Procedure

CURRICULUM PROCEDURE			
Procedure Section:	Academics & Student Experience	**Effective Date:**	April 23, 2024
Policy Owner:	Vice President Academic & Student Experience	**Last Revised:**	January 31, 2024
Policy Administrator:	AVP Student Experience and Registrar	**Review Scheduled:**	Every 2 Years
Approver:	Executive Committee Academic Council		
The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.			

A.   PROCEDURES

Keyano College will follow its quality assurance process for creating, reviewing and updating curriculum.

1.   CURRICULUM STANDARDS AND PROCESSES

1.1   Curriculum is created and developed using the principles of Outcome(s)-Based Education (OBE).

1.2   Curriculum is approved and revised following Keyano's program development, course change and quality assurance processes.

1.3   Centre for Teaching and Learning provides guidance and support for curriculum.

1.4   Curriculum is informed by consultation with stakeholder representation to ensure alignment with current and emerging needs.

1.5   Curriculum design is guided by the principles of Universal Design for Learning (UDL), authentic assessment; equity, diversity and inclusion; work integrated learning (WIL) and best teaching and learning practices.

1.6   Curriculum is designed with consideration to Keyano's Quality Course Guidelines.

1.7   Curriculum is subject to oversight by school Deans, Chairs or Manager of the relevant non-credit area.

1.8   Program and/or course curriculum is reviewed and renewed cyclically using the college's applicable quality assurance processes.

2   COURSE CURRICULUM ADMINISTRATION

2.1   Each course requires an approved **course outline** containing a course code, course name, course description, pre- and/or co-requisites, number of credits and credit hours

(where applicable), course learning outcomes, evaluation breakdown, course completion requirements, grading scale, and any additional information specific to the course. If the course outline is provided by Apprenticeship Delivery Support Services (ADSS) or other training provider, then the above requirements should be provided in the syllabus.

2.2 Faculty will utilize the current approved version of the course outline stored in the centralized course outline repository. Updates to the course outline must follow the college course change process.

2.3 The Centre for Teaching and Learning will be responsible for providing a course outline template to the schools/departments, to be used for any new course, new program and course updates.

2.4 Chairs are responsible for facilitating any changes to existing course outlines. Following approval by Deans Council and Academic Council, the approved revised course outline will be posted to the repository, with notifications sent to the Centre for Teaching and Learning, Office of the Registrar, Chair and Dean.

2.5 Each course section requires a **syllabus** containing a minimum of instructor contact information, instructor office hours, delivery methods (including recording information and FOIP statements), class times and location, required resources, course schedule, assessment details and dates, academic performance standards, student supports, technology requirements and signatures of instructor, course lead (if applicable)/coordinator and chairperson/program manager.

2.6 The Centre for Teaching & Learning will update and share the syllabus template for each academic year with each school. Schools will distribute the syllabus template to instructors.

2.7 Each program/Non-credit (NOCR) area uses a consistent syllabus template for all courses and saves them in a central location determined by the school or program area.

2.8 Course outline and syllabus are to be provided to students on the first day of classes as a PDF file uploaded to the course shell on the Learning Management System (LMS). Print copies may be distributed to students in addition to the pdf file. Course outline and syllabus will be posted to the agreed-upon location within the LMS to ensure consistency for students.

2.9 Any changes to the assessment scheme stated in the course syllabus during the semester must be approved by the chair and communicated to students in writing by the instructor in a timely manner. A revised course syllabus is to be uploaded to the LMS.

2.10 Credit course syllabus will be submitted to the Office of Registrar by the midpoint of the course.

2.11 Each credit course requires a LMS Master course shell (development shell) and/or may elect to create multiple LMS Master course shells to meet the needs of the course/program (unless not deemed necessary by the Dean). LMS Master are renewed through collaboration with an instructional team, where possible. The course lead, instructor, Chair/Manager, or designate are responsible for the review, maintenance, and updates to the LMS Master course shell.

2.12 All sections of a course will have an LMS course shell. However, sections may be combined into an LMS course shell. If course sections are combined into one-course shell on the LMS, the instructor must communicate in writing to students where they are to access the course resources on the LMS.

2.13 The instructor(s) assigned to the course section is responsible for the resources and activities of the LMS course.

2.14 Students will have access to their course shell on the LMS for 15 business days after

the official course final grades due date unless there is a required need to extend student course access for examination purposes or as deemed necessary by the instructor/program chair/manager/associate dean/dean.

B.   DEFINITIONS

(1)	Apprenticeship Delivery Support Services	means a program that supports employers to hire new first-year apprentices in 39 Red Seal trades. It also helps first-year apprentices get the hands-on work experience they need for a career in the skilled trades. These organizations provide financial support to small and medium-sized employers to hire first-year apprentices
(2)	College	Means Keyano College
(3)	Course Outline	A part of the contractual agreement between Keyano and students approved and stored in a central repository system that includes course description and course outcomes, and evaluation scheme
(4)	Curriculum	A plan that outlines student learning in a program, course, or credential that includes program structure, learning outcomes, teaching and learning resources, and assessments.
(5)	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
(6)	FOIP	Means Freedom of Information and Protection of Privacy Act. It provides individuals with the right to request access to information in the custody or control of public bodies. It also provides a framework for public bodies to conduct the collection, use, and disclosure of personal information
(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)	Non-Credit Education (NOCR)	Non-credit learning experiences such as programs, courses, micro-credentials, workshops, webinars, and direct and work-integrated assessments for

		continuing education, corporate, international, and industry
(9)	Outcome(s)-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
	Policy	Means the Curriculum and Instruction Policy
(10)	Stakeholders	Stakeholders may include but not limited to representation from industry, college employees, advisory groups, community members and field experts
(11)	Syllabus	A document that outlines essential information such instructor contact information, delivery methods, course schedule, assessment details and student supports for students about the course
(12)	Universal Design for Learning (UDL)	A set of principles (multiple means of engagement, multiple means of representation, and multiple means of action and expression) that together form a practical framework used in curriculum development to maximize equity in learning opportunities for all students

C. **RELATED LEGISLATION**

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

D. **RELATED DOCUMENTS**

- Academic Integrity Policy
- Copyright and Fair Dealings Policy
- Copyright and Fair Dealings Procedure
- Course Credit Policy
- Course Outline Template
- Course Syllabus Template
- Curriculum and Instruction Policy
- Grading Policy for Credit Programs
- Work Integrated Learning Policy

E. **REVISION HISTORY**

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
January 31, 2024	New Procedure for Curriculum and Instruction Policy. Replaces #102 Program and Course Outline Policy.	All	eLearning Curriculum Design Specialist	VP Academic & Student Experience