



## **COURSE DEVELOPMENT AND REVISION PROCEDURE**

Approved by: Academic Coordinating Committee

Authorizer: Executive Dean Academic Administration

Reference Code: C8 V1

Effective Date: 3/18/2015

### **PROCEDURE STATEMENT:**

The development of new courses and revisions to existing courses will be conducted with considerations of Conestoga's commitment to comprehensive quality programming, and the expectations related to academic pathways and external transferability. This procedure describes the process for curriculum changes encompassing the development of new courses or the revision to existing courses. Courses must be in compliance with Conestoga course outline requirements.

Consideration of external accrediting bodies will be factored into the development or review of courses as required.

### **SCOPE:**

This procedure applies to courses developed by and offered at Conestoga. Revisions to courses will typically occur as a result of an Annual Program Reflection or a comprehensive program review.

- Courses developed and offered by Conestoga are defined in the systems with course outlines, implemented through SIS and are part of Conestoga's curriculum system.
- Courses within programs that are encompassed by the *Ministry of Training, Colleges and Universities Minister's Binding Policy Directive: Framework for Programs of Instruction* are developed and revised in consultation with the Curriculum Office. In addition,
  - online or hybrid courses are developed and revised in consultation with the Curriculum Office and Educational Technology.
- Degree and accredited programs/courses require consultation with the program chair and Academic Administration prior to any major or minor changes.

**DEFINITIONS:****Academic Level:**

Refers to the level within the program for a specific cohort.

**Academic Management Calendar:**

Conestoga's calendar of critical dates used to manage the implementation of decisions related to new programs, development, delivery and change in programs. It also drives the communication of academic dates and activities for student enrolment (admission, billing, registration) and progression.

**Academic Reviewer:**

This role, which is optional and assigned in the student information system (SIS), can be assigned to an administrator or designate who coordinates the assignments/requests for course outlines.

**Academic Semester/Session:**

Semester/session refers to the time periods for the fall semester (Sept. to Dec.), winter semester (Jan. to April) and spring/summer semester (May to Aug.).

**Academic Year:**

The period from September 1 to August 31.

- Current Academic Year –refers to the start date of the academic year.
- Upcoming Academic Year – refers to the academic year subsequent to the current academic year.
- Following Academic Year – refers to the start date of the academic year occurring two years from the current academic year.

**Approver:**

This role is accountable for approving the pedagogical (curriculum) and administrative (credit, hours, category, etc.) aspects of the course outline.

**Assistant:**

This role supports the chair/program manager/designate with the task of assigning the creation or review of a course outline. The assistant cannot approve course outlines.

**Annual Program Reflection (APR):**

Is a team-based reflection of the previous academic year to discuss and address opportunities for program enhancements and planning. The process is discussion based and documented to guide continual improvement in the program for student success.

**Comprehensive Program Review:**

Comprehensive program reviews typically occur every five to seven years and refer to strategic assessments in support of ministry or accrediting bodies program requirements. Conestoga's comprehensive program reviews include the Major Program Review, the Degree Renewal Self-Study and Program Accreditations.

**Course:**

A distinct and discrete teaching and learning framework, containing content that has been approved by an expert source, usually structured to be delivered over an identified period of time, with measurable learning outcomes, and formal student evaluation.

**Course Code:**

The unique numeric and/or alpha identifier assigned to each course offered at Conestoga.

**Course Outline:**

An approved document outlining the course and unit learning outcomes, course title, course code, course description, credits, hours, prerequisites, co-requisites, resources, and evaluation methodology and associated grading allocation, for credit courses offered at Conestoga course.

**Credit Course:**

A distinct and discrete teaching and learning framework containing content that has been approved by an expert source and structured to be delivered over an identified period of time. Credit courses have measureable learning outcomes and formal student evaluation. Student evaluation in a credit course is weighted in the calculation of the grade point average.

**Curriculum:**

A plan for learning that is coordinated and articulated in a manner designed to result in the achievement by students of specific knowledge and skills and the application of this knowledge. Curriculum refers to the content (the material to be learned), the actions and resources involved in teaching and learning and processes for evaluating the attainment of educational objectives.

