

1.0 ASSOCIATED POLICY

- Curriculum Policy

2.0 DEFINITIONS

Credit Program

Organized schedule or selection of primarily credit courses that confers recognition (i.e. “credit”) that can be applied to the completion of a Ministry-approved credential. Used in this Procedure to exclude non-credit Programs that are offered for professional development or continuing education.

Ministry

The Alberta government department responsible for the oversight of post-secondary education.

Program(s)

An organized schedule or selection of courses, typically with admission requirements, regulations, and learning outcomes, presented in the Academic Calendar, and leading to a credential and/or notation on a transcript.

Secondary Program

A Program, other than a degree, diploma, or certificate, or major (primary) specialization, which is normally part of a degree, diploma, or certificate, e.g., honours, minors, or streams.

3.0 PROCEDURE ELEMENTS

- 3.1 Faculty and staff should consult the Quality Assurance Handbook for detailed guidance and information on relevant regulations, policies, procedures, and standards related to Program or course approvals.
- 3.2 Faculty and staff are expected to cultivate and maintain formal networks with students, industry, and external peers and to consult regularly with those networks on curriculum, as appropriate.
- 3.3 Before starting a proposal for a new Program, the Dean(s) of the relevant Faculty/School(s) must present to Deans’ Council a completed Letter of Intent Template, approved by their Council(s), for endorsement. The Council will review the Letter of Intent for alignment with the University’s planning framework.
- 3.4 The establishment or termination of Programs as well as Program changes requiring Ministry approval or an exception or variance to MacEwan University policy are approved, as follows:
 - 3.4.1 All proposals for a new Program requiring Ministry approval are recommended by the relevant Faculty/School Council(s) in accordance with their procedures, the General Faculties Council (“GFC”) Committee on Academic Planning and Quality Assurance, and GFC; and, approved by the Board.
 - 3.4.2 All proposals for suspension, extension of suspension, termination, or reactivation of existing Programs or for a new credit Program not requiring Ministry approval, including all Secondary Programs, are recommended by the relevant Faculty/School Council(s) in accordance with their procedures and approved by the GFC Committee on Academic Planning and Quality Assurance, which ensures that proposals align with the University’s planning framework and quality assurance guidelines.

- 3.4.3 All proposals for a Program name or load change or for any other Program change requiring Ministry approval (not mentioned in §3.4.1 or §3.4.2) or requiring an exception or variance to MacEwan University policy are recommended by the relevant Faculty/School Council(s) in accordance with their procedures and approved by the GFC Committee on Academic Standards, Curriculum, and the Calendar, which ensures that proposals meet University standards and are ready for implementation.
- 3.4.4 For all changes outlined in §3.4.1, §3.4.2, and §3.4.3, the appropriate Ministry or GFC Committee templates must be completed and submitted at all stages of the governance process. The Provost & Vice-President, Academic (or delegate) must review and verify the acceptable completion of the templates before the governance process is initiated; and, all approved proposals are sent by the Dean (or delegate) of the relevant Faculty/School to the Provost & Vice-President, Academic (or delegate), who, when necessary, enters the proposal into the provincial approval process.
- 3.5 Any Program or course changes not covered in §3.4 above are approved by the relevant Faculty/School Council(s) in accordance with their approved procedures.
- 3.6 The Provost & Vice-President, Academic (or delegate) is responsible for facilitating an institutional consultation process, laid out in the Quality Assurance Handbook, through which notice of all credit Program and course proposals and changes, including those of §3.4 and §3.5, are posted for a minimum of two weeks. Non-credit Programs and courses are exempt from this process.
- 3.6.1 Institutional consultation ensures that representatives of the Faculties/Schools and academic support units are notified of prospective changes and have an opportunity to consult, raise concerns, and address matters that impact them.
- 3.6.2 Any participant in the consultation process can challenge or dispute a proposal that impacts them and, if such challenge or dispute is not resolved between the parties, the matter will be adjudicated by the GFC Committee or Council with the mandate deemed most germane to the dispute by the Provost & Vice-President, Academic (or delegate). The Provost & Vice-President, Academic (or delegate) may also dismiss a challenge at their discretion if it is deemed frivolous, that is, there is no broader impact.
- 3.6.3 Institutional consultation must take place before an item governed by §3.4 proceeds to the relevant GFC Committee or an item governed by §3.5 is approved by the relevant Faculty/School Council(s).
- 3.7 Deans are responsible for maintaining a list of all approved Program changes, identifying relevant motion numbers, and summarizing the change(s). This list must be submitted to the Provost & Vice-President, Academic (or delegate) at the end of each academic year and may be reviewed by the GFC Committee on Academic Planning and Quality Assurance or external bodies or agencies, as required or requested.
- 3.8 Deans are responsible for authorizing intake or implementation, ensuring administrative procedures and deadlines are met for implementation in the desired academic year, that all changes are entered into the curriculum management system as required by the policy, and that, in coordination with the Office of the University Registrar, affected students receive official notification of changes, when appropriate.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Curriculum Policy
- Quality Assurance Handbook
- Letter of Intent Template
- Ministry templates
- GFC Committee templates

5.0 ACCOUNTABILITY

Responsible Office

Office of the Provost & Vice-President, Academic

6.0 HISTORY

Relevant Dates

Approved: **22.06.17**

Effective: **22.06.17**

Next Review: **27.06**

Modification History

22.06.17 New procedure consolidates previous policy documents to ensure consistency and reflect best practices. Approved by General Faculties Council Motion #GFC-03-17-06-2022.