

# POLICY



<b>CATEGORY</b>	Academic	
<b>POLICY NUMBER</b>	D35	
<b>POLICY NAME</b>	Program Curriculum Committee	
<b>CROSS REFERENCE</b>	D20 - Graduation D21 – Course Development and Revision D22 – Program Review D27 – Granting of Credit D34 – New Program Development	
<b>COLLEGE LEADERSHIP TEAM</b>		<b>ACADEMIC COUNCIL</b>
September 21, 2018		September 13, 2018
<b>POLICY STATEMENT</b>		
<p>Program Curriculum Committees (PCCs) design, develop, and maintain certificate, diploma, and applied degree programs approved by the Ministry of Advanced Education. PAPRS approved certificate programs delivered by Continuing Education may not have PCCs. A PCC is comprised of those representative faculty who instruct and maintain the courses making up a given program of study. PCCs voting membership will include all members of a Program’s faculty. PCC membership may include course instructional assistants in a non-voting capacity.</p> <p>Each PCC has responsibility to make recommendations to the Dean for a program’s curriculum: program outcomes, course outlines, course competency profiles, and program of study documentation. PCCs are primarily comprised of program faculty; therefore, every full-time instructional faculty member is expected to serve on a minimum of one PCC annually throughout her/his service to Olds College. Every PCC will report its activities and recommendations to the Dean of the Program’s School at least once per year. PCCs will operate in accordance with the guidelines described by this policy.</p>		
<b>DEFINITIONS</b>		
<p><b>Action Plan:</b> A document that lists what steps must be taken in order to achieve a specific goal. The purpose of an action plan is to clarify what resources are required to reach the goal, and to formulate a timeline for when specific tasks need to be completed.</p> <p><b>Competency Profile:</b> A breakdown of the general areas of competencies into specific competency statements.</p> <p><b>Competency Statement:</b> A performance outcome that a learner requires for successful course completion. A group of competencies comprises a general area of competency.</p> <p><b>Course:</b> A group of general areas of competency and the related evaluation requirements.</p> <p><b>Course Outline:</b> A form approved by Academic Council describing the components of a course, and becomes the contract between students and Olds College.</p> <p><b>General Areas of Competency:</b> Broad, general learning areas that identify the skills students will learn or perform in a course.</p>		

**Industry Advisory Committee:** A committee made up of both Olds College staff and industry members who assess program outcomes in relation to the needs of the industry sector. For more details, please review Policy D23 - Industry Advisory Committees.

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

**Student Evaluation:** Tests, exams, projects, assignments, and quizzes intended to evaluate a student's learning accomplishments in reference to predefined competencies. For more details, please review *Policy D33 - Assessment*.

## GUIDELINES

Each PCC will have the following responsibilities for its program of study:

1. Based upon occupational data from Industry Advisory Committees and other expert sources, be responsible for maintaining currency of the program statement of purpose, program outcomes, course outlines, course profiles, program of study, and completion of related documentation. PCCs, not instructors, will initiate any changes to the above documents.
2. PCCs are responsible for reviewing overall student workload, evaluating competency profiles and corresponding student assessments/learning activities, and reviewing program resources and methods of delivery. PCCs may make recommendations to the Dean about appropriate section sizes for optimal learning.
3. PCCs will recommend student and instructional technology used in the Program.
4. Serve as a resource for program and course transfer with other programs and institutions, in coordination with the Registrar's Office (e.g. Prior Learning Assessment and Recognition).
5. Submit and review program-specific questions to Learning Services to be included in course evaluations.

## IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

<b>VICE PRESIDENT Responsible for:</b>	Academics
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<b>REVIEW PERIOD:</b>	5 years
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# PROCEDURE

SUBJECT AND POLICY NUMBER:	<b>D35 - Program Curriculum Committee</b>
VICE PRESIDENT Sign Off Date:	September 21, 2018

## PROCEDURES

### Guiding Principles for Olds College Curriculum

All programs and courses are developed in accordance with our institutional vision, mission and mandate. The curriculum will be governed by the following principles.

1. The same course offered in more than one program will have identical general areas of competency (GACs) and identical competency profiles. Learning activities will be modified to ensure relevance to each program of study.
2. Course GACs, competencies, content, and evaluations must support program outcomes.
3. Each course outline is reviewed at least once every three years by the Program PCC
4. Olds College programs are designed to emphasize active and collaborative learning.
5. Program outcomes need to consider affective, cognitive, and psychomotor domains.
6. Review of *Policy D21 - Course Development & Revision* must precede the creation of a new course or any course changes that require approval.