**Degree Self-Study:**

Process required by PEQAB to support renewal application for a degree and which requires assessment of continued program need and assessment of strengths/weaknesses/threats/opportunities plus assessment of the extent to which degree expectations are met, followed by recommended program updates/changes to support the next renewal process.

**eConestoga:**

eConestoga is Conestoga's learning management system (LMS), an online course and teaching environment powered by Brightspace (Desire2Learn). eConestoga delivers online content and activities, and allows for online discussions, assessments and grading. Faculty and students can interact through the system, supporting classroom enhanced, hybrid and fully online courses.

**Major Course Change:**

Includes changes to any or all of the following in a course that would impact program requirements, delivery method or transferability: course code, description, credits, hours, title, pre and co-requisites, and/or 20% or more of the course learning outcomes. See degree procedures for separate requirements.

**Major Program Change:**

Refers to any of the following changes at the program level: title, funding, significant change to 20% or more of the program learning outcomes or hours, transferability, student enrolment, enrolled student completion and resources. Approval is required from internal committees and/or external agencies. This may result in a change in program code to manage clarity in admissions and pathway implications. A change to a credential requires development of a new program. See degree procedures for separate requirements.

**Major Program Review (MPR):**

Formal process of review involving multiple stakeholders, a defined process, and documentation. It is conducted no less than every five to seven years.

**Minor Course Change:**

Minor course changes can be administered independently through the academic schools. Minor changes include any or all of the following: grammar, typos, formatting, changes to classroom materials (i.e. textbooks), additional information, and general refinement of the course or unit outcomes provided the changes support achievement of the course learning outcomes. See degree procedures for separate requirements.

**Minor Program Change:**

Refers to changes which do not impact student enrolment, enrolled student completion or require external approval. These include changes in sequencing of delivery, and significant changes to less than 20% of the program learning outcomes. Programs continue compliance with existing provincial program standards. See degree procedures for separate requirements.

**Ministry of Training, Colleges and Universities (MTCU):**

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

**Outline Lead:**

This role is responsible for developing a course outline or revising an existing course outline.

**Post-Secondary Education Quality Assessment Board (PEQAB):**

The Postsecondary Education Quality Assessment Board is an arms-length 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 Post-secondary Education Choice and Excellence Act, 2000.

**Program of Study:**

A planned and coordinated selection of courses delivered to an identified student body leading to a certificate, diploma, degree or other document awarded by the Board of Governors.

**RESPONSIBILITIES:****Academic Schools:**

- Ensure new and revised courses typically flow from comprehensive program reviews and/or the Annual Program Reflection (APR) when they are a course in a program of study.
- Ensure all courses adhere to course development processes and procedures, including related policies and procedures on grading and evaluation.
- Assign an outline lead with appropriate subject matter expertise to develop the outline/course.
- Advise the curriculum office of the intent to develop a new course and the assigned outline lead within a credentialed program.
- Consult with the Curriculum Office to develop the course according to requirements.
- Consult with the Curriculum Office to revise existing courses as required.
- Advise the Educational Technology Office and the Curriculum Office of the intent to develop a course intended for blended or on-line delivery.
- Ensure that implementation of changes aligns with Conestoga's publication schedules and Academic Management Calendar.
- Ensure course changes receive required internal and external approvals in accordance with the major course and minor course change processes before signing off on changes.
- Complete and submit all required documentation to the Academic Scheduling & Administration Office upon confirmation of approval.
- Revise the Program Handbook if applicable.

**Credit Transfer Office:**

- Advises on the transferability of courses.
- Liaises with the academic school, Curriculum Office and others.

**Curriculum Office:**

- For all new courses: works collaboratively with the academic school to support development of courses to ensure course curriculum aligns with pedagogical best practices in keeping with Conestoga requirements and the *Ministry of Training, Colleges and Universities Minister's Binding Policy Directive: Framework for Programs of Instruction* and PEQAB.
- Notifies the chair when the new course development is complete and ready for approval.

