

LFS Curriculum Change Process

Proposals can include a variety of changes to an LFS course or program, from updating the course description, to adding a new course or a new program.

The process for curriculum change is:

- **Create the proposal** using the Curriculum Proposal Form (2-Column form; <https://senate.ubc.ca/vancouver/curriculum-submission-guide/curriculum-forms>). You can find the guidelines in the Downloads sidebar on the right-hand side of the page.
Note that members of the Curriculum Committee that represent your disciplinary group can provide you guidance and feedback prior to submitting your curriculum proposal form; <https://lfs-my-2020.sites.olt.ubc.ca/files/2022/09/3-Curriculum-Committee-TOR-2022.pdf>
- **Obtain approvals** from your disciplinary group (e.g., applied animal biology, food science, food and resources economics group, etc.) followed by your corresponding Program (APBI, FRE, and FNH etc.). Graduate programs (e.g., SOIL, PLNT, HUNU, etc.) need to approve curriculum changes for their course codes. Cat 1 changes should be circulated and discussed prior to voting, while simpler Cat 2 changes may be decided by e-vote.
- **Submit the approved form** - following program approval, curriculum change forms should be compiled and submitted as a package to the LFS Curriculum Committee via Virginia Frankian (virginia.frankian@ubc.ca cc sandra.brown@ubc.ca). Please forward your Curriculum Change requests prior to cut-off dates which will be posted in LFS Today). If needed, the Curriculum Committee will return the proposal to the originator for clarification or revision.
- Proposals approved by the **Committee** will be presented to the **LFS Faculty Council** at its next meeting for approval.
- For a **Category 1** change (e.g. new course and new degree program), a proposal approved by the Faculty Council typically requires external unit and library consultation, and budgetary approval. Subsequently, the proposal will be submitted to the Senate Curriculum Sub-committee, then to the Senate Curriculum Committee and finally to the Senate for approval.
- For a **Category 2** change, a proposal approved by the Faculty Council will be submitted to the relevant Senate Curriculum Sub-Committee for approval.

The Curriculum Proposal review and approval process, especially Category 1 change, is a long one. Items can go through edits at any level, and be sent back to the originator for corrections. Some Proposals require consultations with outside parties. For these reasons, it is important to plan and submit your proposal as early as possible.