

Guidelines for the Creation of Curriculum Working Groups

Curriculum Working Groups are responsible for the development of new programs at UFV. All Curriculum Working Groups need to be approved by a Dean or Deans, in the case of cross faculty groups, before they submit proposals to the Faculty Curriculum Committee(s), or to any other approval body. They should be formed with the following principles in mind:

1. The group should include formal representation from the disciplines which will be responsible for creating the curriculum. Where the curriculum is very new, and no discipline can claim a particular expertise, or where the program is interdisciplinary in nature, the group should take steps to include as much expertise as possible in consultation with the Program Development Coordinator. In some cases, external expertise may be included in a CWG. In forming a CWG, the initiator should work with the Program Development Coordinator to ensure there is sufficient representation to ensure a credible proposal.
2. The representatives to the group are responsible for ensuring their disciplines are kept informed as the program is developed. The disciplines are not required to approve the emerging new curriculum, but should be aware of it.
3. Representatives should normally have a discipline/teaching-based knowledge of the subject of the program. For example, a new program in international development should have a curriculum working group primarily composed of people who teach or do research in this area.
4. Representatives to CWG's should be Type B faculty with a continuing commitment to the program.
5. Disciplines which may offer service courses to the new program should be included in reference or consultation groups, but not necessarily on the CWG.
6. There is an important role for other people who may have an interest, or an expertise, but are not teaching or doing research in the area, or who are not faculty members from relevant disciplines. Every CWG can appoint people to a 'reference group', a group of people who can comment on drafts and make suggestions. This group may, and should, include those who may contribute service courses, whose offerings might be affected, who have a specialized expertise even though they do not teach in the area, sessional faculty with a particular expertise, and so on. The reference group, however, is not responsible for final shape of the curriculum – that is the role of the CWG. A 'reference group' should not be confused with an advisory committee to the program, which may be formed later in the process.
7. Any proposal going forward in the approval process must have final approval by the CWG and the Dean or Deans.

How to Form a CWG

1. Consider which disciplines have a role to play in the development of the program based on their expertise in the area, and their role in administering the final program.
2. Consider who within each discipline can contribute to the curriculum based on their teaching or scholarship in the area. Ask these people if they wish to be involved.
3. Consult with the Program Development Coordinator to see if anyone should be added to the group.
4. Send the proposed CWG list to the Dean for discussion and approval.
5. Elect a Chair, and notify the Program Development Coordinator that the group has formed.

The Duties of the Chair

1. The Chair will be responsible for working with the Program Development Coordinator to arrange meetings, take proposals forward in each step of the process, and ensure the CWG is informed of all proposed changes and developments.
2. The Chair will represent the program in all stages of development, or delegate this responsibility to another member of the CWG.
3. The Chair will be the official liaison between the CWG and the Program Development Coordinator, and between the CWG and the Faculty Committee.