



## Unit 2 Biology

### 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 Unit 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 unit head. A preliminary proposal will be presented at a unit meeting for discussion.
  - The proposal will then be presented in final form to the unit.
  - Unless there are serious objections, the proposal will be submitted on UBC Curriculum Proposal forms to the Unit 2 Undergraduate Curriculum Committee.
  - The Unit 2 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 Unit 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 unit secretary 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 unit meeting.
  - If there is agreement, the faculty member will prepare the appropriate curriculum forms with course outlines.
  - After discussion with the unit head, the forms will be forwarded to the Unit 2 Undergraduate Curriculum Committee.
  - The Unit 2 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 Unit 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 unit secretary 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 Unit does not need to vote on proposals that have been reviewed and approved by the Unit 2 Undergraduate Curriculum Committee and the unit head.
  4. If Curriculum Proposals are received from other units that propose new programs or substantial changes in programs that will have an impact on Unit 2, or on students in biology programs, these proposals will be made available to unit members by email for comment. If members of the unit have concerns about the proposals, the Undergraduate Curriculum Committee will prepare a response or request clarification from the person/unit responsible for the proposal. The information will be brought back to the next unit meeting for a vote as to whether the unit supports or opposes the proposal/changes.
  5. If Curriculum Proposals are received from other units that propose minor changes in programs, or propose new courses that will not have an impact on Unit 2 or students taking programs offered by Unit 2, then the Unit does not need to vote on proposals that have been reviewed and approved by the Unit 2 Undergraduate Curriculum Committee and the unit head.