

CURRICULUM AND INSTRUCTION POLICY

Policy Section:	Academic and Student Experience	Effective Date:	April 23, 2024
Policy Owner:	Vice President Academic & Student Experience	Last Revised:	January 25, 2024
Policy Administrator:	AVP Student Experience and Registrar	Review Scheduled:	Every 2 Years
Approver:	Executive Committee Academic Council		
<i>The official controlled version of this document is held with the Legislative Compliance / Policy And Procedure Coordinator.</i>			

A. POLICY STATEMENT

Keyano College provides current and relevant curriculum and instruction that offers students the skills and knowledge required to succeed in their chosen careers or learning goals.

1. Guiding Principles

- 1.1. Curriculum and instruction are developed in accordance with Keyano’s relevant quality assurance processes and are maintained through frequent review and renewal.
- 1.2. Curriculum and instruction respect the dignity and diversity of all learners, through principles of accessibility, equity, and inclusivity.
- 1.3. Curriculum and instruction are intentionally structured to facilitate students’ educational engagement and success.
- 1.4. Curriculum and instruction are guided by educational and industry practices, Outcome(s)-Based Education (OBE), and best practices in teaching and learning.
- 1.5. Assessments are created and conducted to support students in their learning and academic advancement.
- 1.6. Work Integrated Learning (WIL) experiences are aligned to curriculum and may be offered as part of an approved program of study.

B. DEFINITIONS

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| (1) | Authentic Assessment | Assessments that are or simulate real-world tasks. The assessment may be for summative or formative purposes |
| (2) | College: | means Keyano College |
| (3) | Curriculum | A plan that outlines student learning in a program, course, or credential that includes program structure (where applicable), learning outcomes, teaching and learning resources, and assessments |
| (4) | Delivery Method | Means by which instruction is delivered to students. This may include hyflex, in-person, mid-flex and online. The instructional approaches may be lecture, lab or simulation. Regardless of the delivery method the course learning outcomes remain the same. |
| (5) | Experiential Learning | Experiential learning (EL) involves hands-on learning experiences where students apply their knowledge and skills to an authentic experience and then reflect that experience |
| (6) | Instruction | The delivery of curriculum designed to facilitate student learning experiences and assess student performance |
| (7) | Learning Outcomes | Learning statements that outline what the learner is to know, do, value or demonstrate at the program and course level. The course assessments demonstrate the student achievement of the learning outcomes |
| (8) | Outcome-Based Education (OBE) | An educational approach focuses on what students can do, know, value or demonstrate once learning is completed. Outcomes are used to articulate this learning |
| (9) | Policy | means the Curriculum and Instruction Policy |
| (10) | Work Integrated Learning (WIL) | “Work Integrated Learning” means experiential learning in a workplace setting, including co-operative education, internship, service learning, field placement, mandatory clinical placement, or directed field study |

C. RELATED POLICIES

- Academic Integrity Policy
- Copyright and Fair Dealings Policy
- Course Credit Policy
- Grading Policy for Credit Programs
- Work Integrated Learning Policy

D. RELATED LEGISLATION

- *Canadian Intellectual Property Laws*
- *Copyright Act*
- *Post Secondary Learning Act*

E. RELATED DOCUMENTS

- Copyright and Fair Dealings Procedure
- Course Outline Template
- Course Syllabus Template
- Curriculum Procedure

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
01/25/2024	New Policy. Rescinded policy #102 Program and Course Outline Policy	All	eLearning Curriculum Design Specialist	VP Academic & Student Experience