

Policy Title	Course Outline Development Procedure
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	Appendix 1 Course Outline Review and Approval Schedule
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 procedure provides 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 procedure. 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.
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

Procedure Statements

Confederation College is committed to developing course curriculum through a collaborative quality assurance process that includes faculty, coordinators, and assigned quality assurance personnel within a quality assurance framework that meets the highest education standards. High quality course outlines are recognized as a key component in clearly communicating learning outcomes and expectations to students.

This procedure is designed to provide a framework to effectively create and implement course outlines at Confederation College.

1. Outlines for the current academic year will be archived and outlines will be available for development for the next academic year in mid-February, prior to Student Success Week.
2. Outlines in development or undergoing annual updates for the upcoming academic year are to be submitted to the School by the end of May. Deans / Associate Deans will have all of their School's outlines approved by June 30. The academic year includes all three semesters.

Exceptions to these timelines may be approved by the Dean/Associate Dean. An example of an exception would be programs going through program review. These programs would have their course outlines for semesters 1 and 2 prepared the previous May but may be developing outlines for semesters 3 and 4 during the delivery of semesters 1 and 2.

3. Course outline writers should collaborate with other Faculty and Coordinators in their program, including regional faculty, when creating and updating course outlines to ensure that the program is well aligned, learning follows a logical progression throughout, and that the course outlines meet on-going quality assurance.
4. Regional and online delivery implications must be considered when developing or updating course outlines. For example, if textbooks are changing, regional campuses and/or the online development team should be consulted.
5. Upon the approval of course outlines by the Dean or Associate Dean, the Academic Services Assistant (ASA) for the program will archive the approved PDF on the appropriate shared directory on the College network.
6. Faculty will post the current course outlines on Blackboard and review with students at the beginning of the course.
7. Changes to course outlines resulting from discussions during the Annual Program Review (APR) or the Comprehensive Program Review (CPR) processes should be recorded in either the APR or CPR templates.
8. The course outline review and approval process occurs between February and June each year for implementation in the next academic year. See Appendix 1 for the Course Outline Review and Approval Cycle.

Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this procedure 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

APPENDIX 1

Course outline review and approval cycle

Timeline	Action
First week in February	Deans/Associate Deans advise program coordinators and faculty of the course outline review cycle for the current year
End of second week in February (prior to Student Success Week)	Editable course outlines are opened for proposed reviews, and course outline writers begin the updating process
By May 30	Course outlines submitted to Deans/Associate Deans
By June 30	Deans/Associate Deans approve the final version of the course outline to be implemented the following academic year.