

COURSE DEVELOPMENT, REVIEW & REVISION

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	D. Student & Academic
Policy Number:	D21
Approval Date:	March 21, 2024
Effective Date:	March 21, 2024
Policy Owner:	Vice President, Academic Director, Teaching & Learning Centre of Innovation

Objective:	This policy governs the development, review and revision of all Olds College of Agriculture & Technology (the "College") credit courses. It ensures that students receive the highest quality of academic programming through analysis of curricula, pedagogy and learning experience.
Policy:	<p>The Program Curriculum Committee (PCC), School Deans and the Teaching & Learning Centre of Innovation (TLCI) will coordinate the development, review and revision of credit courses.</p> <p>Course development, review and revision will be guided by the following principles:</p> <ol style="list-style-type: none"> 1. Government guidelines, emerging workplace needs, stakeholder input, College policies, technology and College resources must be considered. 2. Course competencies, content and evaluation of student learning must support program learning outcomes. 3. Course competencies will consider levels of cognitive, psychomotor and affective domains. 4. Courses will be designed to emphasize active and collaborative learning. 5. A course should not share more than 40% of the General Areas of Competency (GACs) and/or competency statements of another course. 6. The same course offered in more than one program will have identical course outlines. Learning activities may be modified to ensure relevance to each program of study. 7. Each course will undergo a review with TLCI every five years.
Definitions:	<p>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.</p> <p>Competency Profile: The breakdown of the general areas of competencies into specific competency statements.</p>

	<p>Course: A group of general areas of competency and the related evaluation requirements.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Program of Study: A group of credit courses that, on completion, leads to the granting of a degree, diploma or certificate.</p>
<p>Related Information:</p>	<p>D19 Grading Policy D22 Program Review Policy D27 Granting of Credit Policy D33 Assessment Policy D34 Program Development Policy D42 Continuing Education Programming Policy D35 Program Curriculum Committee Policy</p>
<p>Related Procedures:</p>	<p>D21 Course Development, Review & Revision Procedure</p>
<p>Review Period:</p>	<p>3 years</p>
<p>Revision History:</p>	<p>Revised: May 2002 Revised: October 2005 Revised: August 2009 Revised: September 2015 Revised: November 2020 Revised: March 2024</p>