



Education Council Proposal Presentation Guidelines

These guidelines are intended to support curriculum proposers in presentations to the Integrated Curriculum Committee (ICC) and Education Council.

Presentation Overview

Presentation Requirements:	To be invited for a presentation, proposers should work with the Curriculum Coordinator to meet all Quali requirements prior to the applicable ICC meeting submission deadline. See the Education Council and Committee Meeting Schedule for more details.
Presentations to:	1. ICC; and 2. Education Council (on approval/recommendation of the ICC)
Recommended Presentation Length:	2-3 minutes for revisions and courses 5 minutes for new programs

Expectations for Presentation

Proposers to the ICC and Education Council are expected to:

- Provide a clear and concise presentation of their proposal.
- Be prepared to answer questions and provide clarification on any component of their proposal.
- Be willing to incorporate feedback and make revisions where applicable.

Key Content to Include

- **Overview:** Provide an executive summary of the proposed curriculum or revisions and how they were developed. This may include the program/course description, a description of the learning outcomes, admissions and graduation requirements, pre-requisites, and the impacts of new or revised programs on students as applicable.
- **Why the proposal matters:** Describe the need or opportunity addressed by the new or revised curriculum.
- **Consultation process:** Provide an overview of the feedback received and considered, and whether it informed any inclusions or changes to the curriculum.
- **Institutional alignment:** Describe how the curriculum proposal aligns with the College's [Inspire Plan](#), mission, and academic priorities, where applicable.
- **Implementation timeline:** Describe when the curriculum will be offered and when students are expected to enroll.

Common Questions from the ICC and Education Council

While the following information may already be included in your presentation, proposers should be prepared to answer the following questions:

1. How do the proposed learning outcomes align with the new or revised content?
2. How does the curriculum reflect current trends and needs in the relevant field or industry?
3. If the proposed curriculum is similar to other courses or programs, how does the new program or course fill a demonstrated need at the College?
4. How is the curriculum aligned with provincial or national standards, where applicable?
5. What are the anticipated outcomes, including career or education pathways, for students?