



CURRICULUM REVIEW, DEVELOPMENT AND GROWTH POLICY

NEW BRUNSWICK COLLEGE OF CRAFT AND DESIGN

1.0 GUIDING PRINCIPLE

New Brunswick College of Craft and Design ("The College") is committed to the continuous improvement, innovation, and collaboration in the development and delivery of its academic programs.

2.0 POLICY STATEMENT

The College has the authority and responsibility to set, maintain, and enhance academic standards in the development and delivery of its approved programs. This is achieved through:

- i. Fostering stakeholder input through consultative mechanisms and maintaining professional contacts and strategic relationships with business, the cultural community and industry;
- ii. Conducting regular, systematic program reviews on an annual basis to ensure program quality, relevance, and alignment with evolving needs.
- iii. Promoting continuous improvement and innovation in program design and delivery to enhance student learning outcomes and meet industry standards.

- iv. Documenting and maintaining curriculum standards in the College's document management system.
- v. Monitoring and reviewing all programs to ensure alignment with academic standards and evolving needs.
- vi. Conducting and/or accessing labour market research and needs assessments to inform program development.
- vii. Attending conferences, meetings and engaging in other professional activities to stay informed about evolving trends and best practices.

3.0 DEFINITIONS

Course Profiles

Describes the course, sets out the learning outcomes, credit hours, scheduled and nominal hours, and the grading criteria.

Curriculum Standard

An official document that contains all pertinent information required for program delivery.

Program Advisory Committee

A group of individuals typically composed of industry professionals, educators, and stakeholders who provide guidance and input on educational programs.

Program Map

The program map provides a visual representation of the course sequences by term.

Program Profile

The program profile provides a description of the program and program level learning outcomes.

Program Structure

The program structure sets out the course sequence by term including requisites.

4.0 WORKFLOW

The purpose of this procedure is to facilitate the review, development, and growth of curriculum at the College through consultative mechanisms, research, and validation tools.

5.0 WORKFLOW

5.1 Program Review

- i. Program review is a systematic, constructive, research-based examination of a program's quality aimed at recommending improvements and enhancing student learning outcomes.
- ii. Program review provides the opportunity for input and collaboration from stakeholders. This includes, but is not limited to, faculty, staff, administrators, current students, past students, advisory committees, industry representatives, and employers.
- iii. A fair and rigorous program review process should be consistently applied to all programs and departments for comprehensive results.
- iv. Program review is a self-reflective, evidence-based, in-depth formative assessment of a program. It is studio-led.
- v. The NBCCD Program Review Manual outlines the process of Program Review in detail and should be used as a guide. The manual can be requested from the Learning Design Lead.
- vi. Each year at least one program should undertake program review on a cyclical basis. Programs should be selected based on one or more of the following criteria:
 - Trending low enrolment in program
 - Trending attrition, or students not finding success in and out of program
 - Reducing or adding credits, or making major changes to program design

- 5-7 years have passed since last curriculum review

5.2. Annual Course and Program Change Procedure

- Changes to programs and courses may occur because of a Program Review, to enhance student learning outcomes, align with industry standards, or address emerging educational needs.
- Program and course changes can happen on an annual basis.
- Changes to programs and courses are typically initiated by Studio Heads through a [Change Request Form](#) in the Spring or Fall semester in consultation with the Curriculum Lead. These requests are sent to the Academic Dean for approval.
- Requests are reviewed and approved by the Academic Dean based on the nature and impact of the proposed changes.
- The Academic Dean decides if the changes are minor, in which case revisions can start, or major, in which case a Program Review may be recommended.
- Once requests are approved, course and program changes to the Curriculum Standard must be completed by December for the upcoming academic year.

5.3. Curriculum Standard

- The Curriculum Standard is an official document containing pertinent information for program delivery. It includes the Program Profile, Program Map, the Program Structure, and all Course Profiles contained within the program. It is maintained on the College's document management system.
- Curriculum Standards are reviewed and published each year on the NBCCD website and are managed by the Curriculum Lead.

- iii. The Studio Head works with the Curriculum Lead to draft the Program Map and Course Profiles.
- iv. Curriculum standard amendments must be submitted by December 15.
- v. Names of programs and courses are developed in consultation with the Studio Head, Curriculum Lead, and Academic Dean. The Academic Dean is the final approver.
- vi. Each course will be given a unique alphanumeric code that is comprised of 4 letters that correspond to the program name and 4 numbers. The numbers will relate to the year of study as follows:
 - 1000 Foundation Visual Arts courses
 - 2000 First-year diploma courses
 - 3000 Second-year diploma and advanced courses
- vii. Course codes are created by the Curriculum Lead or Registrar in the Student Information System.
- viii. In consultation with the Studio Head, the Curriculum Lead develops course profiles that are comprised of:
 - Requisites
 - Credits
 - Course Description
 - Course Learning Outcomes
- ix. Requisites can either be in the form of a prerequisite or a corequisite. Both forms of requisites are intended to ensure that students are well equipped for successful course completion and are developed by the Studio Head. Requisites may be waived under special circumstances. For more information, refer to the [Student Enrolment Policy](#).
- x. Credit hours in a course are made up of a combination of scheduled class time and nominal time (lecture, studio, homework, independent study, and practicum). The total scheduled plus nominal time in courses is approximately as follows:
 - 1 (one) credit equals 30 (thirty) hours
 - 3 (three) credits equal 90 (ninety) hours

- 6 (six) credits equal 180 (one hundred eighty) hours
 - 9 (nine) credits equal 270 (two hundred seventy) hours
 - 12 (twelve) credits equal 360 (three hundred sixty) hours.
- xi. A program structure is developed, or amended, by the Studio Head in consultation with the Curriculum Lead and Academic Dean.
- xii. New courses are typically developed by the Studio Head in consultation with the Curriculum Lead, but may also be developed by instructors or external consultants.
- xiii. The final approver of all documents associated with the Curriculum Standard is the Academic Dean.
- xiv. For best practices, all curriculum documents for newly developed programs and/or amended programs should be inputted into the Student Information System in January, published on the College's website and available on the College's document management system by March 1.

5.4. Curriculum Standard

- i. When Program Advisory Committees (PAC) are established, they will serve as ongoing committees that advise program leaders on a wide range of topics that directly impact the success of students and graduates. They provide a link between the college and the community and served industries. Typically chaired by the Studio Head, PAC members include employers, graduates, representatives from industry and discipline. Topics brought before an advisory committee include:
- Competencies and skills required by graduates
 - Practicum placements
 - Curriculum
 - Program review
 - Technology trends
 - Studio vision and mission
 - Student scholarships, bursaries, and awards
 - Key activities of the studio
 - Guest speakers and casual teachers for program
 - Public relations

- Challenges faced in the studio
- ii. A PAC should be composed of up to seven (7) members, including the chair. Names of members should be submitted to the Academic Dean for final approval. Members should serve on a PAC for one to two (1-2) years, but no more than three (3).
- iii. Participation in a PAC is voluntary, although expenses for gathering are often reimbursed. PACs meet at least once a year (virtually or in-person).
- iv. The PAC is called by the Studio Head (chair) and the agenda sent out to the members a week in advance. The members of the PAC should also have access to the relevant Curriculum Standard. Minutes should be kept of each PAC meeting and submitted to the Academic Dean.
- v. At the first meeting of the PAC, the chair facilitates the creation of the Terms of Reference. These should be circulated to new members as they join.

6.0 POLICY CUSTODIAN

Anna Mathis, Academic Dean

anna.mathis@gnb.ca