

PROGRAM MODIFICATIONS AND ANNUAL CURRICULUM REVIEW (ACR)

APPROVAL TIMELINES FOR CURRICULUM CHANGES 2020-21

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Overview

Annual Curriculum Review (ACR) and Program Modification submissions are opportunities to make required changes to the Program of Study (POS) and Narrative Information to ensure the quality, relevancy and currency of programs in your area. Proposed changes are program-driven and informed by outcomes from Program Quality Review (PQR) activities (see Appendix A) and the release of new Program Standards from the Ministry of Training, Colleges and Universities (MTCU). ACR and Program Modifications represent two levels of curriculum change:

- 1) **Annual Curriculum Review (ACR)** changes are minor changes to the program narrative information and POS. The formal process for initiating ACR changes is triggered by the Chair or Academic Manager. Chair/Manager-approved changes are entered by the department in GeneSIS, and ACR documents are submitted to the Curriculum Administrator for approval. Appendix B summarizes

the roles and responsibilities associated with ACR.

- 2) Program Modifications** are major changes to the focus of the program narrative information and POS. Program Modifications require the Academic Chair or Manager to consult with the Chair of Academic Development and complete a Program Modification Template. This template is then submitted to the Program Review Committee (PRC) for approval. Changes are only entered in GeneSIS after the appropriate approval is received; in some cases, modifications may require MTCU approval. Because Program Modifications require additional time for this consultation and approval process, Academic Chairs and Managers need to plan accordingly.

Programs must carefully consider program implications for proposed changes (including alignment with other deliveries, impact on any Work Integrated Learning (WIL) and Co-op activities, and impact on student progression). Programs must consult with their Program Advisory Committee (PAC) and with other applicable departments, as well as review all relevant data, in advance of each submission.

The following sections outline the ACR guidelines and timelines, followed by those for Program Modifications.

Annual Curriculum Review (ACR) for Curriculum Administrator Approval

In September of each academic year, a new Program of Study version is created in GeneSIS for all College programs to reflect the upcoming academic year¹. Programs with a status of either “Active” or “Suspended” roll to the next academic year, while those with a status of “Cancelled” or “Pending Cancellation” do not.

The curriculum rollover opens the ACR cycle for the next academic year. ACR Program Update Meetings are held with the Curriculum Administrator and each academic area to discuss important ACR considerations and proposed program changes. These meetings help to facilitate discussions in each academic area to determine final program changes, where relevant. Further departmental or program meetings may be required in order to fully discuss planned changes.

Departments should always consider what the rationale for changes is. Changes should only be made if there is a strong reason to support them, and the default for ACR should be no changes. Examples of where evidence to support program changes may come from include:

- New MTCU program standard
- Recent PQR
- PAC feedback
- Student feedback
- Key Performance Indicator (KPI) results
- Requirement to make editorial revisions (ex. Marketing request)
- Accreditation or other regulatory body
- Annual Program Performance
- Program Alignment Activities

¹ Following the curriculum rollover, departments view the curriculum for the upcoming academic year. It is crucial to remember that any changes proposed during the current academic year (ex. 2019-20) will only be reflected in the upcoming academic year (ex. 2020-21).

With the curriculum rollover, the GeneSIS window becomes open to Departments so they can enter proposed program updates for the upcoming academic year. At this time, Departments can print the “Program Narratives, POS and Course Descriptions Reports” (CAL999) for the program deliveries under their owner code.

Printed copies of the CAL999 Reports are used as working documents for Chairs/Academic Managers and Program Coordinators to markup proposed program changes. These marked-up documents will be shared with Program Support Officers so they can input program changes in GeneSIS. Where no proposed program changes are required, printed CAL999 reports are submitted to Program Support Officers with “no changes” indicated.

Coordinators are also required to complete an ACR Program Change Checklist, to be forwarded to the Chair and Dean for review and approval along with the CAL999 Report.

For programs with multiple deliveries owned by multiple departments, it is important that all relevant program delivery owners and coordinators have a meeting to discuss proposed changes and facilitate consistency across all program deliveries.

For programs with shared courses or service courses, the course owner should ensure that all programs using the course are made aware of significant changes.

What can be changed during ACR?

As mentioned, ACR changes include minor changes to the Program Narrative or Program of Study (POS) that **do not** impact the overall program outcomes or focus.

The following program changes fall within the scope of ACR.

