

## Briefing Note – Course Changes

Date:

Submitted by:

Course Code:

Course Number:

Course Title:

Rationale for the changes:

### Curriculum Committee: Pre-submission Assessment

**Please confirm that** prior to your submission appearing on the Curriculum Committee agenda, that the following items have been completed:

- Grammar, punctuation, and spelling is reflective of a publish-ready outline you would be proud to provide your students and reflects Selkirk College standards.
- Learning objectives are written to be reflective of what a student will have learned at the end of the course, and not what they will be learning (consider the lead-in sentence).
- You have reviewed the entire outline to ensure that changes continue to support program outcomes and alignment to the assessments.
- If your change will modify course hours, or credits, you have consulted with the appropriate people in your School and the Registrar's Office on the impacts to the Program, Tuition fees, and the overall Credential and have prepared a program change submission for Admissions & Standards.
- You have considered the following resources available and made use of any appropriate supports to ensure changes meet the strategies, goals, and mission of Selkirk College.

## Resources

The following resources are available prior to submission, please indicate who you have consulted:

**Indigenous Supports**

Instructors hoping to Indigenize or decolonize their curriculum to support Selkirk College's Strategic Plan and commitments to Truth and Reconciliation can access an Indigenous Education Developer to support their outline development.

**Teaching and Learning Centre**

The Teaching and Learning Centre Supports:

- Excellence in instruction, course development and delivery, authentic evaluation, variety and relevance of teaching strategies, levelling and laddering of outcomes.
- Increasing effective use of educational technologies especially in the transition to online and blended learning
- Incorporation of specific pedagogies, e.g. work integrated learning, Indigenization and internationalization, equity, diversity, and inclusion.

**Registrar's Office**

If you are considering changing hours of study, credit loads, items that may affect transfer agreements, or you are planning to offer the course prior to the next academic year, send items via your Chair or Dean to the Registrar's Office prior to Curriculum Committee so that challenges to your change are identified before the meeting and do not need to be sent back for review.

**Other – provide details below.**

Indicate which areas have changes?

- |  |  |
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| <input type="checkbox"/> Subject Code<br><input type="checkbox"/> Course Number<br><input type="checkbox"/> Course Title<br><input type="checkbox"/> Course Description<br><input type="checkbox"/> Prerequisite<br><input type="checkbox"/> Corequisite<br><input type="checkbox"/> Crosslisted Course(s)<br><input type="checkbox"/> Learning Outcomes<br><input type="checkbox"/> Grading Table | <input type="checkbox"/> Course Credits<br>Course Details:<br><input type="checkbox"/> Lecture Hours<br><input type="checkbox"/> Lab Hours<br><input type="checkbox"/> Seminar Hours<br><input type="checkbox"/> Practicum Hours<br><input type="checkbox"/> Work Term Hours<br><input type="checkbox"/> Other Hours<br><input type="checkbox"/> Total Hours |
|--|--|

If the learning outcomes have changed provide a sample of the assessment table

Title	Learning Outcomes	Value (%)
	<b>Total</b>	100%

Do you plan to attend the CC meeting?

What is the implementation date for these changes?