

Submissions to Curriculum Committee

When does something need to go to Curriculum Committee?

- When a new program is being developed, via the [Office of University Planning](#)
- When a new course is being developed, via the [Course Management System](#)
- When there is a change to a course, via the [Course Management System](#)
- When there is a change to a program's admission requirements, course matrix, calendar copy, program credits, or program length, with a [Request for Program Change form](#).

New program proposals

New programs are developed using a specific multi-stage process that ensures that the program is developed fully from concept through to implementation. Proponents of new programs can be guided through the process by the [Office of University Planning](#). Any new courses or changes to existing courses that accompany the new program proposal must be submitted to Course Management System (CMS) with the program proposal so that they can be reviewed together.

Request for Program Change forms

This form is used when you need to make a change to the program's structure, admission requirements, core courses matrix, electives, credit, length, or calendar copy. Changes to specific courses are made through the Course Management System. One form should be used for each program.

The form should be filled out in full:

- program name
- nature of change
- effective date of change
- detail of change(s)
- course matrix (if applicable)
- appropriate department(s) consulted, and
- appropriate signatures obtained.

Any major change to undergraduate or graduate degree programs may have to be submitted to the Degree Quality Assessment Board – please contact the Office of University Planning for further information.

The program change form was updated in 2013 to make the changes proposed clearer to the Committee. Please discontinue using the old form and use the new form for all program change requests.

Course Management System

Faculty members with access to CMS have the ability to make changes only to their own proposals and will not be able to submit courses to Curriculum Committee on their own. Area secretaries are responsible for forwarding course proposals and course change requests submitted by faculty members.

Please visit <https://www2.viu.ca/senate/docs/cccourseproposalguidelines.pdf> for information on using CMS.

Area secretaries are asked to check CMS regularly for new submissions, particularly as deadlines approach. To give a faculty member access to CMS, the approval of the Dean can be emailed to curric@viu.ca; faculty access is reviewed yearly to ensure that it stays up to date.

What happens after my item is submitted to Curriculum Committee?

Curriculum Committee can recommend for approval any proposals for credit programs and courses; approval comes from Senate.

Curriculum Committee can approve any proposals for non-credit programs and courses.

- **Course proposals and course change requests** - submitted through the Course Management System - are reviewed by Committee Support for completeness and then forwarded to Curriculum Committee members for review. Committee members have until the Friday before the meeting to make comments on the courses.
 - If a committee members leaves a comment or question on a course, then the proponent will be asked to attend the Curriculum Committee meeting to speak to the comments. An email will go out from coursechange@viu.ca the Friday before the meeting.
 - If a course does not have any comments, the proponent is not required to attend and the course will be recommended for approval.
- The proponent(s) and the appropriate Dean of **request for program changes** will be invited to attend the Curriculum Committee meeting to discuss the proposed changes.
- The proponent(s) and the appropriate Dean of **new program proposals** will be invited to attend the Curriculum Committee meeting to present the proposed program.

Submissions to Curriculum Committee are reviewed by the Registrar, Associate Registrar (Admissions), and Calendar Editor prior to the meeting. Occasionally, **prerequisite, co-requisite, or equivalent course language** may be changed to match standard language used by the university. Proponents will be contacted if clarification is required.

What happens after Curriculum Committee?

- **Credit course changes, course proposals, and program changes** recommended for approval will be forwarded to the next Senate meeting. Once these are approved by Senate, they will be forwarded to Records for uploading to SAWS. It can take up to two weeks for changes to appear in the calendar.
 - In the case of new courses accompanying new program proposals, the course will be held until the new program is approved, and then forwarded to Records for uploading to SAWS.
- **Non-credit course changes, course proposals, and program changes** approved by Curriculum Committee are forwarded to Records for implementation and uploading to SAWS. It can take up to two weeks for changes to appear in the calendar.
- **New program proposals**, once recommended for approval by Curriculum Committee, are forwarded to Planning and Priorities Committee for review and then sent to Senate.

Sometimes requests for program change and new program proposals are recommended for approval with the condition that certain changes are made to the proposal before the Senate meeting. These changes will be communicated via email and must be returned electronically to curric@viu.ca by the next Senate meeting.

Any agenda items that are not recommended for approval will be returned to the proponent with feedback and a request for resubmission.

