2024 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†		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†
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.		Recommends tuition for new or significantly revised programs and standalone courses, as required, to the Board.	Approves tuition, credentials and program implementation.
October 6, 2023	October 17, 2023	November 14, 2023		December 6, 2023	February 7, 2024
November 10, 2023	November 21, 2023	December 12, 2023		January 24, 2024	February 7, 2024
December 8, 2023	December 19, 2023	January 16, 2024		January 24, 2024	February 7, 2024
January 12, 2024	January 23, 2024	February 13, 2024		March 13, 2024	March 27, 2024
February 9, 2024	February 20, 2024	March 12, 2024		March 13, 2024	March 27, 2024
March 8, 2024	March 19, 2024	April 9, 2024		May 24, 2024	May 29, 2024
April 5, 2024	April 16, 2024	May 14, 2024		May 24, 2024	May 29, 2024
May 10, 2024	May 21, 2024	June 11, 2024		June 12, 2024	June 26, 2024
June 7, 2024	June 18, 2024	September 10, 2024		September 11, 2024	September 18, 2024
August 9, 2024	August 20, 2024	September 10, 2024		September 11, 2024	September 18, 2024
September 6, 2024	September 17, 2024	October 8, 2024		November 13, 2024	November 27, 2024
October 4, 2024	October 15, 2024	November 12, 2024		November 13, 2024	November 27, 2024
November 8, 2024	November 19, 2024	December 10, 2024		December 11, 2024 ** or January 2025	TBD
December 6, 2024	December 17, 2024	January 14, 2025		TBD	TBD

** If required

† 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

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