

## **Guidelines and Procedures for the Curriculum Committee in the Irving K. Barber School of Arts and Sciences**

### **A. Mandate:**

The Curriculum Committee in the Irving K. Barber School of Arts and Sciences will review proposed changes to existing as well as new curricula within the Faculty. All new courses and new programs, both graduate and undergraduate, will be sent to the committee for review. All changes to existing courses or programs must also be submitted for review by the committee.

The committee will assess the proposals with regards to academic integrity, fit within the Faculty, adherence to the founding principles of the Irving K. Barber School and the UBCO Academic Plan. The committee is also charged with facilitating the development of new, faculty-wide curriculum initiatives.

### **B. Membership of the Committee**

Associate Dean, Curriculum and Students (Chair of the Committee).

Two representatives from each of the six Academic Units will be elected for a two-year term. Starting in September, 2006 and for each subsequent September, Units will each elect one new committee representative to begin a two-year term.

The current committee consists of the Associate Dean, Curriculum and Students and 12 members representing the Academic Units. Member selection for this year was based on recommendations of the Unit Heads.

#### **Current Membership**

Unit 1: Sandra Peacock  
Bernard Momer

Unit 2: Laura Hooker

Unit 3: Stephen McNeil

Unit 4: Jan Cioe  
Ramon Lawrence

Unit 5: Wayne Broughton  
Erik Rosolowsky

Unit 6: Adam Jones  
Noriko Ozawa

Unit 7: David Scott  
Ian Saunders

## C. Procedures:

“Change to Curriculum Forms” are available at

<http://www.senate.ubc.ca/okanagan/curriculum.cfm>

In general, the procedures of the Curriculum Committee will follow procedures established and followed by the UBCO Senate. Currently, the procedures require that each new course or course change proposal should be accompanied by the following

1. completed Change to Course or Program form
2. detailed course syllabi and reading list(s) for new courses and programs
3. UBC Budgetary Impact of Curriculum Proposals
4. proof of consultations with other Faculties, Graduate Studies or other Units based on the proposal, as necessary
5. UBC Library curriculum Consultation form

### C.1 Proposed procedure for submitting completed documents to the CRC:

STEP 1. Proposals should first be approved at the Unit level before being submitted to the CRC for review. Units are charged with determining the approval process within their own Unit. It is strongly recommended that Units involve their respective representatives on the CRC in the approval process and keep them informed of the proposals being submitted so that they can address any questions which may arise during the review. The onus is on the Unit to ensure that appropriate consultation is done.

STEP 2. Proposals are submitted to the Committee Chair, electronically, one week in advance of the regularly scheduled CRC meeting. A schedule of meeting dates will be determined and published in advance. Meetings will be held monthly. Forms requiring signatures should be printed out, signed and sent to the Committee Chair by the scheduled submission date.

STEP 3. The CRC Chair will send electronic copies to the members of the committee for their review.

### C.2. Proposed procedure for review of submitted proposals

In keeping with the UBC Curriculum Guidelines all proposals will be considered in two categories as indicated at the top of the Curriculum Proposal Form.

Category 1 represents any new program or new course or substantive changes to existing programs or courses. In addition, this category includes any change or development which affects other units, is controversial, or requires substantial budgetary or space commitments.

Category 2 consists primarily of editorial changes, updating the language used in a course title or description, editorial errors, clarifying approved program information. Category 2 curriculum changes should not require changes in budgetary or space requirements.

