



# Course Outline Policy AC-007

Version	Version Date (MM/DD/YYYY)	Review Date (MM/DD/YYYY)	Description of Changes
02	April 26, 2023	April 26, 2026	Second Edition Added responsibility and approval for COOP. Modified wording of 1.9 re collaborative programs. Replaced “stakeholders” with “interested and affected parties”, and “Program Assessment” with “Program Quality Review”. Removed “As in the case of the Covid 19 Pandemic” as example of an exceptional circumstance.

Dean, Liberal Arts and Academic Quality	Anne-Liisa Longmore	
<b>Policy Holder</b>	<b>Print Name</b>	<b>Date:</b> May 15, 2023

Academic Council	
<b>Advising Body</b>	<b>Date Consulted:</b> May 11, 2023

Vice President, Academic	Yael Katz	Signature: 
<b>Approver</b>	<b>Print Name</b>	<b>Date:</b> May 15, 2023

## Purpose

Course outlines are a contract between the College and students, detailing the learning students are able to demonstrate by the end of a course, topics covered throughout the course, and methods of evaluation. The purpose of this policy is to clarify expectations regarding the development of Georgian College course outlines, and to ensure that they are consistent and maintain the standards established

by the Minister’s Binding Policy Directive: Framework for Programs of Instructions, the Ontario Colleges Quality Assurance Service (OCQAS) and the Postsecondary Education Quality Assessment Board (PEQAB).

## Scope

The policy applies to all credit course outlines offered at Georgian College.

## Definitions

Word/Term	Definition
<i>Program Quality Review</i>	<i>The process used to review program success based on college strategic priorities, and analysis of quantitative data, qualitative inputs, and curriculum. This occurs annually and includes a mid-year follow-up to track implementation and progress of any changes or improvement plans.</i>
<i>Curriculum Information Management system (CIM)</i>	<i>Curriculum information management module of CourseLeaf software used to manage course and program approval processes and data entry. The CourseLeaf Curriculum and CourseLeaf Catalog modules work together to automatically update all catalogues with approved course, program, and student information system (Banner) data.</i>
<i>Ontario Colleges Quality Assurance Service (OCQAS)</i>	<i>Body established to provide efficient tools that ensure specific quality and consistency standards are met by the Colleges of Applied Arts and Technology (CAAT) in Ontario. The OCQAS is responsible for ensuring quality at both the program level through the Credential Validation Service (CVS), as well as at the institutional level through the College Quality Assurance Audit Process (CQAAP).</i>
<i>Postsecondary Education Quality Assessment Board (PEQAB)</i>	<i>Makes recommendations to the Minister of Colleges and Universities (MCU) on applications for ministerial consent under the terms of the Postsecondary Education Choice and Excellence Act, 2000. All degrees offered at the college must meet PEQAB standards and benchmarks.</i>
<i>Program Renewal</i>	<i>A comprehensive, cyclical program quality review process, usually conducted every five years. At Georgian College, this includes the Five-year Program Renewal for diplomas and certificates, and the Ministry Consent Renewal for degrees.</i>

## Responsibility

The **Vice President, Academic** is responsible for ensuring that this policy is fully implemented.

**Faculty** are responsible for:

- creating course outlines and revising existing course outlines when necessary (e.g., as a result of New Program Development, Program Renewal, annual Program Quality Review, adoption of a new Program Standard);
- aligning course learning outcomes and evaluation with Program Learning Outcomes and Essential Employability skills or Degree Level Standards where relevant;
- consulting with the Cooperative Education Department regarding COOP course outlines;
- using course outlines as the basis for syllabus development;
- communicating course outlines to students;
- participating in the review of new and existing course outlines from their program or department on an annual basis to ensure continuous quality improvement;
- delivering courses based on the current course outline, including course learning outcomes, content, and evaluation; and
- providing students with the most recent course outline on the first class of the semester, or sooner where possible.

The **\*Dean** of the academic area is responsible for:

- reviewing and approving all new course outlines and revisions to existing course outlines; and
- participating in the annual review of course outlines as part of Program Quality Review.

\*Note: The Dean may delegate responsibility to the Associate Dean.

The **Cooperative Education department** is responsible for

- working with the academic area to develop and revise Coop course outlines (refer to policy AC-XXX Cooperative Education Programs – in development); and
- approving Coop course outlines.

The **Office of Academic Quality (OAQ)** is responsible for:

- providing support to academic areas in the development and revision of course outlines;
- ensuring course outlines meet the Ministry, Georgian and system requirements; and
- ensuring course outlines in the Curriculum Information Management system (CIM) are synchronized with the Student Information System (SIS).

The **Office of the Registrar (RO)** is responsible for

- operationalizing the new or revised course offerings as they relate to registration and graduation.