### Membership Requirements

Each PCC will require the following representation:

- Faculty assigned to the program. Membership is optional for any faculty instructing students, but not assigned to the program. Minutes will be shared with any instructor teaching in the program;
- Minimum of one faculty member from each additional School instructing in the program, unless other provisions acceptable to both the program's school and the contributing school have been made;
- A minimum of five voting members is required to form an active PCC. Exceptions will be made for programs with four or less faculty assigned to the program (examples: inviting IAC members to participate, inviting non-program faculty to join as voting members).

#### *Optional representation:*

- Program Instructional Assistants
- Invited guests (e.g., students from the program, Learning Services staff, VPASE, Continuing Education Staff);
- Ex Officio (Dean of Program's School, VPASE).

### Committees will operate with the following:

- PCC Chair - specific roles listed below, and is appointed by the Program's Dean. The PCC Chair can be a faculty member from the program or the School Chair;
- Recorder - takes minutes that include record of attendees, regrets, and recommendations coming out of meetings, and is appointed by the PCC;
- The PCCs actions are advisory to the Program's Dean;
- A PCC quorum shall consist of a minimum of four voting members unless an exception is otherwise noted;
- Recommendations will be reached by transparent majority vote;
- Discussions and recommendations regarding courses delivered by others schools must include a representative of that school;
- Learning Services is available for consultation on areas such as competency profiles, instructional design, mode of delivery, student evaluation, course review, and/or quality standards.

**The PCC Chair:**

- Works with the recorder to ensure that accurate minutes are taken, that an agenda is created, and that both documents are provided to each PCC member for each meeting;
- Ensures that when subject specific competencies are being changed in the program, subject matter experts will meet to discuss the change and make a recommendation. Notes and recommendations will be provided to all PCC members before the change goes to Dean of the School responsible for the program;
- Ensures that programmatic changes are always brought to the PCC committee as a whole;
- Ensures everyone has a voice and has the opportunity to be involved;
- Adheres to timeline, values, and expectations agreed to by the PCC;
- Ensures each agenda is followed, and provides process to keep meetings functioning in an orderly manner;
- Ensures the most recent IAC meeting minutes are available in advance of the PCC Meeting;
- Shares enrollment data from the Office of the Registrar as the information becomes available;
- Ensures that any program issues brought to the attention of the PCC are transparently addressed and, if necessary, will result in an action plan item;
- At the request of the VPASE, PCC Chairs will meet at least once annually to address issues of process, practice, and program review.
- Ensures PCC meeting minutes are available to all PCC members and shared with the Dean of the School.

**Guidelines for Initiating Changes:**

1. Suggested changes to the program statement of purpose, program outcomes, course outline, course profile, or program of study will be forwarded to the School Chair of the affected PCC. If the School Chair is not the PCC Chair, the School Chair will share the information with the PCC Chair.
2. The PCC Chair will advise the PCC members of the suggested changes, and the members must be given the opportunity to review and respond to the suggested changes.
3. It is recommended that the PCC members are given a minimum of one week to review, comment on, and respond to the proposed changes. This process can happen via email, and the decision will stand.
4. Once PCC approval has been met, the program's Administrative Support will be made aware of the change and will initiate the workflow process in CurricuNet.



# APPENDIX A

SUBJECT AND POLICY NUMBER:	<b>D35 - Program Curriculum Committee</b>
VICE PRESIDENT Sign Off Date:	September 21, 2018

**Agenda Template  
Program PCC Annual Meeting**

1. Meeting Schedule & Reporting
2. Program Quality Statements
3. Program Schedule Analysis (previous and/or upcoming year)
4. Course Outline Currency
5. Review and Proposed changes to Competency Profiles, Program Outcomes, and General Areas of Competency
6. Program Conversation: Strengths, Weaknesses, Opportunities, Threats
7. Address Items from previous year's Action Plan
8. Create Action Plan and Resources required for upcoming year
9. Review Program Operational Budget

Include In Appendix:

1. Weekly/Monthly Team Meeting Minutes (if applicable)
2. Any other program documentation of note