



DEGREE BREADTH PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Executive Dean, Academic Administration

Reference Code: D10 V1

Effective Date: 5/1/2013

PROCEDURE STATEMENT:

All breadth courses shall be developed and offered in accordance with Conestoga's Degree Breadth Policy and the Postsecondary Education Quality Assessment Board (PEQAB) Program Content Standard and Benchmarks.

SCOPE:

This procedure applies to all of Conestoga's Bachelor degree programs, with the exception of the collaborative degrees.

DEFINITIONS:

Annual Program Reflections

The Annual Program Reflections is a process that results in the identification of minor program changes and refinements for the upcoming academic year to enhance program quality in support of student success.

Breadth Courses (Noncore)

A breadth course is a course outside of the main discipline of study for a particular degree; it can also be referred to as noncore. Introductory level breadth courses are offered at the 71000 and 72000 levels. They provide fundamental knowledge, an overview, or exploration and the learning outcomes are at an introductory level of study i.e. applying, remembering, and understanding. Standards of evaluation reflect those which should prevail at an introductory or intermediate degree-level. Advanced level breadth courses are offered at the 73000 and 74000 levels, or 72000 level with a specified pre-requisite. They require greater depth in application of theory, analysis, and research, such that students access previous knowledge and apply it in new and relevant ways. Learning outcomes are at an advanced level of study, i.e. analyzing, creating, and evaluating. Standards of evaluation reflect those that should prevail at an advanced degree-level.

Co-requisite Course

A course which must be taken concurrently with the related course

Core Courses

Core courses provide developed knowledge and critical understanding of the key concepts, methodologies, current advances, theoretical approaches and assumptions within a discipline of study.

Degree Management Committee (DMC)

The Degree Management Committee is comprised of senior academic administrators and is responsible for vetting all proposed degree program development and revisions.

Degree Program

A degree program is a planned and coordinated selection of degree-level courses delivered to an identified student body, at the successful conclusion of which an appropriate degree credential will be awarded.

Electives: Breadth

An opportunity in a program for a student to select a course from outside of the main discipline of study, which is being offered in a particular semester. The course must be completed as part of a program of study.

Electives: Program Option

An opportunity in a program for a student to select a course from within the main discipline of study, which is being offered in a particular semester. The course must be completed as part of a program of study.

Electives: Program Option Language

An opportunity in a program for a student to select a language course which is being offered in a particular semester. The course must be completed as part of a program of study.

Learning Outcomes

Learning outcomes are terminal statements that indicate what a student is reliably expected to demonstrate at the end of a course and upon which they are formally evaluated through grade allocation. Learning outcomes express a desired state and are often described in terms of knowledge, skills and abilities. Learning outcomes are set for programs, courses and units of learning.

Ministry of Training, Colleges and Universities (MTCU)

The MTCU has the function of authorizing the granting of degrees, assessing all degree program proposals for determination of appropriate code classification, funding weights and parameters, and program titling.

Postsecondary Education Quality Assessment Board (PEQAB)

PEQAB is an advisory agency that makes recommendations to the Minister of Training, Colleges and Universities of Ontario on applications for ministerial consent under the terms of the Postsecondary Education Choice and Excellence Act, 2000.

Pre-requisite Course

A course which must be taken prior to the identified course.

Specified Course

A course identified in a program that a student is required to complete as part of a program of study.

RESPONSIBILITIES

Executive Dean, Academic Administration or designate will:

1. Provide pedagogical guidance to Schools and their representative(s) for all breadth course development, review, and revision, to completion of the course outline.
2. Ensure that degree programs meet Conestoga and PEQAB Standards and Benchmarks regarding breadth education.

Degree Management Committee will:

1. Review and approve proposed breadth courses within a new program of study.
2. In the case of impact to other degree programs, articulation agreements, accreditation, and credit transfer pathways, review breadth course changes and give approval to proceed.

Chair of the School Liberal Studies will:

1. Collaborate with other School/s in the review of specified and elective breadth courses within degree programs.
2. Consult with Academic Administration, and other Schools as applicable, to determine appropriate breadth courses for a degree program.
3. Consult with Academic Administration to ensure that Conestoga and PEQAB breadth education requirements are met.
4. Maintain and communicate the Conestoga Breadth Plan.
5. Be responsible for the periodic review of existing Breadth courses.
6. Be responsible for planning and developing new Breadth courses.
7. Coordinate the collection of evidence of appropriate student work for each specified and elective breadth, ideally using an appropriate Learning Management System (LMS).

