A - 11
CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: **Course Outlines and Section-Specific Information Policy**

EFFECTIVE DATE: **May 16, 2023**

---

1.   **SCOPE**

1.1   <u>Authority</u>

This policy is issued under the authority of the President.

1.2   <u>Application</u>

This policy applies to all courses offered by Canadore College of Applied Arts and Technology (hereafter referred to as Canadore, Canadore College or the College).

2.   **PURPOSE AND PRINCIPLES**

2.1   Course outlines and section-specific information are critical components of curriculum documentation at a learning institution and specifically for courses offered at Canadore College.

2.2   Course outlines and section-specific information that accurately reflect and guide the learning experience and play a key role in achieving program excellence and student success.

2.3   Course outlines and section-specific information document the curriculum at the course level and support the learning process of students.

3.   **DEFINITIONS**

3.1   Course Outline: A standardized document that communicates required institutional and course curricular information published by Canadore College. It is used by faculty to plan and develop their specific course delivery and by students to retain as evidence of depth and level of skills, knowledge and attitudes required to receive credit.

3.2   Course Outline System: Canadore's internal mechanism to develop, review, update, approve and maintain official course outlines.

3.3   Section-Specific Information: Documents how the course outline is implemented in the context of a particular section. It is created by faculty as a planning tool for instruction and communicates detailed information about the course content, learning schedule, assessments, classroom expectations, and additional considerations for students to achieve course learning outcomes.

3.3   Dean: For the purpose of this policy, Dean refers to the Academic Administrator with program responsibilities.

3.4   Academic Coordinator: Faculty who in addition to their teaching responsibilities provide academic leadership in the coordination of courses and/or programs. They play a valuable role in supporting learners and academic programs.

3.5   Faculty: The term faculty is used to denote full-time, part-time, partial load and/or sessional academic staff roles, including professor, instructor or individuals in a teaching capacity.

4.   POLICY

4.1   Approved course outlines and section-specific information are available to College learners at the beginning of the course through the College website and on the course page in the College's learning management system (LMS).

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

4.3   All sections of a course have section-specific information.

4.4   When course outline information is made available internally or publicly, the information will reference the current published version of the outline.

4.5   All course outlines and section-specific information include the established components (refer to PA-11 Course Outline Procedures).

4.6   Canadore College uses course outlines and section-specific information to:
   4.6.1   Guide faculty in the development of course content, learning activities and assessment items, which are mapped to the course learning outcomes and aligned with program learning outcomes.
   4.6.2   Guide the learner experience;
   4.6.3   Support the program quality assurance/accreditation process;

4.6.4 Demonstrate compliance with Ministry Program Standards and the Minister's Binding Policy Directive *Framework for Programs of Instruction;*

4.6.5 Inform the Faculty Performance Review process; and

4.6.6 Facilitate academic pathways, including internal transfers and external articulations.

4.7 Course outlines and section-specific information are reviewed, at minimum annually, and revised as necessary for use in the following academic year.

4.8 Approved course outlines and section-specific information documents are archived for reference purposes.

5. ROLES AND RESPONSIBILITIES

5.1 <u>President</u>
The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5.2 <u>Vice President, Academic</u>
The Vice President, Academic is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

6. EVALUATION

6.1 This policy will be evaluated every five years or earlier if required.