Policy Title:	**Program and Curriculum Development Policy & Procedure**
Policy Number:	**2009**
Sponsor:	**Vice President Academic**
Contact:	**Vice President Academic**
Approved by:	**Academic Council**
Date:	**March 3, 2024**
Next Review Date:	**March 26, 2026**

1. **Policy Statement**

   University of Niagara Falls Canada (UNF) is committed to creating and maintaining quality programs and courses that support the mission and goals of the University and to uphold the academic standards required for legislative consent and acceptance by the academic community. New programs and courses are expected to reflect the University's mission to prepare graduates to be leaders in a digital world through innovative degree programs and research.

2. **Purpose**

   The Program and Curriculum Policy outlines the requirements and processes for program and course development at the University.

3. **Scope**

   The Program and Curriculum policy applies to all new programs and courses created at the University and to the senior academic administrators and the faculty members involved in their development.

   With respect to meeting the mission and goals of UNF as stated above, new program proposals are developed around analysis of current knowledge in the field of study, labour market needs and professional standards (where relevant), resources to support student success, and effective and efficient use of university resources.

4. **New Program Development**

   New programs are developed around the requirements of the Postsecondary Education Quality Assessment Board (PEQAB) based upon the quality standards dictated by the Ontario Qualification Framework (OQF). Bachelor's degree programs will be a minimum of 90 credits or 120 credits for an Honours Bachelor's Degree. Master level programs will typically be a minimum of 45 credits.

   New program proposals must be approved and recommended to the Board of Governors by Academic Council, following review by the Curriculum Committee (a subcommittee of Academic Council). The Board would examine the business case and the resources required prior to final approval.

Upon approval from both Academic Council and the Board of Governors, an application prepared in accordance with Postsecondary Education Quality Assessment Board's guidelines may be submitted.

New programs will not be implemented until Ministerial consent is received.

An internal review will be conducted on all new programs within two years after implementation. The review will be conducted by an ad hoc committee appointed by the Vice President Academic (VPA) that will include qualified internal faculty members and may also include relevant professionals and external subject matter experts. The review will be tabled to Academic Council for comment.

Course development

The VPA must approve the development of new courses or major revisions to existing courses. Course authors or development teams are approved and appointed by the VPA, supervised by the appropriate Associate Dean or academic program head, and must follow the Program and Curriculum Development Policy and established curriculum development guidelines. Once developed new courses and major revisions must be approved by Academic Council, Academic Council may devolve responsibility for major course revisions to Curriculum Committee.

If new courses or course revisions are included in Academic Council's approval of a new program or revision of an existing program, they do not have to be approved by Academic Council once they have been completed.

A Course Outline must be developed for each course following the UNF Course Outline Policy using the Standard Course Outline template. While minor revisions to courses may be made by instructors and approved by the Associate Dean, significant changes proposed to learning outcomes, course content, and assessment must be approved by Curriculum Committee. New course proposals will normally be reviewed by an internal or external subject matter expert who was not involved in the writing of the new course.

The Course Outline will be reviewed at least every two years by an ad hoc committee of faculty members teaching the course and the Associate Dean or academic program head responsible for administration of the course.

Ongoing Course Revisions

Faculty members must review and revise courses prior to each term start consistent with the Course Outline Policy and the Standard Course Outline Template. Minor course revisions (Part 2 of the template) must be approved by the Associate Dean or academic program head. Major course revisions (Part 1 of the template) must be approved by Curriculum Committee.

5. Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Curriculum	A planned program of study that includes all of the courses, learning activities and learning outcomes required to complete a degree or other education credential.
Course Outline	A 2-part document containing the core requirements for each course including: Title, Number, Calendar Description, Co and pre- requisites, Grading System, Learning Outcomes, Assessment Matrix and Descriptions, Readings and Resources, Unit Descriptions, Schedule, and any other requirements for a course.

6. Related policies

Course Outline Policy.
Copyright Policy.

7. Responsibility

The Vice President Academic (VPA) is responsible for developing, revising and implementing the Program and Curriculum Development policy including resources and procedures.

Academic Council approves the Program and Curriculum Development Policy and subsequent revisions to the policy. The Chair of Academic Council approves the appointment of members to the Curriculum Committee.

The VPA approves the commencement of all program, curriculum, and course development work.

The VPA oversees the development of new program proposals and approves the priorities and allocation of resources for new program development.

Academic Council has the authority to approve new program proposals and any significant revisions to existing programs and to recommend approval to the Board of Governors.

The Board of Governors has final authority for the approval of new programs via the approval of the resources required to deliver the program based on a business case for the program.

The VPA is accountable to PEQAB for submission and review of new program proposals.

The Associate Dean, or academic program head approves or forwards to Curriculum Committee the course outlines related to the program(s) under his/her direction.

Faculty members/instructors are responsible for updating the Course Outlines for courses that they teach each term.

8.   **Procedures**

Proposals for new program development are either initiated by the Vice President Academic (VPA) or submitted to the VPA for approval to proceed.

The VPA consults with Program Advisory Committees, UNF faculty members and the President on ideas for new program proposals.

The VPA appoints the program development team and the appropriate Associate Dean or academic program head to direct the team.

The VPA approves the proposal for submission to the Curriculum Committee of Academic Council. The Curriculum Committee may recommend revisions before the proposal is submitted to Academic Council. If the Curriculum Committee does not recommend approval to Academic Council, it must consult with the VPA and the Chair of Academic Council. The Chair will decide if the proposal goes on the Academic Council Agenda.

When the proposal has been approved by Academic Council and the Board of Governors, the VPA ensures that all revisions are made before submitting the proposal to PEQAB through the approved process.

The VPA responds to any questions regarding the program proposal and organizes the visit of a review team where required.

Once a new program has been approved, the VPA oversees the implementation of the program as approved by PEQAB.

Course development

The VPA appoints the course author or course development team and approves contracts (where required) and the allocation of resources for course development.

The Associate Dean or academic program head, or assigned lead faculty member, directs the new course development/revision process setting the deliverables and the timelines for completion. Work will not proceed without approval of funding, a contract (where required) for the course author(s) and agreement on the deliverables.

The course author(s) consults with the Library Director regarding appropriate learning

resources and copyright clearance.

The course author(s) submits the completed course to the Associate Dean or academic program head who then seeks final approval from the VPA.

The VPA submits a new course proposal, not formally approved as part of a program proposal or revision, to the Curriculum Committee of Academic Council for recommendation for approval by Academic Council. The Curriculum Committee may recommend revisions before the proposal is submitted to Academic Council. If the Curriculum Committee does not recommend approval to Academic Council, it must consult with the VPA and the Chair of Academic Council. The Chair will decide if the proposal goes on the Academic Council Agenda.

Course revisions (ongoing)

Faculty members submit course outlines to the Associate Dean, or academic program head for review and approval normally at least two weeks prior to the start of a term.