

COURSE DEVELOPMENT, REVIEW AND REVISION

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

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

Objective:	This policy governs the development, review and revision of all Olds College credit academic courses. It ensures that students receive the highest quality of academic programming through analysis of curricula, pedagogy and learning experience.
Policy:	<p>Olds College encourages the development of new credit and non-credit courses offered through the Academic Schools and the Continuing Education department. Additionally, the College requires continuous improvement of existing courses.</p> <p>Course development, review and revision will be guided by the following principles:</p> <ol style="list-style-type: none"> 1. Government guidelines, emerging workplace needs, stakeholder input, college policies, technology and college resources must be considered. 2. Course competencies, content and evaluation of student learning must support program learning outcomes. 3. Course competencies will consider cognitive, psychomotor and affective domains. 4. Courses will be designed to emphasize active and collaborative learning. 5. A course should not share more than 40% of the general areas of competency (GACs) and/or competency statements of another course. 6. The same course offered in more than one program will have identical competency profiles and identical course outlines. Learning activities may be modified to ensure relevance to each program of study. 7. Each course outline will be reviewed at least once every three years by the Program Curriculum Committee (PCC) and every five years by the Teaching and Learning Centre of Innovation (TLCI). <p>The PCC, School Deans and the TLCI will coordinate the development, review and revision of courses. Final approval will be done in accordance with the Approval Procedure Guide for Academic Programs and Courses.</p>

Definitions:	<p>Competency Statement: A performance outcome that a learner requires for successful course completion. A group of competencies comprises a general area of competency.</p> <p>Competency Profile: A curricular document detailing the breakdown of the general areas of competencies into specific competency statements.</p> <p>Course: A group of general areas of competency and the related evaluation requirements.</p> <p>Course Outline: A form approved by Academic Council describing the components of a course, and becomes the contract between students and Olds College.</p> <p>General Areas of Competency (GACs): Broad, general learning areas that identify the skills students will learn or perform in a course.</p> <p>Program Curriculum Committee (PCC): A committee primarily composed of program faculty responsible for designing, developing, and maintaining programs approved by the Ministry of Advanced Education.</p>
Related Information:	<ul style="list-style-type: none"> ● D22 Program Review ● D27 Granting of Credit ● D34 New Program Development ● D35 Program Curriculum Committee ● Approval Procedure Guide for Academic Programs and Courses ● Curriculum Development - Writing Competency Profiles & Statements
Related Procedures:	<ul style="list-style-type: none"> ● Course Development, Review and Revision Procedure
Review Period:	5 years
Revision History:	<p>2002: Revision</p> <p>2005: Revision</p> <p>2009: Revision</p> <p>2015: Update - Revision</p> <p>2020: Update - New template/Major revision</p>