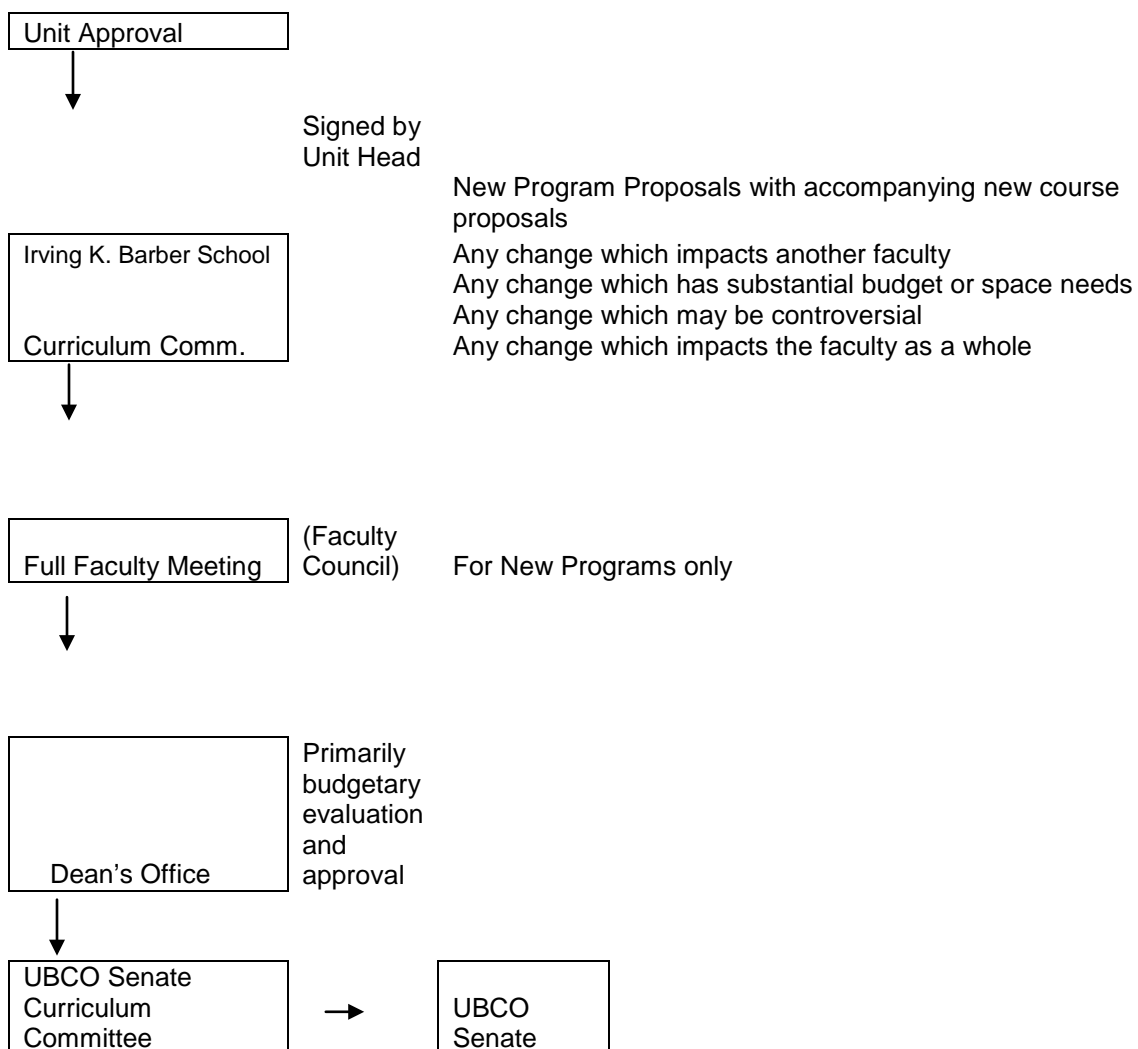
### C.2.1 Proposed Procedure for Category 1 Proposals

**Category 1: New Program proposals.** Other examples of Category 1 proposals include all curriculum changes which affect more than one faculty or school and/or require significant budgetary or space requirements. Details of Curriculum Guidelines can be found at the following website:

<http://www.senate.ubc.ca/okanagan/curriculum.cfm?go=category1>

Example: New Latin American Studies; Major in Zoology

#### Category 1



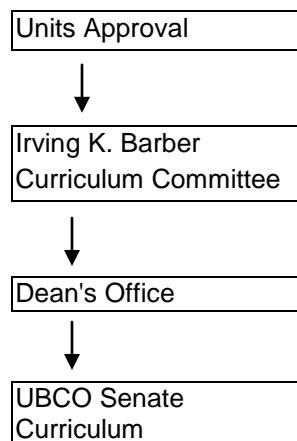
**Category 1: New Course proposals, substantive program revisions, changes which**

- may impact other units
- have no or limited budgetary or space impact
- prerequisite changes that impact other units

The procedure on the proposal will be as follows. The decision will be made by the Curriculum Committee as the most appropriate approval process.

