

2023 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	EDUCATION COUNCIL
	Meeting Date†	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 to the Board.
November 4, 2022	November 15, 2022	December 6, 2022
December 2, 2022	December 13, 2022	January 10, 2023
January 6, 2023	January 17, 2023	February 14, 2023
February 10, 2023	February 21, 2023	March 7, 2023
March 10, 2023	March 21, 2023	April 11, 2023
April 7, 2023	April 18, 2023	May 9, 2023
May 5, 2023	May 16, 2023	June 13, 2023
June 9, 2023	June 20, 2023	September 12, 2023
August 4, 2023	August 15, 2023	September 12, 2023
September 8, 2022	September 19, 2023	October 10, 2023
October 6, 2023	October 17, 2023	November 14, 2023
November 10, 2023	November 21, 2023	December 12, 2023
December 8, 2023	December 19, 2023	January 9, 2024

FINANCE & AUDIT COMMITTEE (FAC)	BOARD OF GOVERNORS
Meeting Date† (Submissions must be received by the Board EA at least one full week before the meeting)	Meeting Date†
Recommends tuition for new or significantly revised programs and standalone courses, as required, to the Board.	Approves tuition and credentials.
December 7, 2022	February 8, 2023
January 25, 2023	February 8, 2023
March 15, 2023	March 29, 2023
March 15, 2023	March 29, 2023
May 17, 2023	May 31, 2023
May 17, 2023	May 31, 2023
June 14, 2023	June 28, 2023
September 20, 2023	September 27, 2023
September 20, 2023	September 27, 2023
November 8, 2023	November 22, 2023
December 6, 2023	TBD
TBD	TBD
TBD	TBD

† Meeting dates are subject to change. Please check the VCC website or myVCC for up-to-date information.

* 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

Last revised: 2022-10-12