THE UNIVERSITY OF BRITISH COLUMBIA
Department of Educational Studies
Faculty of Education

Policy on Proposing and Offering EDST 565, EDST 583, and EDST 508 Courses

(Approved by GPACC, January 7, 2021)
(Approved by EDST, January 28, 2021)

It has been a longstanding practice in the Department of Educational Studies to use the course numbers EDST 565, EDST 583, and EDST 508 to pilot new graduate courses. The courses are listed in the UBC *Calendar* as follows:

EDST 565 (3/6) d Special Course in Subject Matter Field
This course is not eligible for Credit/D/Fail grading.

EDST 583 (3/6) d Advanced Seminar in Educational Studies
This course is not eligible for Credit/D/Fail grading.

EDST 508 (3/12) c Review of Research in Educational Studies
This course is not eligible for Credit/D/Fail grading.

EDST students are limited to a maximum of six credits of EDST 565 and EDST 583 per program and a maximum of twelve credits of EDST 508 per program.

Courses offered under these numbers provide opportunities to explore emerging areas of research and/or special interests among faculty, area groups, and students. After an initial piloting phase, these courses may undergo a formal curriculum approval process to become a part of our regular course offerings. Also, courses offered under these numbers provide a platform for visiting scholars to share their expertise with the department.

Courses with these numbers may be offered a maximum of two times after which formal Senate approval must be sought. "Senate approval consists of the approval of the Faculty, Senate Curriculum Area Sub-committee, Senate Curriculum Committee, and Senate in sequence" https://senate.ubc.ca/vancouver/curriculum-submission-guide/cat1-curriculum/new-course-approval.

Procedures for *Equitable Engagement* with EDST 565, 583, and 508 Courses

1. **Program Area Responsibilities**

   1.a.   Program areas will determine which courses offered under the numbers EDST 565,

583 and 508 will be proposed in a given academic year. Faculty who wish to offer such a course should submit a one-page proposal—see attached suggested template—to the relevant Program Area Coordinator at the time—usually in July—they submit their annual Teaching Preferences Form (TPF) for the upcoming academic year. A copy of the proposal should also be submitted with the TPF.

1.b. Each **September and October**, Program Area Coordinators will lead the discussion of these proposals within their program areas. Members of the program area should decide at that time which proposed courses should be recommended to GPACC (see below).

1.c. Proposals for courses that do not fit within a single program area should be submitted by **October 15** directly to the Graduate Curriculum Coordinator who will place it on the agenda for the **November GPACC meeting**.

1.d. Offering 565s, 583s, and 508s will be subject to staffing of all required courses, as determined by Program Coordinators and/or the Deputy Head.

1.e. A faculty member should not normally offer more than one EDST 565, 583, or 508 course in any two-year cycle. Exceptions may be made at the discretion of the Head.

2. **GPACC Responsibilities**

2.a. Program area coordinators will forward the proposal for each recommended EDST 565, 583, and 508 to the Graduate Curriculum Coordinator who will put it on the agenda for the **October or November GPACC meeting** (with the exception of visiting scholars). GPACC will review each proposal and make a recommendation which will be conveyed by the Chair to the Deputy Head and Head.

2.b. After a maximum two-year piloting phase, EDST 565s, 583s, and 508s may undergo formal Senate approval. The process will be initiated by the Program Area Coordinator (following consultation with the program area's faculty members), and will proceed for approval to GPACC, the Department, GCAC, Senate Curriculum Area Sub-committee, Senate Curriculum Committee, and Senate.

2.c. EDST 565, EDST 583, and EDST 508 courses that have been offered twice will be not be offered again. However, if a curriculum approval process is underway for a given course, it may be offered a third time.

3. **Deputy Head/Head Responsibilities**

3.a. The Deputy Head, in consultation with the GPACC Chair and Head, will review the

proposed focus (e.g., topic, scope, focus) and number of EDST 565, 583, and 508 proposals, in relation to the overall course offerings in a given academic year.

3.b. Under-enrolled EDST 565, 583, and 508 courses will be cancelled according to the standing EDST policy on course enrolments.

3.c. Final approval for course offerings rests with the Head.

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Course Information

Prefix & number	Title
Instructor	**Prerequisites or restrictions (if any)**

Focus or Content

Goals, Objectives or Learning Outcomes

Assignments or Assessment Process

Notes/Other