

GENERAL EDUCATION COURSES Procedures:**1. Introduction**

- 1.1. The Vice President, Academic implements the General Education Courses Procedure by providing leadership, support, information and counsel to the academic area.

2. Forms and Templates

- 2.1. The following resources are made available, and are to be used in the administration of this procedure:
 - 2.1.1. *Course Outline and Section Specific Information Templates* are available through the Academic Centre of Excellence (ACE) and are posted to the iLearn course FAC100: Teaching and Learning.
 - 2.1.2. *General Education Course Review* form is available through the General Education Course Review Team.
 - 2.1.3. *New General Education Course Proposal* is available as a link to an MS forms document.

3. Procedures

- 3.1. General Education Course Review Team
 - 3.1.1. A General Education Course Review Team is established to review all existing and new general education courses against the Minister's Binding Policy Directive *Framework for Programs of Instruction* and makes recommendations to the Vice President, Academic by way of the Dean, CAISLL.
 - 3.1.2. Membership of the General Education Course Review Team will consist of:
 - a. Dean, Academic Centre of Excellence (ACE) as Chair
 - b. General Education Coordinator
 - c. Dean, Centre for Access, Interdisciplinary Studies and Lifelong Learning (CAISLL)
 - d. Three Faculty
- 3.2. Identification of Existing General Education Courses
 - 3.2.1. During the Annual Review of Curriculum (ARC) process, program areas identify mandated and elective General Education courses to be included in programs of study.
 - 3.2.2. Program areas ensure that the number of General Education courses in

programs of study aligns with the requirements under college policy and the *Framework for Programs of Instruction*.

- 3.2.3. Program areas update curriculum and program mapping to reflect any changes identified during the ARC process.
- 3.2.4. General Education courses are discrete courses with measurable outcomes that do not contribute directly to the achievement of program vocational learning outcomes.
- 3.3. Proposing New General Education Courses
 - 3.3.1. In proposing a new General Education course, submissions are received using the *New General Education Course Proposal MS Form*.
 - 3.3.2. The proposed new General Education course is developed using the approved course outline template and section specific information.
 - 3.3.3. The proposed new General Education course is to be received by the General Education Course Review Team by May 1 for possible inclusion in the following ARC cycle.
 - 3.3.4. The General Education Course Review Team makes recommendations to the Vice President, Academic by way of the Dean, CAISLL.
 - 3.3.5. The Dean, CAISLL ensures that the official list of approved elective and mandated General Education Courses is updated annually.
 - 3.3.6. The approved list of mandated and elective General Education courses for the upcoming academic year is updated and made available in March.
- 3.4. Monitoring Delivery of General Education Courses:

The academic area delivering the approved General Education course is also responsible for monitoring course quality using the College's approved quality assurance tools.
- 3.5. Recognition of Prior Learning:

Recognition of prior learning for General Education courses, whether through credit transfer or assessment of prior learning, is to follow college policy.

4. Responsibilities

- 4.1 Program areas ensure that programs of study comply with the *Framework for Programs of Instruction*, and the General Education Policy (A-2) and Procedure (PA-2).
- 4.2 ACE chairs the General Education Course Review Team and maintains records of the deliberations of the Team.
- 4.3 The General Education Course Review Team makes recommendations to the Vice President, Academic by way of Dean, CAISLL.
- 4.4 The Dean, CAISLL ensures maintenance and communication of a current list of approved mandated and elective General Education courses.