



MANAGEMENT OF PROGRAMS AND COURSES POLICY

Policy Area:	Board		
Policy Number:	MPCPL_2606N_BG/PRE		
Policy Sponsor:	President		
Policy Contact:	Provost and Vice President Academic		
Applies To:	Employees		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Board of Governors		
Approval Date:	June 23, 2026		
Effective Date:	July 1, 2026		
Replaces or New:	New		
Last reviewed:	June 2026	Scheduled review date:	June 2031

Procedures:	<i>Procedures for Course Syllabus and Common Course Outlines</i>
	<i>Procedures for Inactive Programs and Courses</i>

1. Policy Statement

This policy establishes Board-approved principles that govern the management of Programs and Courses at the College.

2. Purpose

The purpose of this policy is to guide the management of Programs and Courses in order to minimize institutional risk, support Student success, ensure academic quality and integrity, and promote the long-term financial sustainability and strategic objectives of the College.

3. Scope and Application

This policy applies to all Credit and Non-credit Programs and Courses offered by the College and to all employees involved in their planning, development, delivery, administration, and academic oversight. It is established pursuant to the authority and responsibilities of the Board of Governors under section 19(1)(e) of the College and Institute Act, which provides that the board may "manage and promote the educational or training programs offered at the institution subject to sections 24 and 25."

4. Definitions

Academic Credit

Means the value assigned to a Credit Course or some other form of learning that counts toward Credit Program or Credential completion.¹ Academic Credit(s) are numerical values assigned to Courses or learning activities, representing the amount of learning achieved, commonly relating to instructional hours or learning outcomes.² Academic Credit may be applied at the Course or Program level.

Credential

Means the official recognition granted by Okanagan College or SkilledTradesBC that verifies the successful completion of a Credit or Non-Credit Program or stage of study.

Credit Course (also Course)

Means an organized and coherent unit of curriculum with specified learning outcomes or competencies, content, and assessment, that is assigned Academic Credit or contact hour value, and offered by Okanagan College independently or as part of a Credit Program.

Credit Program (also Program)

Means a set of Credit Courses or other academic requirements that leads to the awarding of a Credential that meets the requirements of SkilledTradesBC, the BC Post Secondary Institutional Proposal System, the BC Degree Quality Assessment Board, or the Minister assigned the post-secondary or skilled trades portfolio.

Non-Credit Course

Means an organized set of learning outcomes, competencies, workshops, or other learning activities offered by Okanagan College that are not assigned Academic Credit(s).

Non-Credit Program

Means a set of Non-Credit Courses or other learning requirements that collectively lead to the awarding of a Microcredential, certificate of completion, or other Non-Credit Credential.

Student

Means any person enrolled as a student at Okanagan College.

5. Principles

Under the following principles, the Board directs administration to develop, implement, and maintain appropriate systems, frameworks, and processes to support the effective management of Programs and Courses:

- 5.1 **Accreditation Standards** – Ensure that Programs and Courses are developed and maintained in a manner that meets applicable external accreditation, regulatory, and professional standards, where such requirements apply.
- 5.2 **Clarity of Roles and Accountability** – Ensure that with the established structures that the Board, Education Council, and administration each exercise their respective responsibilities for Programs and Courses in accordance with the College and Institute Act, College policies, and approved governance structures.

¹ www.bccat.ca/pubs/WhatAcademicCred.pdf

² www.qaa.ac.uk/docs/qaa/quality-code/what-is-credit-guide-for-students.pdf & www.bccat.ca/pubs/WhatAcademicCred.pdf

- 5.3 **Education Quality and Integrity** – Ensure that Programs and Courses are developed, delivered, and maintained in a manner that upholds quality, consistency, and integrity. This includes the effective planning and scheduling of Program and Course offerings to optimize the use of institutional resources while protecting the credibility and value of the College's Credentials.
- 5.4 **Financial and Operational Sustainability** – Manage its Program and Course offerings in a manner that supports responsible stewardship of resources and the long-term financial and operational sustainability of the institution.
- 5.5 **Legislative Compliance** – Ensure that the development, approval, and management of Programs and Courses comply with applicable legislation, including the College and Institute Act, and any other relevant provincial or federal requirements.
- 5.6 **Risk-Informed Governance** – Ensure recommendations and decisions related to Programs and Courses are informed by the identification, assessment, and mitigation of academic, operational, reputational, and financial risks.
- 5.7 **Strategic Alignment** – Ensure Program and Course decisions align with the College's strategic plan and support institutional priorities, including enrolment sustainability, program relevance, and responsiveness to community and labour-market needs.
- 5.8 **Student-Centred Decision-Making** – Manage Programs and Courses with consideration for Student interests, including access, academic progression, Credential integrity, and the clear, timely, and transparent communication of expectations and decisions that affect Students.

6. Related Acts and Regulations

BC Tuition Limit Policy

7. Supporting References, Policies, Procedures and Forms

Inspire Plan

Post Secondary Institution Proposal System

SkilledTradesBC

History / Revisions

Date	Action
2026-06-26	New policy approved by Board of Governors: <i>Management of Programs and Courses Policy (MPCPL_2606N_BG/PRE)</i>