

Guide for Completing Education Council Curriculum Forms
Proposal for a New Course

1. Select the appropriate administrative division from the dropdown menu. “Administrative division” means portfolio, Continuing Studies or International Education. If the course is not in a portfolio, Continuing Studies or International Education, select **Other**.
2. Indicate the department with primary responsibility for the course.
3. Give the course code (subject abbreviation and number). Course numbers and new subject abbreviations must be checked with the Registrar’s Office and evidence of that consultation attached in an appendix to this form.
4. Complete the checkboxes in the proposer’s consultation checklist. Written evidence of the consultation must be attached in an appendix to this form. The proposer may be the department chair or a department member.
 - a) **Program Advisory Committee (PAC)** consultation. Meeting minutes may be used as evidence of consultation. PACs exist in all programs with the exception of some Arts and Science departments and some Continuing Studies programs.
 - b) Consultation to assess the impact on **Other Instructional Departments**. This is consultation with individual departments, not with a committee of department chairs. This impact will occur if any of the following applies to the course:
 - i) it must be taken at the same time as another course (concurrent registration)
 - ii) it is displacing an existing service course
 - iii) it is a cross-listed course
 - c) **Library** consultation to assess library collection needs. The Library will provide a written assessment.
 - d) **IT Services** consultation to assess **non-standard** computing needs. IT Services consultation is required when special or extensive computer equipment/software is required.
 - e) **Educational Technology Coordinator** consultation to assess **non-standard** educational technology support needs. Educational Technology Coordinator consultation is not required for routine WebCT, media production, and video conferencing use.
 - f) **Facilities Management** consultation to assess **non-standard** teaching space needs. Facilities Management consultation is not required for normal classroom space needs.
 - g) **Other**: Consultation is recommended but is not required when a department has similar content at a different level of difficulty (*e.g.* GERO 200: Gerontology and Continuing Studies Gerontology Certificate program).

Note: When a general theory or principle is discussed from a discipline perspective no consultation is required with other instructional departments. (*e.g.* ECON 260: Poverty and Inequality does not require consultation with Sociology and ASTR 230: History of the Universe does not require consultation with History.)

Departmental Review is to be completed by the Department Chair.

The Department Chair records the department support or opposition and attaches the minutes of the applicable department meeting. Curriculum opposed by the department may proceed to the next step in the review process at the request of the proposer. Department opposition and the rationale for that opposition must be recorded.

Education Council and Standing Committee signatures. Do not complete this section.

5. A maximum of 30 characters in a course title will display on student transcripts. If a longer title is proposed also include an abbreviated title; the abbreviated title will appear on the transcript.
6. The desired date of implementation for the proposal. **Do not answer Fall, Winter, or Summer. Provide a month and year.** The course may be offered on or after this date unless an alternative implementation date is provided by the Program Dean or Director.
7. Give a clear, complete but succinct rationale for the new course. Later in the form there will be an opportunity to explain the details of the course.
8. Give the course calendar description as it will appear in the calendar. The wording of the calendar description should be precise and well-written. The description should provide useful information to potential students and for transfer and accreditation decision-making.
 - a) 60 words or less in length, an exact word count is not required
 - b) use complete sentences
 - c) use only common acronyms and abbreviations (*e.g.* B.C.)
 - d) use formal English
 - e) explain the allocation of time, transportation expectations and features unique to a field, practicum or preceptorship course (this information may exceed the 60 word count)
 - e.g.* “This course is offered over a two week period following the winter semester”
 - e.g.* “This is a two week course consisting of five to eight hours of daily field exercises. Students are expected to provide their own transportation to field locations.”
 - e.g.* “Hours may vary from 6 to 9 hours per day during the practicum for a total of 30 hours per week. These hours include a weekly three-hour seminar.”
 - f) use standard calendar language for sentences applicable to a course previously offered as a “topics” course, a renumbered course, a cross-listed course, or a course that may be taken more than once for credit
 - e.g.* “Formerly BIOL 199”
 - e.g.* “Students with credit for BUAD 252 cannot take BUAD 356 for further credit.”

e.g. “Students with credit for BIOL 290 or EESC 220 cannot take PHYS 220 for further credit”

Note: Transfer statements that duplicate information in the B.C. Transfer Guide and timetabling statements are not included in course calendar descriptions.

Note that the course description does not include the course title nor does it include prerequisites and corequisites.

Attach a **detailed course outline** in an appendix to this form. Student evaluation information must be included in the course outline. This may be the Transfer-Friendly Course Outline available from BCCAT, <http://bccat.ca/outline/index.cfm> or your standard department form.

