

Procedures for Course Creation, Changes, Cancellation or Closure

CUR 20

Issue	Date of 1st Issue	Last Reviewed	Date of Next Review	Responsibility of
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This document can also be produced in alternative formats upon request.

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1. Introduction

These procedures are an opportunity for all curriculum staff to be involved in developing an innovative curriculum provision.

Procedure 1 describes the process that all staff must follow when developing a new course (including additionality, cost recovery and leisure courses). Procedure 2 must be adhered to when it is necessary to change a course (including cancelling or removing a course at risk).

All requests to approve a new course or changes to an 'at risk' course must receive final approval from senior curriculum managers i.e. the Curriculum Director or Assistant Curriculum Director.

2. Procedure 1 - Course Creation

All new courses must be fully researched, align to the College's strategic priorities, Curriculum objectives and reflect the and the NI Skills Barometer.

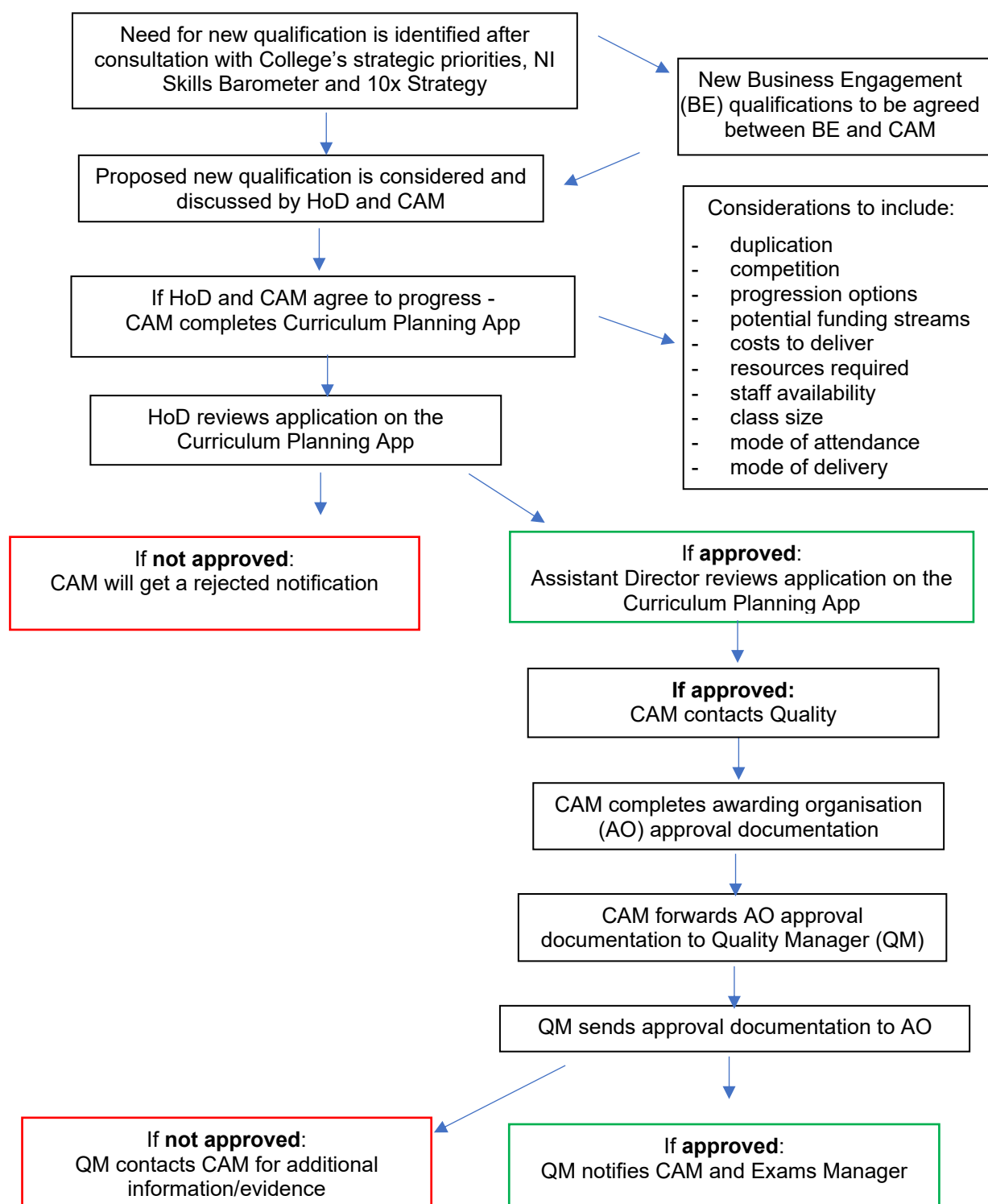
Course creation proposals must include the following information:

- Alignment to strategic priorities
- Alignment to curriculum objectives
- Upskilling of staff to deliver
- Cost to deliver
- Resources required
- Awarding organisation
- Impact on internal stakeholders
- Minimum class size
- Mode of delivery

For a new course to be included in the prospectus for the next academic year +1, the request for approval must be submitted to the planning team no later than May of the current academic year.

