

POLICY: Curriculum Policy		POLICY NUMBER: AC-003-A2
		PREVIOUS/REPLACES: Updated November 8, 2023
APPROVED BY: Academic Council Board of Governors	EFFECTIVE DATE AS OF: December 1, 2023	PRIOR VERSIONS: November 1, 2021

1. Policy Statement

Herzing College is committed to maintaining high academic standards and ensuring that its curriculum remains current, relevant, and aligned with industry trends and academic advancements. This policy governs the development of new course curriculum and the renewal of existing course curriculum, ensuring consistency, quality, and adherence to regulatory and academic standards.

Changes may occur due to:

- Change in industry needs
- Change in instructional methodologies
- Change in student needs
- Change in national, provincial, or professional standards
- New initiatives and/or directives from government

2. Scope

This policy applies to all academic programs and courses offered at Herzing College, encompassing the development of new curriculum and the updating of existing curriculum. It involves various stakeholders, including faculty, department chairs, the National Director of Academics, the Curriculum Committee, the Program Advisory Committee (PAC), Academic Council, registrar, and the Executive Committee.

3. Policy Content

1. Curriculum development is Centralized within the Department of Integrated Learning.
 - a. The department is responsible for the ongoing development of existing course content.
 - b. The department is also responsible for the development of course content for new and upcoming courses.
2. Development of new programs will be based on:

- a. Industry needs and employment opportunities
 - b. Student interest
 - c. Alignment with the mission, vision, and strategic goals of Herzing College.
3. New programs or modifications to existing curriculum can come from various sources including but not limited to:
- a. Faculty – Faculty who teach a course may provide feedback on course content and/or learning materials or suggest a new program.
 - b. Department Chair – Faculty designated as the point person for all curriculum updates and changes.
 - i. May forward changes or suggestions for a new program based on feedback from faculty or from their role as the chair of the curriculum committee.
 - c. Academic Leadership – Changes or new program suggestions may come from academic deans or other campus/corporate directors.
 - d. Program Advisory Committee (PAC) – Program Advisory Committees recommend changes to course content primarily based on changes in industry.
 - i. PAC will meet as necessary, but no less frequently than once every two years.
 - e. Curriculum Committee – Curriculum committee reviews current curriculum and makes recommendations based on input from faculty, department chair, and leadership.
 - f. Student feedback – Feedback from students is provided to faculty directly, to campus leadership, or through survey instruments.
 - g. Metrics such as pass rate or employment – Changes in the pass rate, final grades for a course, or employment rates can indicate a change is necessary in course content.
4. Major changes refer to significant modifications in curriculum structure or content that fundamentally alter course duration, delivery method, learning outcomes, assessment types, or overall program framework that require approval by the relevant provincial ministry or an accreditation body.
- a. Major changes may include, but are not limited to:
 - i. Change in course duration
 - ii. Change in course title
 - iii. Modality of instruction
 - iv. Prerequisites and corequisites

- v. Learning outcomes
 - vi. Assessment number and/or type
 - vii. Adding, removing, or changing textbook
 - viii. Changes to the program as a whole, including the title
- b. Major changes must also align with Herzing College’s strategic goals and vision.
5. Approvals
- a. Any modifications to curriculum or new programs must follow the processes in the Quality Assurance Manual and major changes or new programs need final approval by the Board of Governors.
6. Minor changes are adjustments to curriculum that refine or update existing content without altering the fundamental structure or learning outcomes of a course or program.
- a. Minor changes can be implemented upon approval by the curriculum committee.
 - b. Minor changes include, but are not limited to:
 - i. Adding course content to address existing learning outcomes
 - ii. Updating textbook revision
 - iii. Changes required by software or textbook update
 - iv. Fixing errors in content
 - v. Updating links to current versions
 - c. All minor changes should be documented and periodically reviewed to ensure cumulative modifications continue to align with the overall course objectives.
7. Curriculum Changes and Existing Student Cohorts
- a. Major changes that affect elements such as program title, credential earned, course/program duration, delivery modality, assessment types cannot be enacted for existing student cohorts.
 - i. Major changes to the curriculum such as adding content that does not change elements listed above and that can benefit students, such as changing software used in response to industry, can be made for existing cohorts.
8. Changes to the curriculum for programs involved in articulations or other agreements must be communicated to those stakeholders prior to implementation.

- a. Periodic meetings should be scheduled with stakeholders to discuss potential curriculum changes.

7. Inclusivity and Diversity

- a. Curriculum development shall consider and reflect inclusivity, diversity, and cultural sensitivity, ensuring that all students feel represented and respected in course content.

8. Technological Integration

- a. Curriculum development shall incorporate current and emerging technologies to enhance learning experiences and prepare students for modern industry practices.

9. Sustainability and Environmental Consciousness

- a. Where applicable, curriculum content shall address sustainability and environmental consciousness, aligning with global and national priorities for a sustainable future.

10. Feedback Mechanisms

- a. Establish robust feedback mechanisms for continuous improvement, involving all stakeholders, including external industry partners.

11. Compliance and Ethics

- a. Ensure all curriculum development is in compliance with legal, ethical, and professional standards.

4. Administration

The National Director of Academics will oversee the administration and enforcement of this policy. The Quality Assurance Framework specifies details of implementation and curriculum review procedure.

5. Review

This policy will be reviewed as required by the National Director of Academics in 2028.

6. Reference

- AM-025-A1 Committee Structure Policy
- Quality Assurance Framework