Program Narrative Information Updates

The program narrative provides information about a program. The sections listed below are ones that a program may request changes to on the CAL999.^{2,3}

Program Description

The program description may be revised to reflect current terminology or to better represent a program to prospective students.

² **NOTE:** Narrative Sections not open for revision to the academic areas are Fees, College Eligibility, Program Eligibility and Application Information. Any proposed changes to these areas must be discussed with the Registrar’s Office. For Program Eligibility requirements, please make a formal request through the following link: <https://www.algonquincollege.com/ro/admissions-requirements-review-request/> (password: ACR). Any changes requested for these sections on ACR documentation will not be actioned.

³ For more information on writing Employment Opportunities, Expenses and Additional Information, please visit the following link on the Program Development website: <http://www.algonquincollege.com/program-development/program-development/#NarrInfo>

Success Factors

Success Factors may be revised to ensure that prospective students have a clear understanding of the traits and soft skills required for success in the program/discipline. Success Factors do not address admission requirements.

Employment Opportunities

Employment Opportunities may be updated to include new positions or opportunities for graduates in the program discipline or industry. The language should indicate positions that graduates may attain following graduation and cannot promise employment or list positions that require a higher level of education or experience than the credential offers, without expressing these requirements clearly.

Expenses

Expenses address any additional costs for students in the program (such as special equipment). They must **exclude** all fees already covered in the 'Fees' section of the monograph, including ancillary fees. When fees are double stated (i.e. in both the fees and expenses sections of GeneSIS), prospective and returning students receive a higher than accurate program cost estimate.

Additional Information

Other important information not addressed in the other narrative sections (such as immunization requirements for placement and coordinator contact information) is found here and may be edited for currency.

Minor (less than 25%) POS Content and Sequence Updates

The following POS updates may be requested during ACR.

Course descriptions⁴ and titles

- May be revised to reflect currency or address editorial concerns. Note that where courses are used by multiple programs, revisions to course descriptions may impact other program deliveries. Minimal revisions to existing course descriptions require the creation of a new course version. All new course versions are automatically, retroactively applied⁵ to previous program versions by the Registrar's Office.
- Substantial revisions to course titles and descriptions that change the focus of a course by 25% are considered new courses and require the creation of a new course code, rather than a new course version. New course codes are not retroactively applied to previous program of study versions by the Registrar's Office, and must be expressly requested by the Department

⁴ For more information on writing Course Descriptions, please visit the following link on the Program Development website: <http://www.algonquincollege.com/program-development/program-development/#WritCrsDesc>

⁵ Retroactive POS changes ("retro"): All new course versions are automatically retro'd without exception by the Registrar's Office. Any other retro changes must be explicitly requested for each program on the Program of Study Impact Report. Retro changes should be carefully considered – see Retro Change Guidelines document.

on the Program of Study Impact Report and Program Change Checklist.

- Minimal changes to course content may also be reflected within a new course version and do not require a new course code.

Course normative hours (up to 35% increase and 25% decrease)

- Course normative hours may be increased by up to 35% or reduced by up to 25% within a given, existing course code by creating a new course version.
- Courses that propose increasing their hours by more than 35%, reducing their hours by more than 25%, or which plan to change the focus of the course substantially, require the creation of a new course code.
- Note that where courses are used by multiple programs, revisions to course normative hours and content will impact other program deliveries and should be discussed with all users of a given course.

Course prerequisites, co-requisites and equivalencies

- Prerequisites, corequisites and equivalencies apply to a course and not a program. When a prerequisite or corequisite is attached to a course, the requirement applies to all programs where the course is used.
- Equivalencies may be updated in courses during ACR, to facilitate pathways for students and identify equivalencies for older courses where new courses have been created. Equivalencies are attached to a course and apply to all programs where a course is used.
- Prerequisite, corequisite and equivalency changes are permitted only for the upcoming academic year; these changes cannot be retroactively applied to previous POS versions.

Course grading system

- A grading system change may occur as part of ACR. A grade system change consists of changing a course grading system from A+ through F to Pass/Fail, or vice versa.
- A change to the course grading system requires the creation of a new course version.
- For all courses belonging to a POS, the grading system may only be either A+ through F or Pass/Fail.
- Ensure that a grading system change is reflected in the course outline in COMMS.

