Approving University Official(s): Academic Council
Responsible Unit: Provost, Vice President, Teaching & Learning
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Course Review and Renewal - Guidelines
Curriculum Change Definitions

Program-Level Curriculum Modifications

Program-level curriculum modifications impact overall program integrity, student progression and/or student recruitment; may trigger updates to Academic Calendar(s); may affect articulation agreements; and/or impact external approvals and relationships with regulatory and accrediting bodies.

Program-level modifications require consultation with impacted groups across, and where necessary outside, of the University and must be approved by the Curriculum Committee, followed by the Provincial Senate.

Such changes include:

- Changing Program Learning Outcomes (PLOs)
- Addition or removal of courses within a program of study
- Changes in course sequence or term of offer
- Revised requisites (Prerequisites, Corequisites, and/or Anti-requisites)
- Changes in course credit value, and
- Changes in course hours (if applicable)

Course-Level Curriculum Modifications

Major Changes
Major changes impact curriculum fields that are integral to overall program design integrity, trigger updates to Academic Calendar(s), and/or affect external relationships such as accreditation and articulation agreements.

The following major changes require **Curriculum Committee approval:**

- Addition(s), deletion(s), or alterations of Course Learning Outcomes (CLOs).

- Changes in required text (excluding edition updates; see Minor Changes) or required learning resources and/or software, especially where there are associated budget or student cost implications.
- High-level evaluation matrix, including weightings and types

The following major changes require approval of the **relevant Provincial Senate:**

- New course code
- New course title
- Revised course description
- Calendar descriptions of courses

Minor Changes
Minor changes include curriculum fields that are not integral to overall program design integrity, and that do not impact external relationships such as accreditation, articulation agreements, etc. Minor changes are made directly to master courses according to timelines established by the Learning Design team. These regular updates are an important part of efforts to maintain curriculum currency and integrity.

The following minor changes may be **determined and completed by a Course Lead** with support from the Digital Learning team:

- Revised unit learning outcomes and/or unit sequence
- Updates to unit content and notes
- Creation and revision of assessments in alignment with the evaluation matrix and CLOs
- Updates to assessment prompts, instructions, and rubrics
- Updates to learning activity prompts, instructions, and rubrics
- Quiz / Test / Exam Questions
- Updates to or additions of asynchronous digital assets, such as lecture videos or podcasts, and other supplementary resources

The following minor change may be **determined by a Course Lead in consultation with the Library** and must be shared with Curriculum Committee for information prior to change being enacted:

- Updates to text edition or version

Urgent Changes
Urgent changes include components which must be rectified immediately. These do not require approval and can be enacted at any time during the academic year by Course Leads and/or members of the Learning Design team:

- Incorrect, inaccurate, or offensive content
- Broken links
- Typos and grammatical errors

Negotiating ambiguity: In the event that it is unclear whether a proposed course modification is major, minor, or urgent, the matter will be decided by the VPA/Campus Principal, who will consult as appropriate with the Curriculum Committee and the Learning Design team.