Details of Curriculum Guidelines can be found at the following website:

<http://www.senate.ubc.ca/okanagan/curriculum.cfm?go=category1>



## C.2.2 Proposed Procedure for Category 2 Proposals

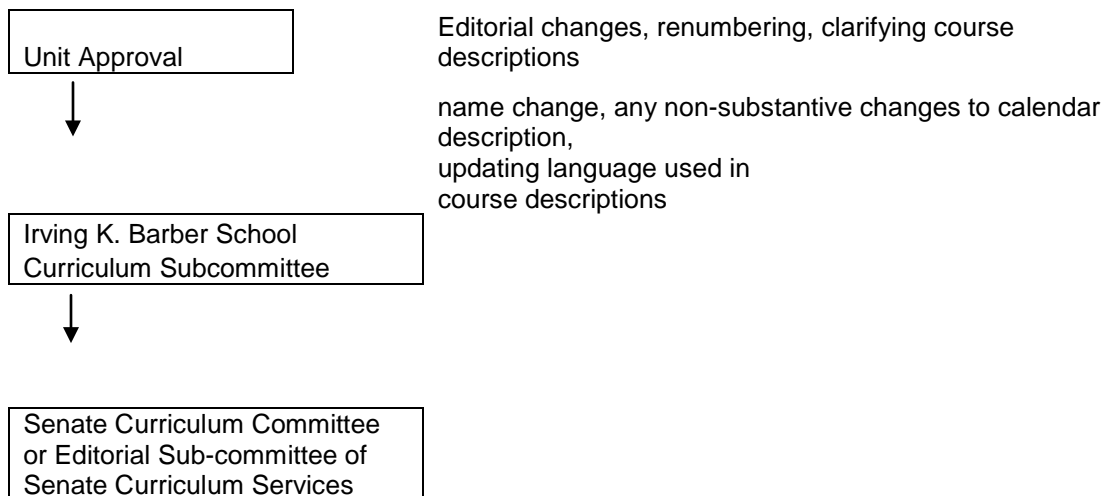
### Category 2

Editorial changes and minor changes to course descriptions will be submitted to the Curriculum Review Committee on the regular Curriculum Change Forms. Indicate at the top of the page if the changes should be considered Category 2. The Chair of the Curriculum Committee along with two other members of the IKBS Curriculum Committee will review and forward to the Senate Curriculum Committee or Editorial Sub-committee if one is formed.

Details of Curriculum Guidelines can be found at the following website:

<http://www.senate.ubc.ca/okanagan/curriculum.cfm?go=category2>

### Category 2



### **C.3. What should calendar course descriptions say and not say?**

Calendar course descriptions are the formal topics of a course. Ideally, they are specific enough to give students a general idea of the subject and foci of the course without being so specific as to require changes every year with new advances in the field of study. The University can be held to teach what is in the course description so any material which may be variable in a given year should be in a course syllabus, not the formal calendar description. The use of “examples include” in course descriptions is discouraged except when necessary for clarity.

Calendar course descriptions should be no longer than 40 words and should be as brief as possible. Phrases such as “This course” “Students will learn”, “An examination of” etc. are unnecessary. Full sentences are also **not** required.

The exact course description that is entered in the calendar must also appear on the course syllabus for curriculum committee approval.

The calendar description should include the following:

Subject code and course number, credit value, course title, course description, vectors. Pre-co-requisites and equivalence (cross listed courses) appear at the end.

Eg.

**POLI 472(3) WAR AND THE MODERN STATE.**

Evolution of military conflict from 1789 to the present. Case studies illustrate development of modern states, progress of industrial and scientific innovation, implications of hyperbolic inter-state violence, limited war in the nuclear age. [0-0-3]  
Prerequisites: 3 credits of POLI and 3<sup>rd</sup> year standing.