICULUM CHANGES PROCESS

Programs making significant 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

Program Initiates Curriculum Change / Update

Submit Curriculum Support Request Form

OAE Assigns Specialist

Program Faculty Orientation

Communicating Curriculum Changes

1 MONTH

2–3 HOURS

3–4 HOURS

1 MONTH–2YEARS*

2–4 HOURS

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.

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.

Manager assigns a curriculum specialist, orients curriculum specialist.

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 Ministerial requirements to support the orientation of the assigned program faculty to the work (sometimes a curriculum specialist will develop a new resource).

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

Program Chair, Manager of Program Planning & Development

Program Leadership team (Dean, Director, Chair), Coordinator, other faculty, Academic Excellence

Assigned program faculty

Curriculum specialist and Manager Program Planning and Development

Program Chair, Manager, Program Planning and Development

* BASED ON REVISIONS REQUESTED OR REQUIRED