- 9 Give the **contact hours** for a course in a program that does not use credits. *e.g.* Practical Nursing: PNUR 111: Health I – **63 hours**. Indicate if the hours are scheduled in an unusual pattern that may impact individual students *e.g.* “Hours vary from six to nine hours per day during the practicum for a total of 30 hours per week.”
- 10 Give the **credits** for a course that is expressed in credits. *e.g.* BIOL 131 – **3 credits**.
- 11 Give the contact hours for credit courses (hours per week of lecture, hours per week of lab, hours per week of seminar) *e.g.* (3,4,1). Normally one lecture hour counts as one credit, to a maximum of three. Labs may or may not increase the number of credits for a course, but may increase credits only to a maximum of three. Indicate if the lecture, lab, or seminar are scheduled on alternate weeks and include a statement for the calendar describing the pattern *e.g.* “Students attend a four-hour lab on alternate weeks.”
- 12 Give the prerequisites, corequisites, and course(s) in which concurrent registration is required. This question asks if there are any other courses (prerequisites) which a student must complete before entering this course. Or any courses which a student must take before or with this course (corequisite). Or any courses (concurrent registration) which a student must take as the same time. Will the course revision eliminate the need for those courses? Will the course revision require additional student preparation? Is this course limited to students of a specific program or programs? Will the course revision open the course to students of other programs? Attach written evidence of consultation with the other departments impacted. Note: Prerequisites include “permission of the department” only when there is priority enrolment for some students in the course or when credit may be granted more than once for the course.
- 13 Some special topics and directed studies courses may be taken more than once for credit. If this applies, include a statement in the calendar description *e.g.* “This course may be taken for credit more than once with different topics.” This question does not apply to other courses.
- 14 Give all the semesters in which the course is intended to be offered.
- 15 State the recommended class size and give a pedagogical rationale for the recommended size. Provide an estimated total enrolment by semester.

- 16 Give the region(s) where the course will be offered for the first time.
- 17 How often will the course be offered and is this frequency adequate to allow students to complete their program within normal time limits?
- 18 If this course is replacing another, give the course code of the course being replaced. Also indicate if “Formerly (course code)” should be included in the calendar. This replacement will not result in the deletion of any course. A course deletion form must be completed, by the appropriate department, if a course deletion is required as the result of this replacement course.
- 19 If this course will be a prerequisite, corequisite or concurrent registration for another course, give the course code of that course. A course revision form is needed if this replacement course will be a prerequisite for some other course and this course revision form must be completed by the appropriate department.
- 20 Indicate if this course is similar to a course already offered by Okanagan College and why it is needed. Attach written evidence of consultation with departments offering the similar course and include this consultation as an appendix at the end of the form.
- 21 Assess the transfer credit you can anticipate for the course by using the informal network developed by your department’s membership on your provincial articulation committee.

Consider asking the OC Institutional Contact Person to seek transfer credit at the institutions where your students are most likely to transfer. A BC Transfer Guide entry for credit or ‘no credit’ is useful when OC students are likely to seek transfer to the receiving course/program. For example OC HKIN 273 transfer credit to UVIC, SFU, UFV is useful as these institutions offer physical education or human kinetics programs. An indication of ‘no credit’ at UBCO is useful information for OC students as many seek transfer to UBCO. It is less useful for OC students to see ‘no credit’ at UNBC because UNBC does not offer a human kinetics program and few OC students will seek transfer to UNBC in human kinetics.

- 22 Give all the appropriate delivery formats for the course.
- 23 What minimum qualifications are required to teach the course?
- 24 Will a new instructor or college professor need to be hired to teach the course?
- 25 Will other instructional support staff such as a lab technician or shop assistant need to be hired to offer this course?
- 26 Does this course have student costs (excluding tuition and books) that should be noted when the institution seeks program student loan eligibility? *e.g.* equipment or special clothing
- 27 Check the type of teaching space needed for the course and the number of student seats required (capacity). State the equipment and supply costs where applicable. Consult with IT

Services, Facilities Management and the Educational Technology Coordinator if space and equipment needs are non-standard.

- 28 Send this course proposal and course outline to the Library. Allow 12 working days for the Library to complete a resource assessment. Sign the assessment indicating agreement or disagreement and return it the Library with your comments. The signed assessment will be submitted to the Education Council office.
- 29 If there is a Program Advisory Committee (PAC) advising the department, the PAC must have an opportunity to discuss the proposal. Attach the appropriate PAC minutes or email discussion in an appendix to this form.
- 30 The Program Dean or Director's estimate of date of first offering. **Do not answer Fall, Winter, or Summer. Provide a month and year.** This date may differ from that of the course proposer.
- 31 What costs or savings are associated with this proposal? The Program Dean or Director is in a position to evaluate this, while the department may not be able to do so. The Program Dean or Director does not include equipment or supplies costs here.
- 32 The Program Dean or Director states whether a budget development is required in order to offer this course.