

**Policy and Procedures Manual**

<b>Policy</b>	#3-15
<b>Approved By:</b>	Education Council
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**COURSE REVISIONS AND NEW COURSE APPROVAL****POLICY STATEMENT**

North Island College (NIC), in compliance with provincial legislation and College bylaws, approves course revisions and new courses, both major and minor, to ensure that courses meet and maintain standards of quality.

**PURPOSE STATEMENT**

The purpose of this policy is to define the process by which course revisions and new courses are approved.

**SCOPE AND APPLICATION**

This policy applies to all courses that are approved by Education Council (EdCo).

**PRINCIPLES**

1. NIC courses support the College's vision and direction as described in its Strategic and Education Plans.
2. NIC will communicate course revision and new courses approval procedures so that all courses are developed to a standard that meets the strategic goals of the College.
3. NIC will ensure standards of quality in its courses through the rigour of program review and course development and approval procedures.

## **DEFINITIONS:**

### ***Academic Program Credential***

A named qualification that is awarded to a student upon completion of a prescribed program of study leading to a certificate, diploma, or degree which requires approval of the Board of Governors (BOG) (see NIC Policy #3-22 Program and Course Credentials).

### ***Authorized Course Description (ACD)***

A document defining the educational components of a course, the format and contents of which have been approved by EdCo. The educational components in an ACD include course code, title, format, credit value, level, prerequisites/corequisites, course description, content, learning outcomes, evaluation methods, and minimum instructor qualifications.

### ***Externally Mandated Courses***

Courses which are determined by a regulatory agency external to NIC.

### ***Learning Pathways***

Learning pathways refer to academic preparation programs such as, but not limited to, Adult Basic Education and University Studies.

### ***Course Revisions***

Course revisions change the substance of the approved course and include all changes as detailed below:

- Course code
- Format (lecture, lab, practicum, etc.)
- Level
- Credits or hours
- Prerequisites, co-requisites
- Course Descriptions (with curricular implications)
- Content (less than ½ in any 5-year period). More than ½ in any 5-year period constitutes a new course and requires a Course Development Worksheet (CDW)
- Learning outcomes (less than ½ in any 5-year period). More than ½ in any 5-year period constitutes a new course and requires a CDW
- Student evaluation
- Instructor qualifications
- Deactivation or reactivation

Routine maintenance of an ACD that does not alter the substance of the approved course is not considered a course revision. Such items include:

- Course title
- Course description (without curricular implications)

**Guidelines:**

1. Normally, no approved course may undergo more than one course revision between completed program reviews.
2. Implementation and timing of course revisions and new courses submissions have college-wide implications and should be coordinated with the dean/director and Office of the Registrar.
3. All course revisions and new courses require approval. The following chart outlines the approving body for each type of course or course revision.

	New Courses	Revision	Maintenance
Courses leading to academic program credential or are part of a learning pathway	EdCo	EdCo	Dean/director or administrator responsible
Externally mandated courses (including Apprenticeships)	EdCo	EdCo	Dean/director or administrator responsible
Courses NOT leading to academic program credential or not part of a learning pathway	Dean/director or administrator responsible	Dean/director or administrator responsible	Dean/director or administrator responsible

**PROCEDURES**

Procedures outlining the implementation of this policy are included as Appendix A and will be posted with the policy on the College website.

**Cross Reference:**

- Policy #3-07 Program Revisions and New Program Approval
- Policy #3-11 Program Review
- Policy #3-22 Program and Course Credentials
- Policy #3-33 Evaluation of Student Performance
- Policy #3-35 Course Outline

**Legislative Reference:**

*College and Institute Act*

## **APPENDIX A**

### **Procedures**

#### 1.0 Course Revision for courses requiring EdCo approval.

Deans/directors will monitor course revisions to ensure that revision thresholds are maintained.

A Course Revision form plus the ACD with tracked changes are required for each revision.

- 1.1 Revision documents are completed as per EdCo requirements and are submitted to Curriculum Committee.
- 1.2 If supported, Curriculum Committee will recommend the revision to EdCo for approval.
- 1.3 Once approved by EdCo, the ACD will be submitted to the Student Records Office (SRO) to finalize the ACD.

#### 2.0 New Course Development for courses requiring EdCo approval.

A New Course Proposal form plus a CDW are required for each new course.

##### 2.1 Conceptualization

- 2.1.1 The New Course Proposal form is presented to the department for review and to the dean/director for impact on other departments and congruence with the College's Strategic and Education Plans.

##### 2.2 Development and Approval

- 2.2.1 The CDW is completed according to EdCo instructions prior to submission to Curriculum Committee.
- 2.2.2 If supported, Curriculum Committee will recommend CDWs to EdCo for approval, and the dean/director will begin the process for tuition approval, according to established processes.
- 2.2.3 Once approved by EdCo, the completed CDW will be submitted to Student Records to develop the ACD.