



TL7050: Teaching and Learning – Course and Curricular Development		
University of British Columbia RECORDS SCHEDULE		Schedule Number: TL7050
Primary Title: Curricular Development		Office of Primary Responsibility (OPR): All Faculties
Vital: No		PIB: No
Records related to curriculum mapping, course creation proposals, and course syllabi. Approval for new curriculum is brought to the New Programs and Curriculum Committee and finalized through Senate.		
Authority: BoG Policy LR12: Teaching Materials Policy BoG Policy LR4: Tuition Consultation Policy New Programs and Curriculum Committee		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
10	Course Development	EV+5Y, D EV=Date course is developed
25	Program Evolution	AY+5Y, SR SR=UA will selectively retain records from this series
27	Proposal Development Includes new programs for curriculum changes.	AY+5Y, D Retention note: Curriculum changes are documented at Senate therefore these records can be destroyed



35	Syllabi & Reading Lists	AY+5Y, FR FR=UA will fully retain course syllabi and reading lists
60	Reports	CY+5Y, SR SR=UA will selectively retain records from this series
Acronym Key. AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for <i>source of truth</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		