Progression requirements

- Progression requirements establish the minimum requirements for a student to continue in a program (i.e. to progress to the next program level).
- Progression Requirements ensure that students can achieve the required average for graduation, for entrance into other programs or associations, or for entry into the workforce. The decision to increase the progression requirements for a course beyond the standard 50% would reflect a need for students to perform these skills at a higher level for industry, to challenge certain exams in future, etc.

- Progression requirements may be updated as part of ACR, as a result of in-depth analysis of program requirements and student/graduate success.
- Progression requirements apply to a POS and not to courses: A course may require a 60% progression requirement within one POS, which means that students in that program require a 60% in that course to progress to the next level; however, the passing grade for that course in any other program remains as 50%.

Sequencing of courses within various levels of a POS

- Courses may be moved from one level to another in a POS to facilitate improved progression and levelling for students. The decision to move courses within program levels is informed through in-depth program analysis facilitated through PQR, and is supported by revised course VLO mapping to ensure appropriate levelling for students.
- Retroactive changes for course sequencing are directly requested on CAL999 reports and should carefully consider any implications for students currently enrolled in the existing instance of the program. See Retro Change Guidelines document.

Adding or removing courses in a POS (up to 25% of the program curriculum)

- Courses may be added to or removed from a POS to facilitate improved learning outcomes and progression acquisition of content / meetings VLOs. The decision to add or remove courses within program levels is informed through in-depth program analysis facilitated through PQR, and is supported by revised course VLO mapping to ensure appropriate achievement for students.
- Retroactive changes for course sequencing are directly requested on CAL999 reports, and are carefully considered, to take into account implications for students currently enrolled in the existing instance of the program. Again, see Retro Change Guidelines document.

What Can't I Change During ACR?

The following program changes **do not** fall within the scope of ACR and must be submitted to PRC as a Program Modification:

- revising vocational learning outcomes (VLOs)
- significant changes to program delivery such as adding or revising co-op, work placements, and other WIL opportunities
- revising the program title
- changing program duration (i.e. removing a semester to offer a program as an NSDP delivery – must first seek Initial Scoping approval)
- major program of study changes (greater than 25% impact on program curriculum)
- proposed new delivery of existing program (must first seek Initial Scoping approval)

What documents are submitted for approval?

The following documents comprise the ACR package:

- ACR Program Change Checklist
- CAL999 (Program Narratives, POS and Course Descriptions report)

- CUR116 (Program Narrative Impact Report)
- CUR501 (Program of Study Impact Report)

Both the Chair and Dean must sign the ACR Program Change Checklist and attach it to the CAL999, CUR116 and CUR501 before submitting to the Curriculum Administrator. The checklist provides an overview of key considerations for program changes, and ensures that Chairs have an opportunity to verify and provide a brief rationale for all potential impacts of proposed changes. Program changes will continue to be entered in GeneSIS by the Program Support Officer prior to the ACR deadline in December.

Note that the internal deadlines for completing all approvals and entering all changes in GeneSIS are set by the individual academic areas. All program updates are to be finalized and entered in GeneSIS on or before the final ACR deadline. Missing this deadline jeopardizes the ability to review multiple program deliveries simultaneously to ensure program alignment. Failure to meet deadlines also negatively affects the critical path of activities that are dependent upon ACR, and programs run the risk of their requests being denied. See the ACR Timeline (Figure 1) on page 8 for a detailed breakdown of important deadlines.

ACR Curriculum Administrator Review and the Publication Cycle

The Curriculum Administrator reviews all College programs over the Winter term. All multi-campus and multi-delivery program deliveries are reviewed simultaneously to ensure that curriculum reviews are program-driven rather than driven by individual offerings, in order to maintain program alignment.

The Curriculum Administrator reaches out to Chairs and Academic Managers, as needed, to discuss any questions, concerns or clarifications throughout the program review period. Chairs and Academic Managers are notified of their departmental review dates⁶ so that they can be available for consultation during this time.

Once the Curriculum Administrator has reviewed proposed program changes, the appropriate program Chair or Academic Manager is notified that their review is complete and the program files are forwarded to the Registrar's Office for activation. Once programs have been activated, no further revisions are possible.

Following the activation of all programs in GeneSIS, the College Marketing department will download all programs from GeneSIS to SharePoint to facilitate a Monograph Review for web publication.

Departments are provided with specific instructions from the Marketing Department, and are asked to review the program content on SharePoint for accuracy prior to web publication.

