

UNDERGRADUATE COURSE AND PROGRAM APPROVALS



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POLICY NUMBER	ED 08-2
APPROVAL DATE	September 26, 2011
AUTHORITY	Senate
CATEGORY	Educational
PRIMARY CONTACT	Chairperson, Educational Programs Committee (EPC)
ADMINISTRATIVE CONTACT	(TBD)

POLICY

It is the policy of Thompson Rivers University (TRU) Board to ensure that the instructional resources of TRU are used efficiently and effectively to meet the goals and objectives of the institution. This policy and its attendant regulations provide an orderly process by which proposals for new courses and programs can be evaluated prior to their introduction into TRU's instructional profile.

Course or program proposals must be approved by the appropriate Departments and/or Curriculum Committees, Deans, and Faculty- or School Council(s) before submission to the Educational Programs Committee (EPC).

The EPC will receive all Category I changes (as defined by Senate) and will report these changes to Senate.

The EPC will receive all Category II changes (as defined by Senate) and assess the proposals. All approved proposals will be reported to Senate.

The EPC will receive all Category III changes (as defined by Senate) and assess these proposals. All proposals recommended for approval by EPC will be forwarded to the Academic Planning and Priority Committee (APPC).

The APPC will receive all Category III changes (as defined by Senate) and assess these proposals, in consultation with the Budget Committee of Senate. All proposals recommended for approval by APPC will be forwarded to Senate.

Any change to an Open Learning course or program that affects admission criteria or residency must also be approved by the Planning Council for Open Learning.

REGULATIONS

1. COURSE PROPOSALS

To receive educational approval for new courses or course changes for inclusion in the ongoing educational offerings of TRU, proposals must be completed using the New Course or Course Change forms approved by EPC.

2. PROGRAM PROPOSALS

To receive educational approval for new programs or program changes for inclusion in the ongoing educational offerings of TRU, proposals must be completed using the New Program or Program Change forms approved by EPC.

New degree programs, including new majors in existing degrees, may also have to be approved by the Degree Quality Assessment Board (DQAB). DQAB has different submission requirements than EPC, so additional documentation is required.

Non-degree programs may have to be posted on the Post-Secondary Institutional Proposal System for feedback prior to implementation. The New Program form approved by EPC is posted, so no additional documentation is required.

3. DEADLINES AND SCHEDULE OF TIMELINES FOR COURSE AND PROGRAM PROPOSALS

It is imperative that academic units engage in effective curriculum planning so thorough course/program development and consultation takes place and all service areas have adequate time to prepare for change. Important duties of the service areas include:

- i. Domestic and international program promotion and student recruitment;
- ii. Calendar and other promotion materials such as websites and brochures;
- iii. Faculty recruitment and selection;
- iv. Facilities development including library acquisitions;
- v. Student registration;
- vi. Course scheduling; and
- vii. Academic advising and counselling.

Academic units must also be able to respond rapidly to changing market needs in an increasingly dynamic educational market. To ensure the proper balance between quality and flexibility, EPC requires that:

- i. New Program and Program Change proposals should be submitted to EPC at least 19 months in advance of implementation. New Program and Program Change Proposals should be approved by the Application Date of October 1 for programs beginning in the following academic year.
- ii. New Course and Course Change proposals should be submitted at least six months in advance of the implementation date. New Course and Course Change proposals should be approved by the beginning of the registration period for the semester in which the new course will be offered or the course change becomes effective.

EPC will allow exceptions to these timelines if it feels that program quality and students' interests will not be jeopardized.