

# COURSE DEVELOPMENT, REVIEW AND REVISION PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	D. STUDENT/ACADEMIC
<b>Parent Policy:</b>	D21
<b>Approval Date:</b>	November 24, 2020
<b>Effective Date:</b>	November 24, 2020
<b>Procedure Owner:</b>	Director, Teaching and Learning Centre of Innovation

<b>Overview:</b>	<p>The Approval Procedure Guide for Academic Programs and Courses summarizes proposed changes, timing required and roles of individuals and/or committees.</p> <p>All Olds College courses will have a competency profile as listed in the appendices that includes the general areas of competency (GACs) and the associated competency statements of each GAC. The GACs and competency statements will be written using the format outlined by the Teaching and Learning Centre of Innovation (TLCI). The competency profile is available to students in each course Moodle shell or upon request.</p> <p>All Olds College courses will have a course outline as listed in the appendices that becomes the contract with the student. All course outlines will include the course description, general areas of competency, student evaluation, grading system, delivery methods (lecture, lab &amp;/or tutorial), resource materials, student equipment and supplies, student responsibilities and any additional information. As students have the right to know and understand program expectations and their own responsibilities to fulfill course requirements, the course outline will be reviewed with students on the first day of class (available in a digital format for online courses).</p> <p>Olds College uses a curriculum management system which houses all active and historical programs of study, course outlines and competency profiles. All staff have access to curriculum documents through OC Connect and students have access to their course curriculum documents in their Moodle courses.</p>
------------------	--

**Procedures:**

Current approved course outlines are linked from the curriculum management system to be made available on the public Olds College website.

Program Curriculum Committees (PCCs) meet to discuss and make recommendations to the Dean about a program's curriculum in accordance with Policy and Procedure D35, Program Curriculum Committee. PCCs will develop proposals to initiate any required changes according to the Approval Procedure Guide for Academic Programs and Courses.

Work integrated learning may be a component of courses or programs at Olds College and may take the form of an internship, field school, directed field study, practicum or work experience.

It is recommended that each year PCCs submit 20% of their courses to TLCI for review. The intended effect is that each course within a program will be reviewed once every 5 years. A record of courses reviewed by TLCI will be kept in the Institutional Academic Document Repository.

TLCI will manage the workflow and communication of the review process with all identified Leads as follows:

- Educational Development Lead - reviews competency profile, course outline, assessment plan and Moodle course to draft a Recommendation Report which is then reviewed jointly with the Lead Instructor(s).
- Library Lead - outlines criteria for instructors towards auditing resources used and available for the course, as well as copyright and attributions for selected resources.
- e-Production Team - offers support with Moodle course using the Quality Standards Checklist, and also facilitates coordination of external editors as needed.

The curriculum management system requires designated personnel to enter information into the platform, prepare reports for Academic Council meetings, manage the system and monitor curriculum quality.

**Definitions:**

**Competency Statement:** A performance outcome that a learner requires for successful course completion. A group of competencies comprises a general area of competency. One competency statement typically accounts for 1-3 hours of instruction.

**Competency Profile:** A curricular document detailing the breakdown of the general areas of competencies into specific competency statements.

**Course:** A group of general areas of competency and the related evaluation requirements.

**Course Outline:** A form approved by Academic Council describing the components of a course, and becomes the contract between students and Olds College.

**General Areas of Competency (GACs):** Broad, general learning areas that identify the skills students will learn or perform in a course. One GAC typically accounts for 7-10 hours of instruction.

**Program:** An organization of courses and related learning experiences leading to certification.

**Student Evaluation:** Assignments, projects, quizzes, tests and final exams intended to evaluate a student's learning accomplishments in reference to predefined competencies. For more details see Assessment Policy.

**Lecture:** Delivery of content to a group intended to provide a high density of information.

**Lab:** A hands-on learning experience that is intended to apply, practice, confirm and/or develop theories.

**Tutorial:** An interactive teaching session that is intended to coach students in previously delivered material.

**Work Integrated Learning:** Integrates academic learning with its application in the workplace.

**Directed Field Study:** Provides a unique opportunity for students to apply both academic and experiential learning in the workplace with the support of identified industry mentorship.

**Internship:** Integrates classroom knowledge and theory with practical hands-on experience in the workplace. Typically, internship students receive remuneration for their work experience.

**Field School:** Applying theories and concepts from the classroom to experiential learning opportunities in the field.

**Practicum:** Provides students with practical work experience.

**Work Experience:** Employment experience related to a student's field of study.

**Related Information:**

- [D22 Program Review](#)
- [D27 Granting of Credit](#)
- [D33 Assessment](#)
- [D34 New Program Development](#)
- [D35 Program Curriculum Committee](#)
- [Approval Procedure Guide for Academic Programs and Courses](#)

Review Period:

3 years

Revision History:

2015: Update - revision

2020: Update - new template/major revision

## APPENDICES:

[Approval Procedure Guide for Academic Programs and Courses](#)

[Course outline template](#)

[Competency profile sample](#)

[Curriculum Development - Writing Competency Profiles & Statements](#)

[TLCI course development process flowchart](#)

[TLCI Course Review Recommendations Report Template](#)

[TLCI quality standards for course development](#)