2025 CURRICULUM APPROVAL TIME FRAME FOR DEPARTMENT LEADERS & DEANS

Contact the **CTLR** (iasupport@vcc.ca) and **Registrar's Office** (dahall@vcc.ca) for guidance on minor/major changes, consultations, start dates, implementation* processes and timelines. Engage early in consultations with internal and external areas in the curriculum design and development process to prevent unnecessary delays in curriculum approval and implementation.

Governance Review & Approval Dates

Deadline for Approval by Dean (CourseLeaf)	CURRICULUM COMMITTEE Meeting Date†	EDUCATION COUNCIL Meeting Date†
Authority	Approves minor curriculum changes and recommends approval of major changes and new courses to EdCo.	Approves new or revised curriculum and recommends approval of credentials and program implementation to the Board.
November 8, 2024	November 19, 2024	December 10, 2024
December 6, 2024	December 17, 2024	January 14, 2025
January 10, 2025	January 21, 2025	February 11, 2025
February 7, 2025	February 18, 2025	March 11, 2025
March 7, 2025	March 18, 2025	April 8, 2025
April 4, 2025	April 15, 2025	May 13, 2025
May 9, 2025	May 20, 2025	June 10, 2025
June 6, 2025	June 17, 2025	September 9, 2025
August 8, 2025	August 19, 2025	September 9, 2025
September 5, 2025	September 16, 2025	October 14, 2025
October 10, 2025	October 21, 2025	November 12, 2025 (Wed)
November 7, 2025	November 18, 2025	December 9, 2025
December 5, 2025	December 16, 2025	January 13, 2026

FINANCE & AUDIT COMMITTEE (FAC) Meeting Date† (Submissions must be received by the Board EA at least one full week before the meeting)	BOARD OF GOVERNORS Meeting Date†
Recommends tuition for new or significantly revised programs and standalone courses, as required, to the Board.	Approves tuition, credentials and program implementation.
December 11, 2024 **	February 5, 2025
January 22, 2025	February 5, 2025
March 12, 2025	March 26, 2025
March 12, 2025	March 26, 2025
May 20, 2025	May 28, 2025
May 20, 2025	May 28, 2025
June 11, 2025	June 25, 2025
September 10, 2025	September 24, 2025
September 10, 2025	September 24, 2025
November 12, 2025	November 26, 2025
TBD	TBD
TBD	TBD
TBD	TBD

** If required

† Meeting dates are subject to change. Please check the VCC website or myVCC for up-to-date information. This document lists regular meeting dates only. Special meetings may be held if required.

* Implementation after final governance approval takes time. Contact the Registrar's Office and the CTLR for guidance.

Generally, implementation takes anywhere from

- 1 – 3+ months for minor changes
- 6+ months for major changes or new courses
- 9 – 12+ months for new or significantly revised programs (12+ months for international programs)

Effective dates should be in January, May, or September.

CONTACTS
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Curriculum Committee Chair: Todd Rowlatt, trowlatt@vcc.ca

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