

**ASSOCIATED STUDIES POLICY**

<b>Policy Name:</b> Associated Studies	<b>Responsible Owner:</b> Vice President, Academic and Provost	<b>Created:</b> 2006 Dec
<b>Policy Number:</b> E.AA01.06	<b>Approval Body:</b> Education Council	<b>Last Reviewed/Revised:</b>
<b>Category:</b> Education	<b>Replaces:</b> E02.03.05 (1992)	<b>Next Review:</b>

**TABLE OF CONTENTS**

- A. PURPOSE**
- B. SCOPE**
- C. DEFINITIONS**
- D. POLICY STATEMENTS**
- E. PROCEDURES**
- F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**
- G. RELATED ACTS AND REGULATIONS**
- H. RELATED COLLECTIVE AGREEMENT CLAUSES**

**A. PURPOSE**

The purpose of this policy is to establish principles and procedures which ensure that cross-department development and delivery of curriculum take place in an atmosphere of co-operation, consultation and mutual respect for the integrity and expertise of participating disciplines. In their provision of relevant and, where appropriate, customized curriculum and learning opportunities which address the educational and occupational needs of students, Associated Studies support opportunities for integrated, cross-disciplinary learning and the application of learning within, across, and beyond traditional program/discipline boundaries.

**B. SCOPE**

- **ACADEMIC STUDENTS**
- **FACULTY**
- **DEANS**
- **DIRECTORS**
- **EDUCATION COUNCIL**

**C. DEFINITIONS**

To be Determined.

#### D. POLICY STATEMENTS

1. Associated Studies are curriculum supplied by one area in the college at the request of another area to achieve specific learning outcomes. Associated Studies may be of three types:
  - a. **Open courses:** Existing courses whose curriculum meets the educational needs of the requesting area.
  - b. **Adapted courses:** Sections of existing courses (where the course number remains unchanged) with some curriculum modifications to make readings, assignments, and, if applicable, modes of delivery relevant to the requesting area's curriculum and learning outcomes.
  - c. **Exclusive courses:** Courses designed specifically for a requesting area to meet an identified need for new curriculum.

#### E. PROCEDURES

The procedure for initiating new Associated Studies is as follows:

##### 1. Initial Consultation

The two areas concerned, with the approval of the Deans/Directors, reach an informal agreement that the Associated Studies is feasible. In the case of *exclusive* courses, this includes examining existing courses to ensure that no existing course could, even with modification to an *adapted* course, meet the requesting area's needs.

##### 2. Funding Approved

The requesting area ensures that funding is available and agreed up on by the Deans/Directors concerned for the number of students involved or sections required, as well as for any necessary curriculum modifications or new curriculum design. Until such time as the course becomes a part of the supplying area's base, it will normally be funded by the requesting area according to the established section rate.

##### 3. Written Request

The requesting area must provide a written request to the supplying area in time to ensure that its requirements can be accommodated. For *open* courses, this means before timetabling is underway for the semester in question; for *adapted* courses, in time for a revised *Curriculum Guidelines* document to be sent through the Education Council approval process, if necessary; for *exclusive* courses, in time for a *Curriculum Guidelines* document to be submitted for consideration to affected Departments and Faculty Education Committees of both the requesting and supplying areas before being directed through the approval process. In all cases, the written request of the requesting area must indicate that agreement on all aspects of the curriculum guideline(s) has been reached and that funding has been approved. It must also include the following:

1. **Open courses:** Number of students involved, timelines for implementation.
2. **Adapted courses:** Number of modified sections, curriculum modifications desired, and timelines for implementation.

**PROCEDURES (CONT.D)**

3. **Exclusive courses:** Verification that no existing or modified course will suffice, expected learning outcomes and suggested process for development and implementation, number of sections, class size per section, timelines for implementation.

**4. Development**

1. **Open courses:** Not applicable
2. **Adapted courses:** Developed by the supplying area in consultation with the requesting area. All Departments and FECs/DECs involved must agree on all matters relating to curriculum guidelines for adapted courses.
3. **Exclusive courses:** Developed by the supplying area in collaboration with the requesting area, in accordance with the policies, class size specifications, and standards of the supplying area. All Departments and FECs/DECs involved in this collaboration must agree on all matters relating to curriculum guidelines for exclusive courses.

**5. Curriculum Guidelines Approval**

1. **Open courses:** Not applicable
2. **Adapted courses:** Approval of both Departments and relevant FECs/DECs followed by the usual Education Council curriculum approval process.
3. **Exclusive courses:** Approval of both Departments and relevant FECs/DECs followed by the usual Education Council curriculum approval process.

**IMPLEMENTATION**

Ongoing implementation of Associated Studies requires the following:

**1. Timetabling**

1. **Open courses:** Both areas co-operate to ensure that sections are offered at convenient times with sufficient spaces reserved, if necessary.
2. **Adapted courses:** The supplying area provides section(s) according to a prioritized list provided by the requesting area.
3. **Exclusive courses:** Both areas agree upon a suitable time.

**2. Ongoing Liaison and Annual Review**

For adapted and exclusive courses, both areas are responsible for maintaining informal liaison to ensure that curriculum is relevant, course learning outcomes are being met and implementation problems addressed. If necessary, either the requesting or supplying area may initiate an annual review, which may include participating instructors, program advisory committees, area conveners or coordinators, and Deans/Directors, to ensure effective ongoing collaboration, course evaluation, and the timely resolution of problems.



**F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

[Educational Policies](#)

- Curriculum Development and Approval Policy

**G. RELATED ACTS AND REGULATIONS**

N/A

**H. RELATED COLLECTIVE AGREEMENT CLAUSES**

N/A