

PROGRAM CURRICULUM COMMITTEE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	D. Student / Academic
Parent Policy:	D35
Approval Date:	November 14, 2023
Effective Date:	November 14, 2023
Procedure Owner:	Vice President, Academic

Overview:	<p>Program Curriculum Committees (PCCs) design, develop, maintain, and instruct certificate, diploma, post diploma certificate, applied degree, and degree programs approved by the Ministry of Advanced Education. Each PCC has responsibility to make recommendations to the Dean for a program's curriculum: program learning outcomes, course outlines, course competency profiles, and program of study documentation. The work of the PCC is achieved through the following procedures.</p>
Procedures:	<p>All programs and courses are developed in accordance with Olds College institutional vision, mission, mandate and policies. The curriculum will be governed by the following principles:</p> <ul style="list-style-type: none"> • Course general areas of competency (GAC's), competencies, content, and evaluations must support program learning outcomes. • The PCC identifies and recommends courses to be reviewed as outlined in <i>Policy D21 Course Development and Revision</i>. The Dean may select courses to be reviewed. Each course is reviewed at least once every five years. • Review of <i>Policy D21 Course Development & Revision</i> must precede the creation of a new course or any course changes that require approval. • Olds College programs are designed to emphasize active and collaborative learning. • Program learning outcomes need to consider affective, cognitive, and psychomotor domains. • The same course offered in more than one program will have identical general areas of competency (GACs) and identical competency profiles. Learning activities will be modified to ensure relevance to each program of study. <p>PCC Composition</p> <p>Each PCC will require the following representation:</p> <ul style="list-style-type: none"> • Faculty instructing in the program. • A minimum of three voting members (defined below) is required to form an active PCC. The Dean will appoint additional voting members to ensure each PCC has the minimum of three.

- If the PCC Chair is a faculty member in the program, they are a voting member.

Voting Members

- Faculty members (permanent, probationary, and long-term contract).

Non-Voting Members

- Instructional Assistants
- Contract Instructors
- TLCI
- Ex Officio (Dean and Associate Dean of program's School)
- Invited guests as determined by the PCC Chair in consultation with the Dean.

Meeting Procedures

- The PCC's actions are advisory to the Program's Dean;
- Formal PCC meetings are required for the review and recommendation of curricular changes and are held a minimum of once per academic year.
- PCC Chair - specific roles listed below, and is appointed by the Program's Dean. The PCC Chair can be a faculty member from the program or the Associate Dean.
- Recorder - takes minutes that include record of attendees, regrets, motions, and recommendations coming out of meetings, and is appointed by the Dean; Minutes will be shared with all instructors teaching in the program.
- A PCC quorum shall consist of a minimum of 51% of voting members unless an exception is otherwise noted;
- Recommendations will be reached by transparent majority (51% of voting members) vote;
- Discussions and recommendations regarding courses delivered by others schools must include a representative of that school;
- The Teaching and Learning Centre of Innovation is available for consultation on areas such as competency profiles, instructional design, mode of delivery, student evaluation, course review, and/or quality standards.
- PCC meetings will be scheduled with an agenda at least one week in advance.
- The curriculum management system workflow documents PCC comments, notes, and recommendations, including transparent voting.
- The curriculum management system is set up to ensure notification to Continuing Education for all curricular changes.

Program teams may meet informally throughout the academic year to discuss administrative and operational issues. A program team meeting may choose to schedule a formal PCC meeting to conduct any emerging curriculum matters. When this occurs, the PCC policy and procedure must be followed.

The PCC Chair Role:

The PCC Chair:

- Is appointed by the Dean. The terms of the appointment are reviewed annually by the Dean with the PCC Chair.
- Ensures the meetings adhere to the PCC policy and procedure.
- Works with the recorder to ensure that accurate minutes are taken, that an agenda is created, and that both documents are provided to each PCC member for each meeting.

- Ensures that when subject specific competencies are being changed in the program, faculty who are subject matter experts are present to discuss the change and make a recommendation.
- Ensures that curricular changes are always brought to the PCC committee as a whole.
- Ensures everyone has a voice and has the opportunity to review and discuss the recommendations and vote within the timeframe.
- Adheres to timelines, values, and expectations agreed to by the PCC;
- Ensures each agenda is followed, and provides a process to keep meetings functioning in an orderly manner.
- Ensures the most recent IAC meeting minutes are available in advance of the PCC Meeting.
- Shares enrollment data from the Office of the Registrar as the information becomes available.
- Ensures that any program issues brought to the attention of the PCC are transparently addressed and, if necessary, will result in an action item;
- Ensures PCC meeting minutes are available to all PCC members and shared with the Dean of the School.
- Works with the Associate Dean to ensure PCC meeting minutes are shared with Continuing Education.
- Under the direction of the Dean, works with the Associate Dean to ensure PCC roles and tasks in a Program Review are fulfilled. (See *Policy D22 Program Review*).

PCC Chairs will meet at least once annually to address issues of process, practice, and program review. The annual meeting of PCC Chairs will be facilitated by the Teaching and Learning Centre of Innovation.

Initiating Changes and Decision Making:

1. Faculty members are responsible for suggesting curriculum changes. Suggested changes to the program description, program learning outcomes, course outline, competency profile, or program of study will be forwarded to the PCC Chair for inclusion on the PCC Meeting agenda. The format of the submission of the proposed changes should be determined by the PCC Chair.
2. The PCC Chair will advise the PCC members of the suggested changes, and the members must be given the opportunity to review, discuss, and respond to the suggested changes. A formal PCC meeting is required for reviewing, discussing, and voting on the changes outlined above in item 1.
3. Recommendations will be reached by a transparent majority (51% of voting members) vote. The curriculum management system is used for recording the vote. The vote must be completed and recorded within 4 days of the motion.
4. Once the PCC recommendation vote has been met, the Associate Dean in collaboration with the PCC Chair, will ensure those changes move through the curriculum management system. The workflow in the curriculum management system includes review by relevant departments and the approval by the Dean.
5. The decision of the Dean for each recommendation is provided through the curriculum management system.

Definitions:

Program Team Meetings: Informal meetings of program teams to discuss administrative and operational items.

Related Information:

Review Period:

3 years

Revision History:

New: December 2011
Revised: March 2012
Revised: September 2015
Revised: September 2018
Revised: November 2023