OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY

PROGRAM CURRICULUM COMMITTEE

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

Category:	A. Academic
Policy Number:	A14
Approval Date:	November 16, 2023
Effective Date:	November 16, 2023
Policy Owner:	Vice President, Academic

Objective:	Program Curriculum Committees (PCCs) design, develop, maintain, and instruct certificate, diploma, post-diploma certificate, applied degree, and degree programs approved by the Ministry of Advanced Education. Each PCC has responsibility to make recommendations to the Dean for a program's curriculum: program learning outcomes, course outlines, course competency profiles, and program of study documentation.
Policy:	PCCs are responsible for stewarding their program curriculum as follows: 1. Based upon input from faculty, Industry Advisory Committees and mandates from other expert sources such as accrediting bodies, the PCC is responsible for maintaining currency of the program description, program learning outcomes, course outlines, competency profiles, program of study, and completion of related documentation. By majority vote, PCCs may approve individual instructor motions as recommendations to the Dean. 2. PCCs are responsible for reviewing overall student workload: student assessments, student satisfaction, data learning activities, and program resources and methods of delivery. PCCs may recommend student and instructional technology used in the program. PCCs make recommendations to the Dean about appropriate section sizes for optimal learning. 3. The PCC makes recommendations for admission requirements and program and course transfer with other programs and institutions, with input and data support from the Office of the Registrar. 4. The PCC reviews and submits any program-specific questions to the Teaching and Learning Centre of Innovation to be included in course feedback surveys. (See *Policy G08 Faculty Evaluation*)
Definitions:	**Competency Profile:** A breakdown of the general areas of competency into specific competency statements.

Competency Statement: A performance outcome that a learner requires for successful course completion. A group of competencies comprises a general area of competency.

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

Course Outline: A form approved by the Academic Council describing the components of a course, and becomes the contract between students and Olds College of Agriculture & Technology (the "College"). The course outline includes course title, code and description, course credits,course delivery method and hours,course pre and/or co-requisites, general areas of competency and competency statements, student evaluation and course grading system, course resource materials, student equipment and supplies, course student responsibilities, and any additional course information.

Curriculum: The learning expectations that outline the knowledge and skills that students are expected to learn. This includes the program of study, program learning outcomes, course outline content and program sequencing.

General Areas of Competency: Broad, general learning areas that identify the skills students will learn or perform in a course.

Industry Advisory Committee: A committee made up of both College staff and industry members who assess program outcomes in relation to the needs of the industry sector. For more details, please review *Policy A12 - Industry Advisory Committees*.

Program of Study: A group of credit courses that, on completion, leads to the granting of a degree, diploma or certificate.

Student Assessment: Tests, final exams, projects, assignments, and quizzes intended to evaluate a student's learning accomplishments in reference to predefined competencies. For more detail, please review *Policy A04 - Assessment*.

Related Information:	A10 Graduation and Convocation A08 Course Development, Review and Revision A16 Program Review A12 Industry Advisory Committees A11 Granting of Credit A04 Admissions A05 Assessment A15 Program Development
Related Procedures:	A14 Program Curriculum Committee Procedure
Review Period:	3 years
Revision History:	New: December 2011 Revised: March 2012 Revised: September 2015 Revised: September 2018 Revised: November 2023