# Policy

- 1.1 Course outlines are developed as part of a new program proposal, formal Program Renewal, a major program change, or as necessary in the case of college-wide Liberal Arts courses including communications, general education, and degree breadth (please refer to policies [AC-003: New Program Development](#); [AC-004: Program Renewal](#); [AC-005: Curriculum Revision](#)).
- 1.2 Course outlines must be developed in accordance with criteria established by the Minister's Binding Policy Directive: Framework for Programs of Instruction, OCQAS, PEQAB, and Provincial Program Standards or Descriptions where they exist (refer to [Policy AC-001: Academic Quality Assurance](#)).
  - 1.2.1 Course outlines must be developed from the program learning outcomes where relevant, and must detail course learning outcomes, course topics, evaluation criteria, as well as all other relevant information as outlined in the Curriculum Management system (CIM).
  - 1.2.2 Course learning outcomes (CLOs) are mapped to program learning outcomes (PLOs) as part of the Detailed Curriculum Mapping process. Exceptions include college-wide Liberal Arts courses.
  - 1.2.3 Course outlines are used to determine eligibility of credit transfer for students coming into the College or moving to other postsecondary institutions. As such, course outlines must accurately reflect the learning to be accomplished by the end of the course.
  - 1.2.4 Changes to course learning outcomes are made in relation to existing program learning outcomes where relevant and follow the College curriculum approval process (refer to policies [AC-004: Program Renewal](#); [AC-005: Curriculum Revision](#); [AC-008: Program Assessment](#)).
- 1.3 College-wide communication, general education and Liberal Arts degree breadth courses are developed to satisfy Essential Employability Skills, Ministry General Education Requirements, and Degree Level Standards respectively, and are developed, revised, and approved by the Liberal Arts department in consultation with the OAQ.
- 1.4 Faculty teaching the course adhere to the current course outline and use it as a basis for syllabus development. Faculty also ensure that all instructional materials and assessment stem from the course learning outcomes, and by extension the program learning outcomes, and Essential Employability Skills or Degree Level Standards where relevant.
- 1.5 All course outlines shall be prepared using the college approved CIM system.
- 1.6 Development and revision of course outlines are collaborative processes and include involvement of the Dean and faculty teaching the course and/or program, the Cooperative Education Department (where relevant), and consultation with OAQ. Final approval rests with the Dean. Refer to Policy [AC-005: Curriculum Revision](#) for the process of revising a course outline.

- 1.7 Typically, course outlines are reviewed at least once per academic year in conjunction with Program Quality Review; during Program Renewal; as a result of changes in Ministry or PEQAB benchmarks; or as recommended by faculty, student, or Program Advisory Committee (PAC) feedback.
- 1.8 Current course outlines are to conform to the Accessibility for Ontarians with Disabilities Act (AODA) and are to be made available to students electronically via the Learning Management System (LMS) by the first class of the semester, or sooner where possible.
- 1.9 Course outlines developed as part of collaborative programs with other institutions adhere to parameters established in the agreement between Georgian and the partner institution.
- 1.10 In exceptional circumstances, it may be necessary to alter certain components of the official course outline in order to facilitate an unforeseen change in the delivery of a course. In these cases, under the direction of the VPA and with approval of the academic Dean, faculty will reflect the necessary changes on the course syllabus. The course outline remains the same, but the revised syllabus is communicated and provided to students. All efforts will be made to ensure that students satisfy a minimum of 80% of the course learning outcomes.

## Procedures

### ***Course Outline Procedure***

- 2.1 Through discussion with faculty and as part of Georgian's curriculum processes outlined in 1.1 above, the Dean of the academic area endorses the development of a new course and assigns a faculty member to the work.
- 2.2 The faculty consults with subject matter experts and interested and affected parties, and drafts a course outline within the Curriculum Information Management system.
- 2.3 The OAQ reviews the new course to ensure that it meets college requirements and Ministry standards and works with the faculty to ensure the course is appropriately mapped to the relevant program learning outcomes, Essential Employability Skills, or Degree Level Standards.
- 2.4 The proposed course is returned to the academic area for revision, if necessary, and presented to the Dean of the academic area for formal approval in Curriculum Information Management system (CIM). Coop course outlines also require the approval of the Cooperative Education department.
- 2.5 The OAQ Curriculum Support Specialist ensures that the approved course is synchronized with the Student Information System (SIS) and that relevant program fields required for the program outline web display migrate to the Catalogue (CAT).
- 2.6 Once a course is approved it may be revised as necessary, as a result of any number of Georgian's continual quality assurance processes, including Program Renewal, annual Program Quality Review, a revised Program Standard, or feedback from interested and affected parties.

Please refer to policies [AC-004: Program Renewal](#); [AC-005: Curriculum Revision](#); [AC-008: Program Assessment](#).

#### Related Materials

**Minister's Binding Policy Directive: Framework for Programs of Instruction**

**Ontario Qualifications Framework**

**Provincial Program Standards and**

**Descriptions PEQAB Program Degree**

**Standards**

[AC-001: Academic Quality Assurance Policy](#)

[AC-003: New Program Development Policy](#)

[AC-004: Program Renewal Policy](#)

[AC-005: Curriculum Revision Policy](#)

[AC-008: Program Assessment](#)

AC-XXX: Cooperative Education Programs (in development)