

COURSE DEVELOPMENT, REVIEW & REVISION

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	D. Student & Academic
Parent Policy:	D21
Approval Date:	March 15, 2024
Effective Date:	March 15, 2024
Procedure Owner:	Vice President, Academic Director, Teaching & Learning Centre of Innovation

Overview:	<p>Olds College of Agriculture & Technology (the “College”) has a comprehensive process for curriculum health management which includes course development, review and revision. The process is a collaboration between academic schools, the Office of the Registrar and the Teaching & Learning Centre of Innovation (TLCI).</p> <p>All College courses have a course outline that is the contract between the College and the student. As students have the right to know and understand program expectations and their own responsibilities to fulfill course requirements, the course outline will be reviewed with students on the first day of class. Course outlines are accessible through the Academic Calendar on the Olds College website, and each course outline is linked in the Learning Management System.</p> <p>The College uses a curriculum management system which houses all active and historical programs of study and course outlines and competency profiles. Current approved course outlines are linked from the curriculum management system to the Academic Calendar on the public Olds College website.</p>
Procedures:	<p>Program Curriculum Committees (PCCs) meet to discuss and make recommendations to the Dean about a program’s curriculum in accordance with policy and procedure D35 Program Curriculum Committee. Work Integrated Learning (WIL) may be a component of courses or programs at the College. The Work Integrated Learning Framework outlines the definitions and categories for WIL courses at the College.</p> <p>It is recommended that each year PCCs, in collaboration with the Dean, submit 20% of their courses to TLCI for review. The intended effect is that each course within a program will be reviewed once every 5 years. A record of courses reviewed by TLCI and the recommendation reports will be kept in the Institutional Academic Document Repository.</p>

TLCI will manage the workflow and communication of the review process with all identified Leads as follows:

- Educational Development Lead - reviews competencies, course outline, assessment plan, student learning experience information, and Learning Management System course to draft a Recommendation Report which is then reviewed jointly with the Lead Instructor(s).
- Library Lead - outlines criteria for instructors towards auditing resources used and available for the course, as well as copyright and attributions for selected resources.
- e-Production Lead - offers support with Learning Management System content using the Quality Standards for Course Development, and also facilitates coordination of external editors as needed.

Definitions:

Competency Statement: A performance outcome that a learner requires for successful course completion. A group of competencies comprises a general area of competency. One competency statement typically accounts for 1-3 hours of instruction.

Competency Profile: The breakdown of the general areas of competencies into specific competency statements.

Course: A group of general areas of competency and the related evaluation requirements.

Course Outline: A form approved by Academic Council describing the components of a course, and becomes the contract between students and the College. The course outline includes course title, code and description, course credits, course delivery method and hours, course pre and/or co-requisites, general areas of competency and competency statements, student evaluation and course grading system, course resource materials, student equipment and supplies, course student responsibilities and any additional course information.

Curriculum: The learning expectations that outline the knowledge and skills that students are expected to learn. This includes the program of study, program learning outcomes, course outline content and program sequencing.

General Areas of Competency (GACs): Broad, general learning areas that identify the skills students will learn or perform in a course. One GAC typically accounts for 7-10 hours of instruction.

Program Curriculum Committee (PCC): A committee primarily composed of program faculty responsible for designing, developing, maintaining and instructing in programs approved by the Ministry of Advanced Education.

Program of Study: A group of credit courses that, on completion, leads to the granting of a degree, diploma or certificate.

Student Assessment: Assignments, projects, quizzes, tests and final exams intended to evaluate a student's learning accomplishments in reference to predefined competencies. For more details please review policy D33 Assessment.

Lecture: Delivery of content to a group intended to provide a high density of information.

	<p>Lab: A hands-on learning experience that is intended to apply, practice, confirm and/or develop theories.</p> <p>Tutorial: An interactive teaching session that is intended to coach students in previously delivered material.</p> <p>Work Integrated Learning: A model and process of curricular experiential education which formally and intentionally integrates a student’s academic studies within a workplace or practice setting and meets the criteria outlined in the Olds College Work Integrated Learning Framework.</p>
<p>Related Information:</p>	<p>D22 Program Review Policy D27 Granting of Credit Policy D33 Assessment Policy D34 Program Development Policy D35 Program Curriculum Committee Policy Curriculum Development - Writing Competency Profiles & Statements TLCI Course Review Recommendations Report Template TLCI Quality Standards for Course Development Work Integrated Learning Framework</p>
<p>Review Period:</p>	<p>3 years</p>
<p>Revision History:</p>	<p>Revised: September 2015 Revised: November 2020 Revised: March 2024</p>