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RESPONSIBLE OPERATIONAL LEADER	VP Education

EXPEDITED IMPLEMENTATION PROCESS

PURPOSE

The expedited implementation process provides the college with the opportunity to respond to unusual or unexpected curriculum opportunities or required curricular changes that are time-sensitive such that the targeted implementation date falls outside of the normal curriculum implementation deadlines.

SCOPE/LIMITS

This standard applies to all curriculum that leads to a Camosun College credential.

DEFINITIONS

1. **Expedited Implementation**: The operationalization of new or revised curriculum on a timeline that is outside of the established curriculum implementation process. Expedited implementation of curriculum is intended to allow the college to respond to unusual or unexpected curriculum circumstances.

PRINCIPLES

1. We commit to upholding college educational policies and standards in the review of curriculum seeking expedited implementation.

2. We aim to be flexible, responsive and transparent when deviations from our regular curricular approvals timelines are deemed necessary.

3. We value the relationships and/or partnerships college programming has with external professional or funding agencies.

4. We give special consideration to positive and negative impacts for students, balanced with operational constraints.

CRITERIA

1. Time-sensitive access to funding (ministry, student loans, external partner etc.).

2. Accreditation, licensing changes that require time–sensitive implementation.

3. Contractual or external agency requirements (i.e. Industry Training Authority) that requires time-sensitive implementation.

4. Other extraordinary circumstances, with special consideration for positive or negative impacts on students.

PROCESS

1. Expedited implementation is subject to review of corresponding curriculum submissions by the Integrated Curriculum Committee (ICC) and approval by Education Council (EdCo).

2. Submission of an Expedited Implementation request must include an Expedited Implementation Request Form which includes:
   i. Rationale for expedited implementation and description of the consequences of not going through an expedited implementation process;
   ii. If the request involves change to existing curriculum, a clear description of the potential impact to current and prospective students and how students impacted by this change will be identified;
   iii. Completed Curriculum forms (via Curriculog).

3. The Expedited Implementation request is submitted to the Dean/Director for signature and approval affirming the need for expedited implementation.

4. The request is then forwarded to the Education Approvals Coordinator. The Education Approvals Coordinator forwards the Expedited Implementation request and related documentation to the EdCo Executive and the Registrar electronically, requesting feedback on next steps and action required.

5. EdCo Executive may:
   i. Require further consultation and information; or
   ii. Approve the request.

6. When curriculum under this process is approved, the developer will contact and work with the Registrar's Office to facilitate implementation.

7. Curriculum approved for expedited implementation is reported to the corresponding SCC Chair, ICC, and EdCo at the next meeting.

LINKS TO RELATED CAMOSUN DOCUMENTS

- [Expedited Implementation Request Form](#)