

TIPSHEET: ACR 2020-21

SUGGESTIONS FOR A SMOOTH ACR

- 1) If it ain't broke, don't fix it:** Annual Curriculum Review (ACR) presents an opportunity to reflect on curriculum and narrative information for our programs; however, there is no requirement to make changes. If you've made substantial changes in the past, year over year, it may be time to take a rest, see how the changes play out, and reflect on whether you need to make more in the future.
- 2) Retro at your own risk:** Students have the right to graduate from the Program of Study (POS) in which they were admitted. Requests for retroactive changes should only be submitted when there is a clearly defined rationale and based on the following criteria: to keep technology current, to maintain accreditation, or to meet provincial standards or other Ministry requirements.

Before requesting a retroactive change, consider whether you can "teach out" the existing POS. This allows students to graduate from the POS that they started in, and it reduces the chances for errors introduced by a change. See the Retro Change Guidelines document to learn more.
- 3) Submit on time:** ACR is a highly manual process. Late submissions impact the review timeline. Late requests in the ACR cycle widen the potential for errors and run the risk of not being actioned.
- 4) Rationale and documentation are crucial:** The Program Change Checklist 1) ensures that what you want for your program is properly communicated; 2) requests a rationale for any changes (ex. implementing program standards, active PQR recommendations); and 3) gives you the opportunity to reflect on the potential impact of your changes.
- 5) Be kind – align:** If you are part of a multi-delivery program (ex. your program has more than one delivery mode or is taught across more than one campus), make sure that you meet with the other coordinators and collaborate on changes well ahead of the ACR deadline. Communication is critical to maintain alignment. Ideally, one Program Change Checklist should be submitted for the program that reflects all the deliveries.

PROGRAM NARRATIVE-SPECIFIC SUGGESTIONS

- 1) Program Description:** Last year, Marketing made substantial changes to the program descriptions. In the wake of that change, this year presents an excellent opportunity to review these new descriptions and strengthen them. To follow a style template for these descriptions, please go to: <https://www.algonquincollege.com/program-development/program-development/#WritprogDesc>. Your faculty marketer can also assist with writing.
- 2) College Eligibility, Program Eligibility and Application Information:** These cannot be altered during the ACR process. Instead, the Registrar's Office will be creating a Form on their webpage through which a request can be submitted: <https://www.algonquincollege.com/ro/admissions-requirements-review-request/> (password: ACR). Any changes requested on ACR documentation will not be actioned.

- 3) **Expenses:** Consider whether the amount needs to be increased as a result of the removal of the e-text fees from Ancillary Fees last year.
- 4) **Additional Information:**
 - a. If you frequently change coordinators in your program, consider having a generic program email so that you don't have to make multiple web and GeneSIS updates outside of ACR.
 - b. If you have a Co-op Work Term(s), please ensure that the standard Co-op wording is included. See <https://www.algonquincollege.com/coop/cooperative-education-information/> for text to copy and paste into GeneSIS.

PROGRAM OF STUDY-SPECIFIC SUGGESTIONS

- 1) **A change to the POS = a change to your VLO and EES maps.** If you're adding, dropping, or relocating a course, you need to review and update your VLO and EES maps. The Program Change Checklist contains a blank map – enter your changes during ACR and you'll be ready for COMMS in the Spring. Mapping was recently adjusted and updated during the 14-week transition, so programs are encouraged to review and validate their maps.
- 2) **Substantial revisions to course titles and descriptions:** If you change the focus of a course by 25%, then it's considered a new course, and requires the creation of a new course code, rather than a new course version. New course codes resulting from substantial course changes are also required for course development funding. Courses will be vetted by Learning and Teaching Services before being awarded funding.
- 3) **Course normative hours:** Hours may be increased by up to 35% or reduced by up to 25% within an existing course code by creating a new course version. More than these amounts requires a new course code. When creating a new course code, make sure that you pay attention to impacts on pre- and co-requisites.
- 4) **Consider how your changes impact other programs and offerings:** Courses are stand-alone in GeneSIS and are then attached to a POS. This means that, if you own a course and identify changes, make sure that any other program using that course is aware of your changes. If you aren't sure about whether your course is used by other programs, you can check under GeneSIS screen CUI101 > menu item 9 > View Attached Program Offerings.
- 5) **Co-op and Pathways:** If you have a co-op term or any academic pathways to or from your program, consider whether any changes that you make might impact students' readiness or eligibility for these opportunities. Make sure that you communicate these changes with the Pathways Coordinator, Renay Dixon (dixonr@algonquincollege.com) or with your Co-op Department contact.

WHO TO CONTACT

Until November 1, contact Carolyn Côté, Acting Curriculum Administrator at cotec1@algonquincollege.com.

After November 1, contact Micheline Kraska, Curriculum Administrator, at kraskam@algonquincollege.com.