Schools will:

1. Define expectations for breadth study within the program of study.

Schools may also:

1. Propose, develop, and review breadth courses within a framework of fiscal and pedagogical efficiency.

2. Propose, develop, and review breadth courses within programs of study such that Conestoga and PEQAB Standards and Benchmarks regarding breadth education and learning outcomes are met.

PROCEDURE

Selection of Breadth Courses for a Proposed Degree Program

Schools will:

1. Determine appropriate breadth courses based on consultation with Academic Administration and the Chair of the School of Liberal Studies, ensuring that Conestoga and PEQAB requirements are met.
2. Receive written support from the Program Development Advisory Committee (e.g., PDAC meeting minutes) for the program of study.
3. Include the selection of breadth courses and supporting materials in the proposed degree submission to MTCU and PEQAB.

Changes to the Specified Breadth Courses or Number of Breadth Electives within a Program of Study

During the delivery of a degree program, the specified breadth courses or the number of elective breadth courses listed in a program may require alteration or replacement. For example, in the event a course is no longer being delivered or an industry requirement has changed.

Schools will:

1. Consult with Academic Administration and the Chair of the School of Liberal Studies to ensure that Conestoga and PEQAB requirements are met.
2. Inform the Program Advisory Committee (e.g. PAC meeting minutes) about the amendment requirement.
3. Receive amendment approval from DMC. Note major amendments to a program of study must receive MTCU approval before implementation.
4. Complete a Program Design Change form and submit it to Academic Administration for validation and processing.

Revision to a Breadth Course

When the requirement for a revision to an existing breadth course is identified, Schools will:

1. Consult with Academic Administration in order to establish the level of change, whether it is minor or major, and determine the impact on other degree programs, program standards, articulation agreements, accreditations, and credit transfer pathways.
 - a. In the case of minor changes to a course, Schools will proceed as instructed by Academic Administration, either following the steps in the course outline management system or, if a new course version is required, by completing a Program Design Change form and submitting it to Academic Administration for validation and processing.

- b. In the case of major changes to a breadth course, Academic Administration will be required to make a submission to MTCU for approval. See section Development of a New Degree Breadth Course below.
- c. In the case where course changes may impact other degree programs, program standards, articulation agreements, accreditation, or credit transfer pathways, Degree Management Committee review and approval to proceed is required.

Development of a New Degree Breadth Course

The development of new degree elective breadth courses will be the responsibility of the Chair of Liberal Studies. Should Schools wish to request the creation of a new breadth course or offer an existing core course as a breadth course to other degree programs, they will liaise with the Chair of Liberal Studies.

When creating a new breadth course, the Chair of Liberal Studies will:

1. Assign appropriately credentialed individuals to develop the breadth course outline in consultation with a Curriculum Consultant.
2. Prepare and submit the PEQAB-formatted course outline, accompanied by the developer's and proposed instructor's CVs, for initial review and approval by the Chair, School of Liberal Studies, and final approval by Academic Administration.

When proposing an existing core course as a breadth course to other degree programs, Schools will:

1. Submit the Conestoga course outline, accompanied by the instructor's CV, for initial review and approval by the Chair, School of Liberal Studies, and final approval by Academic Administration.
- 2.

Academic Administration will:

1. Submit proposed breadth course outlines to MTCU for PEQAB review and approval.
 - a. Proposed course outlines may be sent to the MTCU within a scheduled degree renewal submission, within a newly proposed degree program submission or, in exceptional circumstances, may be submitted independently at the discretion of Academic Administration.
2. Upon receipt of MTCU approval, advise the submitting School/s that course delivery may commence.

Review of Breadth Courses

The Chair of Liberal Studies will be responsible to maintaining breadth course review schedule and, under the mandate of the college's General education and Breadth Standing Committee, for conducting breadth course reviews as stipulated by the breadth review schedule.

As part of any curricular review, Schools will:

1. Review their existing degree program, in collaboration with core and noncore faculty, to ensure that

- a. breadth courses are consistent with PEQAB Program Content Standards and Benchmarks for breadth education
 - b. the required advanced level breadth courses are offered
 - c. the courses are delivered by appropriately credentialed faculty
2. Ensure that breadth courses continue to be delivered within a framework of fiscal and pedagogical efficiency.

REFERENCES:

Advanced Standing and Transfer Credit Procedure

Degree Development Procedure

Degree Development, Review, Revision, and Renewal Policy

Degree Breadth Policy

Degree Review, Revision, and Renewal Procedure

Handbook for Ontario Colleges, 2010: Applying for Ministerial Consent under the Post-secondary Education Choice and Excellence Act, 2000

REVISION LOG:

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| April 7 2014 | Degree Management Committee – Approved |
| April 9 2014 | Policy and Procedure Committee – Approved |
| April 16, 2014 | Academic Coordinating Committee - Approved |