	Number: 5-6-05	# of Pages: 3
	Originator:	Teaching and Learning Centre
Confederation COLLEGE	Approved By:	SLT
	Replaces:	New
COLLEGE PROCEDURE	Effective Date:	May 1, 2015

ANNUAL CURRICULUM REVIEW

Annual Curriculum review is a process undertaken in advance of each new academic year to renew, revise and update curriculum. Faculty members, external stakeholders and academic administrators each play an important role in ensuring program curricula is responsive to changes in the employment sector. The schedule for the academic year is included in Appendix I.

Goals

To ensure that:

- Program curriculum is compliant with Ministry and College requirements including:
    - *Vocational Learning Outcomes (VLOs)*
    - *General Education Requirements*
    - *Essential Employability Skills Outcomes (EESO)*
    - *Indigenous Learning Outcomes*
- Program curriculum is current and responds to employers' needs
- Program information is published accurately
- Program curriculum documentation is published accurately

Definitions

Program Information: includes program description, employment opportunities, admission requirements, fees and student expenses.

Program Curriculum: includes program of study, courses, course descriptions, pre- or co-requisites.

Program Curriculum Maps: documentation of where learning to achieve vocational learning outcomes, essential employability skills outcomes, Indigenous Learning Outcomes and General Education requirements occur in a program.

Process

- Input is sought from various stakeholders regarding possible changes necessary to the curriculum to keep it current with the employment field.
- Stakeholders groups from whom input is to be sought include:
    - ✓ Students
    - ✓ Program Advisory Committee (PAC)

- ✓ Strategic Enrolment Management Committee
- ✓ Regulatory or accrediting bodies
- Relevant data to consider during the Annual Curriculum Review Process includes:
  - ✓ Key Performance Indicator (KPI) data
  - ✓ Program Advisory Committee minutes
  - ✓ Student achievement by course summary reports
  - ✓ Program costing
  - ✓ Enrolment and attrition data
  - ✓ Other information sources such as recent internal or external reports related specifically to the field.
  - ✓ Capital requests

- This information is collated and presented to the Academic Administrators in the Annual Program Review (APR) template
- Coordinators meet with program faculty and complete the template
- Academic Administrators and Coordinators meet to review this information and Ministry and College policy requirements. With approval, changes may be made to the:
  - ✓ Program maintenance documents
  - ✓ Program curriculum
  - ✓ Program curriculum maps (i.e., VLOs, EESO, General Education)
  - ✓ Program website
- Dean validates that Ministry and College policy requirements have been met.
- Changes to program curriculum and program information are documented in the APR
- The approved program information and program curriculum are forwarded to the Registrar's Office and Marketing Department for inclusion in College publications.
- The approved program information, program curriculum, and program curriculum maps are forwarded to program faculty and staff and to the Teaching and Learning Centre (TLC).
- Changes requested to curriculum after review period will require the approval of the VPA.

Cycle
See Appendix I

Roles
Vice President Academic
The VPA provides overall leadership for the Annual Curriculum Review process.

The responsibilities of the VPA include:
- Establishing timelines for Annual Curriculum Review process on an annual basis
- Reviewing requests for curriculum changes following approval on a case-by-case basis

Dean/Associate Dean

The Dean is responsible to ensure that Annual Curriculum Review is conducted for all programs in the department.

The responsibilities of the Dean include:
- Reviewing the APR with the Program Coordinators
- Accountability for the program information and program curriculum in the School
- Initiating Annual, Limited and Comprehensive Curriculum Reviews
- Ensuring that program curriculum is discussed by the PAC
- Ensuring that input is sought from other stakeholders as appropriate and that current information from the employment field is assessed
- Ensuring that program and service course faculty members are involved in the curriculum review process and are aware of the changes made
- Ensuring that program information on the College website is accurate and up-to-date
- Ensuring that the changes made to the program information, program curriculum and program curriculum maps are complete and accurate
- Ensuring that curriculum changes made after the APR sign-off are approved by the VPA
- Distributing the final documentation to the Registrar's Office, Marketing Department, the program faculty/staff and TLC.

Program Coordinator

The Program Coordinator plays a key leadership role in the Annual Curriculum Review process.

The responsibilities of the Program Coordinator include:
- Working with the PAC and relevant stakeholders to assess current information from the employment field
- Bringing the program and service course faculty together to make the program curriculum changes needed to ensure that the curriculum is current and meets Ministry and College policy requirements
- Updating program curriculum maps
- Ensuring that timelines are met
- Updates curriculum changes on the website

Program Faculty

Program faculty bring their expertise, experience and contacts with employers and other stakeholders to the Annual Curriculum Review process.

The responsibilities of the Program Faculty include:
- Participating in discussions related to updating the program information and program curriculum to ensure that they are current and meet College and Ministry policy requirements. This will include regional faculty.

- Making changes to the courses they are responsible for in line with the program curriculum changes including revising the course outline and the section specific information

Academic Support Officer

These officers play an important role in ensuring that the documentation of the curriculum is finalized and distributed internally

The Academic Support Officer:
- Finalizes the program masters
- Updates Basic Course forms
- Forwards the final program curriculum master and course forms to the Registrar

Office of Institutional Research
- Populates the APR template and distributes to the schools
- Updates the APR status reports
- Adheres to APR process timelines

Resources Available
- Teaching and Learning Centre (TLC)
  - Vocational Learning Outcomes/Program Standards from MTCU
  - Assistance with mapping of curriculum to VLOs
  - Assistance with conversion to COMMS
- Framework for Programs of Instruction
  - Includes the specific requirements for all credentials
  - Framework for Programs - pdf
- General Education Binding Policy
- Program Advisory Committees Operating Practice
- Course Outline Development Policy, Procedure and Assessment of Student Learning Best Practice
- Program Development and Review Policy 5-6-01
- Annual Program Review Procedure 5-6-04

Appendix I

Annual Curriculum Review Process
For the 2019/2020 Academic Year

Activity	Working window	Deadline
Lab/placement/Clinical manual revisions complete for Spring/Summer semester		March 1, 2020
Input sought from PAC and other stakeholders; curriculum discussed with PAC	Sept 15, 2019 - Apr 30, 2020	May 1, 2020
Annual Program reviews completed by Coordinators in consultation with Faculty	May 1- May 15, 2020	May 15, 2020
Curriculum Changes are reviewed/approved by the Dean	May 15- May 31, 2020	May 31, 2020
Curriculum maps, program information and Course Outlines are updated by Coordinators and Faculty	May 15- June 15, 2020	June 15, 2020
Lab/placement/Clinical manuals, program handbooks and website revisions updated for Fall semester		June 15, 2020
Curriculum revisions complete-no further changes are to be made. ASOs finalize Program Masters. Changes beyond this date require VPA approval.		June 30, 2020
Region informed of Program Master changes by ASOs		June 30, 2020
Course Outlines uploaded to J-Drive		July 30, 2020
Lab/placement/Clinical manuals complete for Winter semester		November 1, 2020