When a proposal has been developed by an academic staff member the process is illustrated in Figure 1.

Figure 1: Flowchart for Course Creation



3. Procedure 2 - Change Management (Changes, cancellation or closure of a course)

The College may decide to change, cancel or close a course for a number of reasons including insufficient demand, limited resources to support delivery or strategic developments in the Colleges academic planning. All proposed changes must be submitted to the Assistant Curriculum Director to approve.

3.1. Changes to a course

The following changes must be submitted via the Changes to Existing Courses sheet.

- change in date/s
- change in venue
- change in class times
- change in funding mechanism

The following changes must be submitted via the Curriculum Planning App

- change in awarding organisation,
- change in campus/venue,
- change in unit/module content,
- change in qualification pathway

All changes must be agreed with the relevant Curriculum Area Manager and there must be written evidence to illustrate that this has happened.

Please note that changes in courses due to low retention will be identified by each Head of Department via the 'deep-dive' process and will be monitored throughout the year during CMT.

The College policy when such changes occur is that all currently enrolled students must be contacted by the Course Coordinator to:

- explain the changes **before** the changes happen; and
- offer the opportunity for discussion about the changes.

Written evidence must be kept to illustrate that these activities have been completed.

Formal communication with students should not happen until changes have been agreed with Curriculum Area Manager.

In communicating with students regarding changes, the following methods of communication must be used:

- e-mail
- letter

Minutes from meetings between staff and students should also record that the changes have been discussed with students and that their feedback has been recorded. It is also advisable that changes are alerted to students via the DLE and/or other discussion forums.

The Course Coordinator must also inform the College's Marketing team to allow publicity material to be updated.

3.2. Cancellation or merger of a Course

The College procedure when a course is cancelled is that:

- a. The Course Coordinator and Curriculum Area Manager agree that the course has low applicants and recommend that the course should be cancelled. This recommendation must be recorded in the Changes to Existing Courses sheet.
- b. The Curriculum Area Manager alerts the Head of Department to the cancellation recommendation providing details as to why the recommendation is being made.
- c. The HoD alerts the Assistant Curriculum Director and the cancellation must be discussed at CMT. If in agreement that the course should be cancelled, the Head of Department will advise the Curriculum Area Manager who will liaise with the relevant Departmental Administrator, Campus Administrators, and College Marketing team.
- d. The Departmental Administrator must contact potential applicants immediately to inform them of the cancellation. Students must be provided with information about the College's Careers Advisors who will be available to discuss alternative options.

3.3. Closure of a Course

If there is a proposal to close a course, this must only be considered after changes have been implemented to improve the course or the course has been cancelled in the previous academic year. It must be discussed, and the outcome documented at CMT with the decision ratified by the Assistant Curriculum Director.

Closure of a course is where the College agrees that the course will be removed from the College portfolio. This decision may affect, but is not limited to:

- 1st year students on a 2-year programme
- Students who have withdrawn, but who may still have a live registration with the awarding organisation
- Students who completed the course in previous years, but who may still have a live registration with the awarding organisation
- Prospective students currently enrolled in lower level College courses who had the potential to progress to the course
- Employers or schools who engage with the College and who may advise prospective students about the course

The College procedure regarding course closure is that:

- all currently enrolled students and all students with a live registration must be contacted by the Departmental Administrator via e-mail or letter to advise them of the closure **before** the closure happens with an opportunity offered to discuss the closure;
- all prospective students are identified as far as possible and are contacted by the Departmental Administrator by e-mail or letter to advise them of the closure; and
- the awarding organisation is notified and that their process for course closure is followed – please check processes with the Quality Manager.

Formal communication with students should not happen until the course closure has formally been agreed by the Assistant Curriculum Director.

In contacting enrolled students and prospective students the following advice must be provided:

- availability of the College's Careers Advisors who will be available to discuss alternative College options
- information about other educational establishments that offer the course.

Evidence of communication and discussion must be recorded and retained.

4. Quality Assurance

- 4.1. Comments and complaints regarding this document will be handled through the College's comments and complaints mechanisms. If you have a comment or complaint, or require further information regarding the process, please e-mail quality.improvement@nrc.ac.uk.
- 4.2. The following processes must be followed to monitor and review this document:
 - a. It will be monitored on an ongoing basis and subject to a full review at least every two years.
 - b. It may also be updated if changes or improvements in processes or procedures are identified.
 - c. In monitoring and reviewing the document, the following will be taken into consideration:
 - feedback regarding the content and format of the document;
 - uptake and usage;
 - comments or complaints regarding the document;
 - Equality information and monitoring data.

5. Links to other Documents

- 5.1. Internal Documents:
 - Curriculum Plan
 - Admissions Policy
- 5.2. External Documents
 - CMA Guidance for HE
 - [QAA Course Design and Development](#)