Policy Title	Course Outline Development Policy
Policy Holder	Office of the Vice President Academic
Policy Approver(s)	Senior Team
Related Policies	Ch5-s4-04: Student Accessibility Policy Ch5-s6-01: Program Review Policy Ch5-s6-02: Academic Program Prioritization, Revitalization and Rationalization Ch5-s1-01: Course Evaluation and Grading Policy
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	
Next Review Date	2027-09-01

Purpose

Course outlines are vital communication tools for disseminating academic information to students, employees, and external bodies. By clearly documenting each course's learning outcomes, essential employability skills, evaluation criteria, learning resources, intended learning activities and expectations for the classroom environment, Confederation College is promoting transparent and predictable delivery of curriculum to its students.

This policy and procedure provide the framework for the consistent development, revision, management, distribution, and retention of course outlines.

Scope

Course outlines are used broadly across the College community. They act as our guiding document to the curriculum that is delivered during a course, therefore all learners and faculty are included within the scope of this policy. However, in terms of course outline development, faculty are responsible for creating the outlines that are approved by School Deans and / or Associate Deans.

Definitions

Annual Program Review (APR)	A cyclical process that occurs annually to support continuous program improvement.
Comprehensive Program Review (CPR)	A cyclical process that occurs every 5-7 years to provide a thorough and rigorous assessment and to support continuous program improvement.
Course Outline	A contract between the College and students, detailing the learning students are able to demonstrate by the end of a course, topics covered throughout the course, and methods of evaluation.

1

Course Outline Mapping and Management System (COMMS)	A web-based course outline editor for the creation, revision and archiving of course outlines.
Credit Validation Service (CVS)	A service that provides validation of programs of instruction to the colleges consistent with the Ministry of Colleges and Universities Binding Policy Directive, Framework for Programs of Instruction. (OCQAS website: https://www.ocqas.org/credential-validation-service/)
Ministry of Colleges and Universities Binding Policy Directive	A definition of the ministry's expectations for the college system to comply with the Ontario Colleges of Applied Arts and Technology Act, 2002 and Regulations for the Act: O. Reg, 34/03. (Ministry of Colleges and Universities website http://www.tcu.gov.on.ca/pepg/audiences/colleges/)

Governing Laws and Regulations

Minister's Binding Policy Directive: Framework for Programs of Instruction
Ontario Qualifications Framework
Ontario Program Standards and Descriptions
Postsecondary Education Quality and Assessment Board

Policy Statements

1. Course outlines shall comply with the Minister's Binding Policy and be developed according to the credential framework of the Ministry of Colleges and Universities (MCU).

2. The College maintains one single, current, approved course outline for each course. All sections of a course utilize the current approved course outline.

3. The responsibility for creating and revising course outlines rests with the Academic school delivering the course.

4. Developing course outlines shall be a collaborative effort between program faculty and coordinators.

5. Course outlines will include:
   - Course code, title, description, learning materials, pre-requisites, co-requisites, and course hours;
   - Program Vocational Learning Outcomes (VLOs), Course Learning Outcomes (CLOs), as well as any Indigenous Learning Outcomes (ILOs) and Essential Employability Skills (EESs) that are taught and assessed;
   - Accurate information on how the learning outcomes and knowledge and skills will be assessed;
   - opportunities for prior learning assessment (PLAR) and course transfers;
   - Information pertaining to course delivery, as well as any additional course, program, or college related information.

6. Course outlines will provide faculty assigned to teach the course with a clear and consistent teaching framework supported by a structural learning plan.

7. Course outlines will be developed in the format approved by the Vice President Academic, utilizing the approved tools and procedures.

8. Course outlines shall be made fully accessible to all students in compliance with The Accessibility for Ontarians with Disabilities Act (AODA) standards and the accessibility policies of Confederation College.

9. Final versions of new course outlines and annual revisions to existing course outlines are to be approved by the Dean/Associate Dean prior to the start or delivery of the course (according to the approved Course Outline and Review Schedule Appendix 1).

10. Course outlines shall be made available to students at the beginning of the course via the approved learning management system and will be reviewed by faculty members with students during class time.

11. Course outlines are to be considered a binding agreement between the College and the students with regard to learning outcomes and expectations.

12. Course outline information such as title and description published in various locations such as the College website and promotional print materials must be consistent with the approved course outline for each course.

13. Course outlines are the property of Confederation College and all ownership and copyright is maintained and managed by the College.

14. All course outlines will be stored in a central database and archived annually in a repository that is accessible to all college employees in a read-only format.

15. Confederation College will ensure that course outlines are accessible to all past and present students for future applications or transfer credit.

Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this policy are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

Revision History

Version	Change	Author	Date of Change
V2023-04-05	New format	Richard Gemmill	2023-04-05