GENERAL EDUCATION COURSES Procedures:

1. Introduction
   1.1. The Vice President Academic implements the General Education Courses Procedure by providing leadership, support, information and counsel to the academic area.

2. Forms and Templates
   2.1. The following resources are made available, and are to be used in the administration of this procedure:
       2.1.1. Course Outline Templates are available through the Quality Learning, Teaching and Innovation department and are posted to the College’s employee portal.
       2.1.2. Cyclical Review Schedule for General Education courses is posted to the College’s employee portal.
       2.1.3. General Education Course Review form is available through the General Education Course Review Team and is posted to the College’s employee portal.

3. Procedures
   3.1. General Education Course Review Team
       3.1.1. A General Education Course Review Team is established to review all existing and new general education courses against the Minister’s Binding Policy Directive Framework for Programs of Instruction and makes recommendations to the Vice President Academic.
       3.1.2. Membership of the General Education Review Team will consist of:
               a. Academic Director, Quality Teaching, Learning and Innovation as Chair
               b. General Education Coordinator
               c. Three Professors
   3.2. Identification of Existing General Education Courses
       3.2.1. During the annual curriculum review process, Professors identify mandated and elective General Education courses to be included in programs of study.
3.2.2. Professors and Deans ensure that the number of General Education courses in programs of study aligns with the requirements under College Policy and the Framework for Programs of Instruction.

3.2.3. Professors and Deans update curriculum and program mapping to reflect any changes identified during the annual curriculum review process.

3.2.4. General Education courses are discrete courses with measurable outcomes that do not contribute directly to the achievement of program vocational learning outcomes.

3.3. Proposing New General Education Courses

3.3.1. In proposing new General Education course, Professors and Deans ensure that courses align with one or more of the approved General Education themes:
   • Arts and Society,
   • Civic Life,
   • Social and Cultural Understanding,
   • Personal Understanding,
   • Science and Technology.

3.3.2. Proposed new General Education courses are developed using the approved course outline template and include section specific information.

3.3.3. Proposed new General Education courses are to be received by the General Education Course Review Team by August 31 for possible inclusion the following academic year.

3.3.4. The General Education Course Review Team makes recommendations to the Vice President Academic who ensures that the official list of approved elective and mandated General Education Courses is updated annually.

3.3.5. The approved list of mandated and elective General Education courses for the upcoming academic year is updated one month prior to the deadline for curriculum revisions.

3.4. Monitoring Delivery of General Education Courses

3.4.1. The academic area delivering the approved General Education course is responsible for the delivering the course and monitoring course quality using the College’s approved quality assurance tools.

3.5. Recognition of Prior Learning

3.5.1. Recognition of prior learning for General Education courses, whether through credit transfer or assessment of prior learning, is to follow College policy.
4. Responsibilities

4.1. Professors and Deans ensure that programs of study comply with the *Framework for Programs of Instruction*, and propose new General Education courses for consideration.

4.2. The Quality Learning, Teaching and Innovation department Chairs the Team, and maintains records of the deliberations of the General Education Course Review Team.

4.3. The Vice President Academic approves new General Education courses and ensures maintenance of a current list of approved mandated and elective General Education courses.