

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Course Outlines

EFFECTIVE DATE: June 2, 2015

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all courses carrying a credit value offered by Canadore College.

2. PURPOSE AND PRINCIPLES

2.1 Course outlines and section specific information are critical components of curriculum documentation at a learning institution and specifically for courses offered at Canadore College.

2.2 Course outlines and section specific information that accurately reflect the learning experience play a key role in achieving program excellence.

2.3 Course outlines and section specific information together document the curriculum at the course level and support the learning process of students.

3. POLICY

3.1 Approved course outlines as well as section specific information are available to College students at the beginning of the course, through the College website and on the course page in the College's learning management system.

3.2 The College maintains a single, current approved course outline for each course. All sections of a course utilize the current approved course outline.

3.3 All sections of a course have section specific information.

3.4 When course outline information is made available internally or publicly, the information will reference the approved version of the outline.

3.5 All course outlines and section specific information include the established required components (refer to PA-11 Course Outline Procedures).

3.6 Canadore College uses course outlines and section specific information to:

3.6.1 Guide the student learning experience;

3.6.2 Support the program quality assurance/accreditation process;

3.6.3 Demonstrate compliance with Ministry Program Standards and the Minister's Binding Policy Directive *Framework for Programs of Instruction*;

- 3.6.4 Inform the Faculty Performance Review process; and
- 3.6.5 Facilitate academic pathways, including internal transfers and external articulations.
- 3.7 Course outlines and section specific information are reviewed annually and revised as necessary for use in the following academic year.
- 3.8 Approved course outlines and section specific information are archived for reference purposes.

4. ROLES AND RESPONSIBILITIES

4.1 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

4.2 Vice President Academic

The Vice President Academic is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

5. EVALUATION

- 5.1 This policy will be evaluated every three years.