

**CANADORE COLLEGE  
PROCEDURES MANUAL**

**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 Templates* are available through the Quality Learning, Teaching and Innovation department and are posted to the College's employee portal.
  - 2.1.2. *Cyclical Review Schedule* for General Education courses is posted to the College's employee portal.
  - 2.1.3. *General Education Course Review* form is available through the General Education Course Review Team and is posted to the College's employee portal.

**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.
  - 3.1.2. Membership of the General Education Review Team will consist of:
    - a. Academic Director, Quality Teaching, Learning and Innovation as Chair
    - b. General Education Coordinator
    - c. Three Professors
- 3.2. Identification of Existing General Education Courses
  - 3.2.1. During the annual curriculum review process, Professors identify mandated and elective General Education courses to be included in programs of study.

- 3.2.2. Professors and Deans 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. Professors and Deans update curriculum and program mapping to reflect any changes identified during the annual curriculum review 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 new General Education course, Professors and Deans ensure that courses align with one or more of the approved General Education themes:
    - Arts and Society,
    - Civic Life,
    - Social and Cultural Understanding,
    - Personal Understanding,
    - Science and Technology.
  - 3.3.2. Proposed new General Education courses are developed using the approved course outline template and include section specific information.
  - 3.3.3. Proposed new General Education courses are to be received by the General Education Course Review Team by August 31 for possible inclusion the following academic year.
  - 3.3.4. The General Education Course Review Team makes recommendations to the Vice President Academic who ensures that the official list of approved elective and mandated General Education Courses is updated annually.
  - 3.3.5. The approved list of mandated and elective General Education courses for the upcoming academic year is updated one month prior to the deadline for curriculum revisions.
- 3.4. Monitoring Delivery of General Education Courses
- 3.4.1. The academic area delivering the approved General Education course is responsible for the delivering the course and monitoring course quality using the College's approved quality assurance tools.
- 3.5. Recognition of Prior Learning
- 3.5.1. 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. Professors and Deans ensure that programs of study comply with the *Framework for Programs of Instruction*, and propose new General Education courses for consideration.
- 4.2. The Quality Learning, Teaching and Innovation department Chairs the Team, and maintains records of the deliberations of the General Education Course Review Team.
- 4.3. The Vice President Academic approves new General Education courses and ensures maintenance of a current list of approved mandated and elective General Education courses.