Please note that if you put your effective date of change as the day after a Senate meeting, the change will not be made to the system on that day. It takes several days for notice of Senate approval to be delivered from the Senate Coordinator to the Curriculum Committee Support, and another day or so for approved items to be dealt with accordingly. Once courses have been submitted to Records, it can take an additional two weeks for the courses to be unloaded to SAWS. Please keep this in mind when choosing your effective date of change.

Minor Changes or Fixing Errors in CMS – “Housekeeping Changes”

Sometimes we find that a course proposal or course change request has been approved with a small error – for example, the “Show in Calendar” box wasn’t checked, or the course has been assigned to the wrong department. In many cases, if the change is very minor and doesn’t require further review by the Committee, these changes can be made without a formal Curriculum Committee submission. Contact curric@viu.ca if such an error has been discovered.

Things to Take Into Consideration

- All program change forms must be submitted in hardcopy form to Curriculum Committee Support by the submission deadline.
- Any courses change proposals that accompany a program change or program proposal have to be submitted at the same time as the program change form or proposal paperwork.
- All agenda items must show that the proper authorization has been received:
 - For course proposals and course changes, indicate the departments and areas in consultation, and in the proposal tracking field, indicate the date of the Faculty Council where the course change or proposal was reviewed and approved.
 - For request for program changes, indicate the departments and areas in consultation and include the appropriate signatures on the form.
- The **effective date** for all submissions can be no earlier than the Senate meeting that the change will be reviewed at. Further, due to the length of time it takes to finish processing Senate-approved changes and proposals, the changes may not come into effect for two weeks after Senate approval. See the note following the section “What Happens After Curriculum Committee” for more information.
 - For changes that are increasing a course or program’s prerequisite, the effective date must be no earlier than one year from the date of the Senate meeting.
 - For new courses, the effective date can be as early as the next Senate meeting but proponents should be aware that courses may not be timetabled immediately.
- Use **track changes** when submitting proposals with calendar copy or course matrix changes – this ensures that the committee can see exactly what the changes are.
- All new course proposals must have a **sample course outline** filled in in full and uploaded to the course in CMS.
- The Curriculum Committee **submission deadlines** are generally not that flexible, although you may have gotten lucky in the past. If the agenda is full at the deadline, late submissions will not be accepted and these will have to wait until the next meeting. Please make sure that all paperwork is handed in well in advance of the deadline so that

your submission makes it on the agenda and allows for any changes that may need to happen.

- **Deactivated courses** can be reactivated at any time without approval from Curriculum Committee provided that the content of the course has not changed. Contact the Curriculum Systems Clerk for more information.

Quick Reference

What do you want to do?	How do you do it?
Add or remove faculty members to CMS	Dean emails curric@viu.ca with request
Change a course's ID	In CMS – Clone Course – make sure you add the old course ID under the new course's historical ID information
Change a course's name or description	In CMS – Change Existing Course
Change a course's prerequisite, title, lecture/lab/seminar hours	In CMS - Change Existing Course
Change a program's admission requirements	Request for Program Change Form
Change a program's calendar copy	Request for Program Change Form
Change a program's core or elective courses	Request for Program Change Form
Create a new course	In CMS – Create New Course
View status of course proposals or course change requests	In CMS – View/Compare Existing Course

Resources

- All document templates and forms – including a sample Request for Program Change form - can be found online at <http://www2.viu.ca/senate/CurriculumProcessProcedures.asp>
- Request for Program Change form <http://www2.viu.ca/senate/docs/CreditProgramChange.doc>
- Course Management System <https://isapp.viu.ca/cms/main.asp>
- Curriculum Committee Submission Deadlines <http://www2.viu.ca/senate/CurriculumCommitteeSubmissionDeadlines.asp>
- Senate and Senate Standing Committee meeting schedules <http://www2.viu.ca/gap/meetingschedule/index.asp>

Gail Smith

Administrative Assistant,
Registrar and Convocation
Curriculum Committee
Support
200/340
(250) 753-3245, Local 2234
curric@viu.ca

Nicole Yusep

Research Analyst, University
Planning & Analysis
Office of University Planning
and Analysis
300/152
(250) 740-6514, Local 6514
Nicole.Yusep@viu.ca

Melissa Manhas

Curriculum Systems Clerk
Records
200/336
(250) 753-3245, Local 2360
Melissa.Manhas@viu.ca

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