### **Academic Scheduling & Administration Office:**

- Reviews course outline submissions to ensure adherence to identified protocols and will return to the academic school if necessary.
- Creates a new course code or a new version of an existing course as per document submission and in alignment with the Assignment of Course Code work instructions.
- Informs the academic school when a course code has been assigned.
- Maintains all documentation.
- Seeks advice from the Curriculum Office regarding course development protocols as required.

### **Educational Technology Office:**

- Works collaboratively with the academic school and Curriculum Office in the development of courses intended for blended or on-line delivery.

## **PROCEDURE**

1. Courses within programs may be revised as a result of an APR or comprehensive program review. Standalone courses may be created or revised as a result of analysis by academic schools or the Continuing Education Office.
2. **For course development or revision:**
  - a. The outline lead refers to the Course Development and Revision Process Guidelines for detailed instructions.
  - b. The chair ensures the New Course Approval Form or Course Revision Approval form is completed.
  - c. For new or revised courses within programs, the chair will complete the Proposed Program Curriculum Change Form, and follow the appropriate approval processes based on whether it is a major or minor program change.
  - d. The chair submits the appropriate forms to Curriculum Records to enable course code and description creation (or revision if necessary).
  - e. Academic school assigns the course to an outline lead.
  - f. For course development, the Curriculum Office notifies the chair that the development is complete and ready for approval.
  - g. The chair/designate approves minor course changes in SIS.
  - h. For major course changes, the chair submits the appropriate forms to the executive dean/dean/designate.
  - i. Implementation of minor changes will occur in the upcoming academic year. Implementation of major changes may be implemented in the upcoming academic year, or the following academic year if changes significantly impact sequencing.
  - j. Academic Scheduling & Administration Office notifies the chair and/or outline lead when the course code has been assigned and the course description is available on Conestoga's course outline portal.

- i. Academic school ensures all marketing and program information is updated according to timelines and requirements.
- 3. The results from course revisions are reviewed in the Annual Program Reflection at the end of the current academic year.
- 4. Quality assurance processes related to the management of courses at Conestoga are conducted through:
  - a. Work instructions and professional development opportunities related to the development and management of course outlines.
  - b. The Student Information System which:
    - i. Houses all current courses and supports the annual updating process.
    - ii. Manages the release of courses to support their use in the delivery plan for a cohort in a particular semester.
    - iii. Links student identifiers with course and related eConestoga shells and grade books for a record of student achievement.
  - c. The Academic Scheduling & Administration Office manages course and program design changes in the appropriate system.
  - d. The Academic Scheduling & Administration Office maintains a seven-year inventory of course outlines to support inquiries regarding student achievement.

#### **RESOURCE DOCUMENTS:**

1. Course Outline Development Process
2. Course Development Process
3. New Course Request Form
4. Assignment of Course Code Work Instructions
5. Existing Course Change Approval Form
6. New Program Approval Process
7. Degree Development Procedure Map
8. Program Design Information for New Programs Form
9. Degree Review and Renewal Procedure Map
10. Proposed Program Curriculum Changes Form
11. APR and MPR Documents including program mapping templates

#### **REFERENCES:**

*Ministry of Training, Colleges and Universities Minister's Binding Policy Directive: Framework for Programs of Instruction*

*MTCU Memorandum, Sept. 10, 2004, Changes to Programs during the Period of Consent*

*Postsecondary Education Quality Assessment Board, Handbook for Ontario Colleges: Applying for Ministerial Consent under the Post-secondary Education Choice and Excellence Act, 2000, 2014*

*Ministry of Training, Colleges and Universities, Post-secondary Education Choice and Excellence Act, 2000*

Program management and Curriculum Policy schematic

Curriculum Policy  
Program Development Procedure  
Degree Development Procedure  
Program Delivery Procedure  
New and Revised Provincial Program Standards Procedure  
Program Review Procedure  
Degree Review, Revision and Renewal Procedure

**REVISION LOG:**

March 10 2015	Academic Forum - Approved
March 17 2015	Policy and Procedure Committee – Approved
March 18 2015	Academic Coordinating Committee - Approved