

VANCOUVER COMMUNITY COLLEGE CONSULTATION GUIDE

The purpose of thorough consultation in the curriculum development and approval process is to ensure educational quality, and smooth communication, implementation and delivery of curriculum. This document is intended to be a guideline for effective consultation. Additional information may be requested or presented based on the nature of the development type and/or changes being made.

For New Programs, New Courses and changes to Programs and Courses, consultation with all internal areas is expected. Consultation with the Centre for Instructional Development, the Registrar’s Office, Institutional Research and the Vice President Finance is required.

For Minor Revisions, an expansive consultation process is not expected. Curriculum Developers are, however, required to consider all aspects of the change being made and engage relevant stakeholders as appropriate. The Registrar’s Office should be engaged as early as possible in the revisions process.

NOTE: Curriculum Committee and/or Education Council can request additional consultation as they see fit.

INTERNAL CONSULTATIONS	How they can help
Faculty/School	
Department Faculty	
Department Support Staff (e.g. lab demonstrators)	
Broader school(s) as needed, e.g. School curriculum committee	
Educational and Student Services	
Aboriginal Education and Community Engagement (AECE)	Any curriculum development regarding Aboriginal People, Aboriginal content, Aboriginal Learners, First Nations communities and/or First Nations Organizations must be done in consultation with the AECE department.
Assessment Centre	The Assessment Centre can help to determine which assessments would be appropriate for entry into your program.
Centre for Instructional Development	Instructional Associates at the CID support faculty in the design and development of learning outcomes, assessments, content, and learning activities for courses and programs in classroom and online learning environments. They also provide assistance in curriculum mapping, a valuable component of curriculum planning that focuses on educational alignment and scaffolded learning experiences to foster student success.
Counselling & Disability Services (CDS)	CDS can offer input about program pre-requisites and other program information based on experience with career counselling and decision making with prospective students (ie. immigrants, Foreign Trained Professionals, people with disabilities, etc.). CDS can also assist with determining the level of counselling support required for student success.
Financial Aid	British Columbia’s Ministry of Advanced Education approval is required for any program offering financial aid to any student. Students must meet specific requirements to be eligible for financial aid. Familiarize yourself with the eligibility requirements to ensure student access to financial assistance for your program.

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Learning Centre	The Learning Centre can provide advice on the kind of support your students will need from Learning Centre tutors and the textbooks or computer software you will be using
Library	The Library will determine if resources are currently available in the Library to support the topics covered, and, if not, will provide an estimate of the cost of acquiring new print and/or electronic resources. The Library can also provide support on any copyright issues.
Registrar's Office (including Advising and Recruitment)	The Registrar's Office oversees all student records, course numbering and reviews student applications for specific programs. They will assist you in the development of program entrance requirements and creation of courses. Consult with the Advising Department to determine how students will be informed about your program.
Related additional Student Services	Consideration should be given to the level and nature of student services required for new courses or programs, as well as to agreements with external student service partners.
VCC International and Immigrant Education	<p>Students are expected to meet English Language proficiency requirements according to program admission requirements. Courses which provide additional or integrated language support provide greater accessibility for international students or immigrants.</p> <p>A program must be at least 6 months in length for international students to be eligible to apply for a Study Permit and 8 months for a post graduate work permit. If there is a required practicum or work experience included in this program, students may require a work permit. Tuition fees for international students are different between base and cost recovery programs.</p>
Financial and Operating	
Communications and Marketing	The Marketing team can assist you with student recruitment and program marketing based on target students and proposed roll-out dates.
Facilities	<p>Discuss the availability of general classrooms, designated space/labs, equipment, etc.</p> <ul style="list-style-type: none"> • Which campus is program to be offered at? • Is additional office space required for instructors? • What are the requirements for storage of course related materials? • Do you require special classroom furnishing or other accommodations for disabled or special needs students? • Will courses run during off hours? (i.e. weekends? evenings?) • Is there an anticipated impact on energy use? • Is any specialized equipment required (e.g. electrical/ventilation requirements)? • Will the program generate special / hazardous waste? • Will there be any impact on Receiving (e.g. early morning deliveries, couriers between campuses) • Does the program include any special events?

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Finance / Vice President Finance	Financial Services must conduct a financial review and costing of all programs to determine financial sustainability and tuition rates. Before a program goes to the full Board for approval, a financial decision on the program must be made by the Finance and Audit Committee of the Board.
Information Technology (IT)	IT will help you determine the technology that best meets teaching and learning requirements.
Institutional Research (IR)	Institutional Research can provide you with labour market information that will help ensure your program's success. Discuss any changes in FTE counts/divisor, schedule, and graduate outcomes. What is the market viability of your program?
Safety and Security	<ul style="list-style-type: none"> • Will any chemicals/materials be used that require approval? • Will any equipment be used that will necessitate specialized safety training for faculty, staff and/or students? • Will special access or additional staffing be required?
Required External Consultations	
Industry and Community, such as Program Advisory Committee or Community Engagement Group	
Affiliation, Articulation and/or Accreditation bodies	<ul style="list-style-type: none"> • To verify new/revised curriculum meets the quality standards of existing partnerships and agreements. • To develop new partnerships and agreements that maximize student mobility and success.
Post-secondary Institution Proposal System (PSIPS)	<ul style="list-style-type: none"> • Proposals for non-degree programs (Certificates and Diplomas) are posted on PSIPS for review. • Speak to the Office of Vice-President Academic for details.
Degree Quality Assessment Board (DQAB)	<ul style="list-style-type: none"> • Proposals for new and revised degree or associate degree programs must be reviewed by DQAB, both at the time of the initial proposal and again after final governance approval. • Speak to the Office of Vice-President Academic for details.