



Curriculum Proposal Process

1. For Curriculum Proposals for new biology programs, or substantial changes to biology programs:
 - The faculty member proposing the change will meet with the Department Head to discuss the proposal.
 - An ad hoc Curriculum Review Committee (CRC) will be struck to work out the details of any program proposal.
 - A chair will be selected by the committee or appointed by the Department Head. A preliminary proposal will be presented at a Department meeting for discussion.
 - The proposal will then be presented in final form to the Department.
 - Unless there are serious objections, the proposal will be submitted on UBC Curriculum Proposal forms to the Department Undergraduate Curriculum Committee.
 - The Department Undergraduate Curriculum Committee will review the forms and consult with the committee on any recommended changes to the proposal.
 - The proposal will be returned to the Department for full approval.
 - The person who is chairing the CRC is responsible for ensuring that the Library Consultation Form and the other Consultation Forms are forwarded to the correct people for signing and returned in a timely manner.
 - If approved, one copy of the proposal will go to the Department Assistant and another copy of the proposal will go to the Associate Dean for Students, who will forward it to the Barber School Curriculum Committee for approval.
2. For Curriculum Proposals for new biology courses, including BIOL 420 (Special topics):
 - The faculty member will present the proposal for a new course at a Department meeting.
 - If there is agreement, the faculty member will prepare the appropriate curriculum forms with course outlines.
 - After discussion with the Department Head, the forms will be forwarded to the Department Undergraduate Curriculum Committee.
 - The Department Undergraduate Curriculum Committee will review the forms and consult with the faculty member on any recommended changes to the proposal.
 - The proposal will be returned to the Department for full approval.
 - The faculty member who is proposing the new course is responsible for ensuring that the Library Consultation Form and the other Consultation Forms are forwarded to the correct people for signing and returned in a timely manner.
 - If approved, one copy of the proposal will go to the Department Assistant and another copy of the proposal will go to the Associate Dean for Students, who will forward it to the Barber School Curriculum Committee for approval.
3. For minor changes (e.g. changes in wording of course descriptions) in biology courses or programs, the Department does not need to vote on proposals that have been reviewed and

approved by the Department Undergraduate Curriculum Committee and the Department Head.

4. If Curriculum Proposals are received from other Departments that propose new programs or substantial changes in programs that will have an impact on the Department of Biology, or on students in biology programs, these proposals will be made available to Department members by email for comment. If members of the Department have concerns about the proposals, the Undergraduate Curriculum Committee will prepare a response or request clarification from the person/Department responsible for the proposal. The information will be brought back to the next Department meeting for a vote as to whether the Department supports or opposes the proposal/changes.
5. If Curriculum Proposals are received from other Departments that propose minor changes in programs, or propose new courses that will not have an impact on the Department of Biology or students taking programs offered by Department, then the Department does not need to vote on proposals that have been reviewed and approved by the Department Undergraduate Curriculum Committee and the Department Head.