

## New Programs and Curriculum Committee Curriculum Committee Records

The New Programs and Curriculum Committee (NPCC) provides broad academic review of all proposed new graduate programs or major revisions of existing graduate programs received from Faculties on behalf of the Senate Curriculum Committee. Curriculum changes approved by the Committee are submitted to the Senate Curriculum Committee, and reported to Graduate Council.

The NPCC works with the originating unit to create a complete and cohesive argument in favour of a curriculum change (in the form of a proposal) that is to be presented to the Senate. The Committee may receive an initial proposal form, supporting documents (including budget, library and curriculum consultations, as well as letters of recommendation), and other professional input. This is summarized into a single proposal package. The proposal form is the primary document that reaches the Senate detailing the extent of each curriculum change.

The NPCC publishes these proposals to Senate, as well as their meeting minutes, online:

<https://www.grad.ubc.ca/faculty-staff/graduate-council/new-programs-curriculum-committee-reports>

<https://www.grad.ubc.ca/faculty-staff/graduate-council/agendas-minutes>

The final Senate decision and resultant curriculum change are also published online:

<http://senate.ubc.ca/vancouver/minutes>

### **Retention period**

The NPCC retains all records relating to curriculum development for 4 (four) years. Curriculum records that have met their retention period are sent, in their entirety, to the University Archives for processing and permanent preservation. These supporting documents detail how curriculum changes are initiated, the academic arguments in their favour, and the resulting revisions, if any, that result in the final document.

### **What records may be included**

It is recommended that the initial proposal form be considered the beginning of the process. Proposal forms, letters of support, supporting research (similar courses, rationale for curriculum change, evidence of changing trends, etc.) should all be included. The NPCC's proposals to Senate, as well as any re-writes or re-submitted proposals, should also be included.

### **What records need to be destroyed**

Duplicate records

**Who does this retention period apply to?**

This retention period applies specifically to the NPCC. Other units that feel they have supporting information that has not been retained should contact NPCC or the University Archives for retention instruction.