

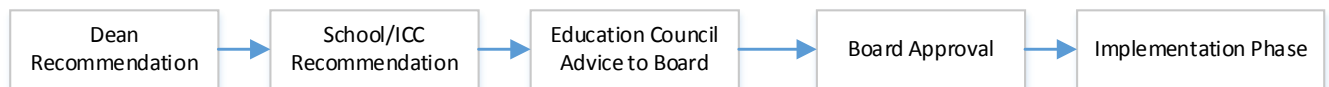
PROCEDURES

Approval of Cancellation of Programs and New Program Information

PART 1: APPROVAL OF PROGRAM CANCELLATIONS - PROCEDURES

As per the College and Institute Act Section 9.1 (D), the Board may determine the courses or programs to be offered or cancelled at the institution. Details are outlined in policy [E-1.11 Program Suspension and Cancellation](#).

Approval of Cancellations Procedures



1. Coordinator of Education Approvals prepares a briefing report for Board including:
 - a. the program name (i.e. credential awarded)
 - b. associated course subject codes/numbers
 - c. brief program description
 - d. brief rationale for the cancellation
 - e. last intake of students
 - f. program cancellation form and program outline
 - g. advice from Education Council regarding the proposed cancellation
2. Coordinator of Education Approvals forwards to VP Education for review and edits.
3. Coordinator Education Approvals forwards to the Board via the College Governance Executive Assistant (EA).
4. College Governance EA adds to Board Executive Committee Meeting agenda.
5. VP Education presents briefing at Board Executive Committee Meeting.
6. VP Education presents briefing at the Board and requests a motion to approve. Approval is noted in the Board of Governors minutes.
7. College Governance EA notifies the Coordinator Education Approvals that Board approval has been granted.
8. The Coordinator Education Approvals adds the Board cancellation approval date to the official program and course(s) curriculum submission paperwork filed at [\\nas2\cecp\](#).
9. Coordinator Education Approvals notifies the School and Student Services regarding the program and course(s) cancellations.

PART 2: NEW PROGRAM INFORMATION

The procedures will apply to the following curriculum changes:

- New credentials not previously offered by Camosun and associated courses
- Majors, Options, Specializations developed in existing programs and to be recognized on student's transcripts (does not include the Coop or Internship designations) and associated courses
- Substantively renewed programs (as determined by the Education Council Executive Committee) and associated courses.

Process for programs that do not require Ministry Approval

1. ELT Approval
2. School/ICC Recommendation
3. Education Council Approval – Implementation Phase
4. Board Information

Process for programs that require Ministry Approval

1. ELT Approval
2. School/ICC Recommendation
3. Education Council Approval
4. Board Acceptance
5. Ministry Approval
6. Implementation Phase

The Vice President Education prepares a briefing note for the board including:

- a. the program name (i.e. credential awarded)
- b. brief program description
- c. brief rationale for the offering
- d. effective date of the offering
- e. financial implications
- f. communication

The program information is presented to the Board Executive and then the Board of Governors for information.