

## **ANNUAL CURRICULUM REVIEW PROCESS for the 2016/2017 Academic Year**

Annual Curriculum review is a process undertaken in advance of each new academic year to renew, revise and update curriculum. Faculty members, external stakeholders and academic administrators each play an important role in ensuring program curricula is responsive to changes in the employment sector. The schedule for the academic year is included in Appendix I.

### **Goals**

To ensure that:

- Program curriculum is compliant with Ministry and College requirements including:
  - *Vocational Learning Outcomes (VLOs)*
  - *General Education Requirements*
  - *Essential Employability Skills Outcomes (EESO)*
- Program curriculum is current and responds to employers' needs
- Program information is published accurately
- Program curriculum documentation is published accurately

### **Definitions**

Program Information: includes program description, employment opportunities, admission requirements, fees and student expenses.

Program Curriculum: includes program of study, courses, course descriptions, pre- or co-requisites.

Program Curriculum Maps: documentation of where learning to achieve vocational learning outcomes, essential employability skills outcomes, and General Education requirements occurs in a program.

### **Process**

- Input is sought from various stakeholders regarding possible changes necessary to the curriculum to keep it current with the employment field.
- Stakeholder groups from whom input is to be sought include:
  - ✓ Students
  - ✓ Program Advisory Committee (PAC)
  - ✓ College Learning Strategists
  - ✓ Regulatory or accrediting bodies
- Relevant data to consider during the Annual Curriculum Review Process includes:
  - ✓ Key Performance Indicator (KPI) data
  - ✓ Program Advisory Committee minutes
  - ✓ Student course feedback summary reports

- ✓ Program costing
- ✓ Enrolment and attrition data
- ✓ Other information sources such as recent internal or external reports related specifically to the field.
- Dean and faculty members meet to review this information and Ministry and College policy requirements. They make changes that are needed to the:
  - ✓ program information
  - ✓ program curriculum
  - ✓ program curriculum maps (i.e., VLOs, EESO, General Education)
- Dean validates that Ministry and College policy requirements have been met.
- Changes to program curriculum and program information are documented and submitted to the VPA.
- Dean and VPA meet to review and approve program information and curriculum. .
- The approved program information and program curriculum are forwarded to the Registrar's Office and Marketing Department for inclusion in College publications.
- The approved program information, program curriculum, and program curriculum maps are forwarded to program faculty and staff and to the Quality Learning, Teaching and Innovation Department (QLTI).
- Changes requested to curriculum after the initial submission to the VPA require subsequent approval by the VPA.

## **Cycle**

See Appendix I

## **Roles**

### **Vice President Academic**

The VPA provides overall leadership for the Annual Curriculum Review process.

The responsibilities of the VPA include:

- establishing timelines for the Annual Curriculum Review process on an annual basis
- reviewing and approving the curriculum for all programs
- reviewing requests for curriculum changes following approval on a case-by-case basis

### **Dean**

The Dean is responsible to ensure that Annual Curriculum Review is conducted for all programs in the department.

The responsibilities of the Dean include:

- accountability for the program information and program curriculum in the School
- initiating Annual Curriculum Review
- ensuring that program curriculum is reviewed by the PAC
- ensuring that input is sought from other stakeholders as appropriate and that current information from the employment field is assessed
- ensuring that program and service course faculty members are involved in the curriculum review process and are aware of the changes made

- ensuring that the changes made to the program information, program curriculum and program curriculum maps are complete and accurate prior to submission to the VPA for review and approval by the deadline
- distributing the final documentation to the Registrar's Office, Marketing Department, the program faculty/staff and QLTI

### **Program Coordinator**

The program coordinator plays a key leadership role in the Annual Curriculum Review process.

The responsibilities of the Program Coordinator include:

- working with the Dean to obtain input from PAC and stakeholders and assess current information from the employment field
- bringing the program and service course faculty together to make the program curriculum changes needed to ensure that the curriculum is current and meets Ministry and College policy requirements
- updating program curriculum maps
- ensuring that timelines are met

### **Program Faculty**

Program faculty bring their expertise, experience and contacts with employers and other stakeholders to the Annual Curriculum Review process.

The responsibilities of the Program Faculty include:

- participating in discussions related to updating the program information and program curriculum to ensure that they are current and meet College and Ministry policy requirements
- making changes to the courses they are responsible for in line with the program curriculum changes including revising the course outline and the section specific information

### **Deans' Office Staff**

These staff play an important role in ensuring that the documentation of the curriculum is finalized and distributed internally and forwarded for posting externally. The Academic Officers:

- finalizes the program curriculum sheets
- forwards the final program curriculum sheets to the program coordinator and faculty and the Dean's Office coordinator

The Dean's Office Coordinator:

- posts the finalized program curriculum sheets and program maps to the iCan. Automatic notification is sent from iCan to the Web Master.

### **The Web Master**

The Web Master ensures that:

- the program information on the College website is accurate and up-to-date
- the new curriculum is posted annually by the deadline

## **Resources Available**

- Quality, Learning, Teaching and Innovation Department staff
  - Vocational Learning Outcomes/Program Standards from MTCU
  - Assistance with mapping of curriculum to VLOs
- Framework for Programs of Instruction
  - Includes the specific requirements for all credentials



FrameworkforProgra  
ms.pdf

- General Education [Policy](#) and [Procedure](#)
- Program Advisory Committees Policy
- Aligning Building Curriculum website: <http://abcresource.loyalistcollege.ca/>
  - An extensive repository of curriculum resources developed by faculty for faculty
- Course Outline Policy and [Procedure](#)

	<b>For 2016-17 Academic Year</b>	
<b>Activity</b>	<b>Working Window</b>	<b>Deadline</b>
Input sought from PAC and other stakeholders; curriculum reviewed with PAC; curriculum changes identified; program information, program curriculum, program curriculum maps are reviewed and revised by faculty members and Dean. Review of Program Review Implementation Plan reports to address outstanding items and plan for the upcoming year.	Apr – Aug 2015	Aug 31, 2015
Proposed new General Education courses are submitted to the Gen Ed Review Team		Aug 31, 2015
Coordinator sends revised program information, program curriculum, and draft program curriculum maps to Dean.		Oct 15, 2015
Dean ensures that the curriculum meets all College and Ministry policies. Dean reviews final curriculum with VPA for approval. Dean forwards approved program information, program curriculum, and program curriculum maps to the program faculty and staff and to the QLTI Department. Dean updates program review implementation plan reports.	Oct 2015	Oct 31, 2015
Curriculum revision complete - no further changes are to be made. AOs finalize program curriculum sheets. Changes beyond this date require VPA approval.	Nov 2015	Nov 30, 2015
Course outlines revised by faculty.	Jan – May 2016	Jun 1, 2016
Final program curriculum sheets and program maps are posted to iCan by Dean's Office.	Dec 2015 – Mar 2016	Apr 15, 2016
New curriculum posted to the web by the Web Master.	Apr 2016	Apr 30, 2016
Dean reviews and approves course outlines.	Jan - Jun 2016	Jun 15, 2016
Final course outlines are posted to the web.	Jun 2016	Jun 30, 2016