At this time, no further curriculum changes may be proposed. The Monograph Review strictly provides an opportunity to identify editorial errors limited to:

- Spelling errors

⁶ The Annual Curriculum Review (ACR) Review Dates spreadsheet is provided at the beginning of each academic year to help facilitate availability for consultation.

- Capitalization errors
- Punctuation errors
- Missing information (i.e. faulty download from GeneSIS)

Following the completion of the Monograph Review with Marketing, all Program Monographs are published to web for the upcoming academic year. The publication of the program monographs to web concludes the ACR process.

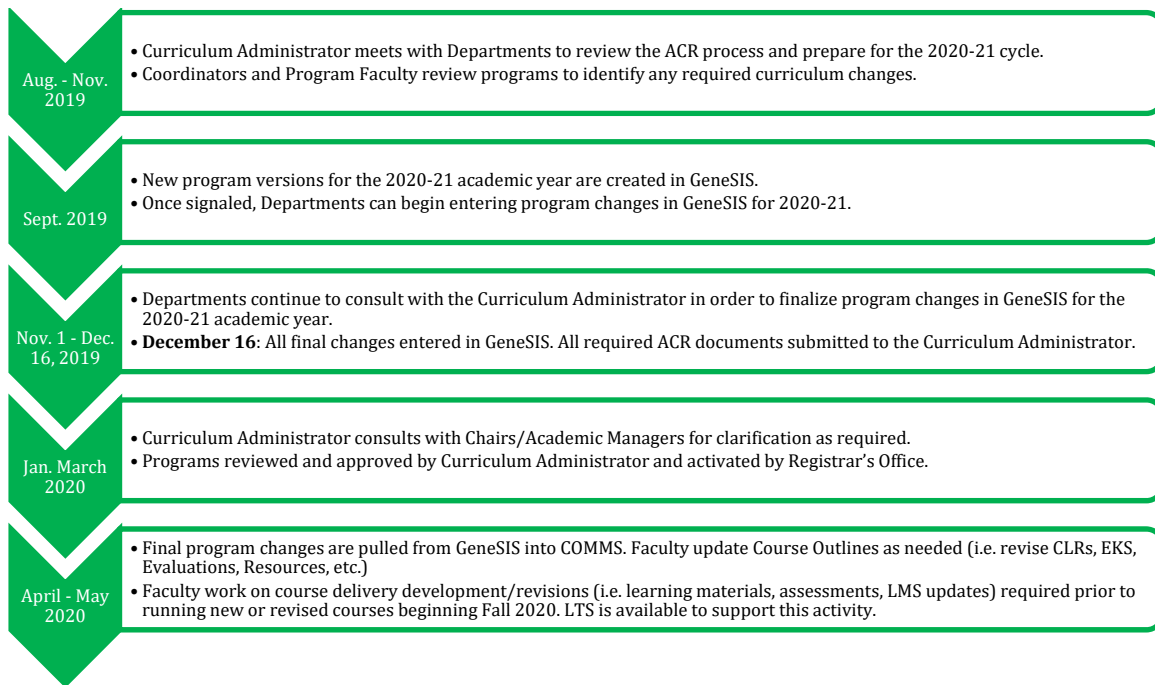


Figure 1: ACR Process from GeneSIS rollover to final course material updates

Program Modifications for PRC Approval

Program Modifications include changes to the Program Narrative or POS that **do** impact the overall program outcomes, focus, or Work-Integrated Learning (WIL) categories.

The following program changes fall within the scope of Modifications to be approved by PRC:

- revising vocational learning outcomes (VLOs)
- significant changes to program delivery such as – adding or revising co-op, work placements, and other WIL opportunities
- revising the program title
- changing program duration (i.e. removing a semester to offer a program as an NSDP delivery – must first seek Initial Scoping approval)
- major program of study changes (greater than 25% impact on program curriculum)
- proposed new delivery of existing program

Once completed, the Program Modification proposal is submitted to the Chair, Academic Development, who reviews the completed document and schedules a presentation of the program modification at the earliest convenience in the PRC agenda. All Program Modifications must be approved, at a minimum, by PRC and DDC, and in cases where modifications require MTCU approval, Board of Governors approval is required. See

the Program Modification Timeline (below, Figure 2) for a detailed breakdown of important deadlines.

Note: All modifications must receive final PRC approval prior to the December 16, 2019 ACR deadline, in order to be included in the review and publication process for implementation in 2020-21.

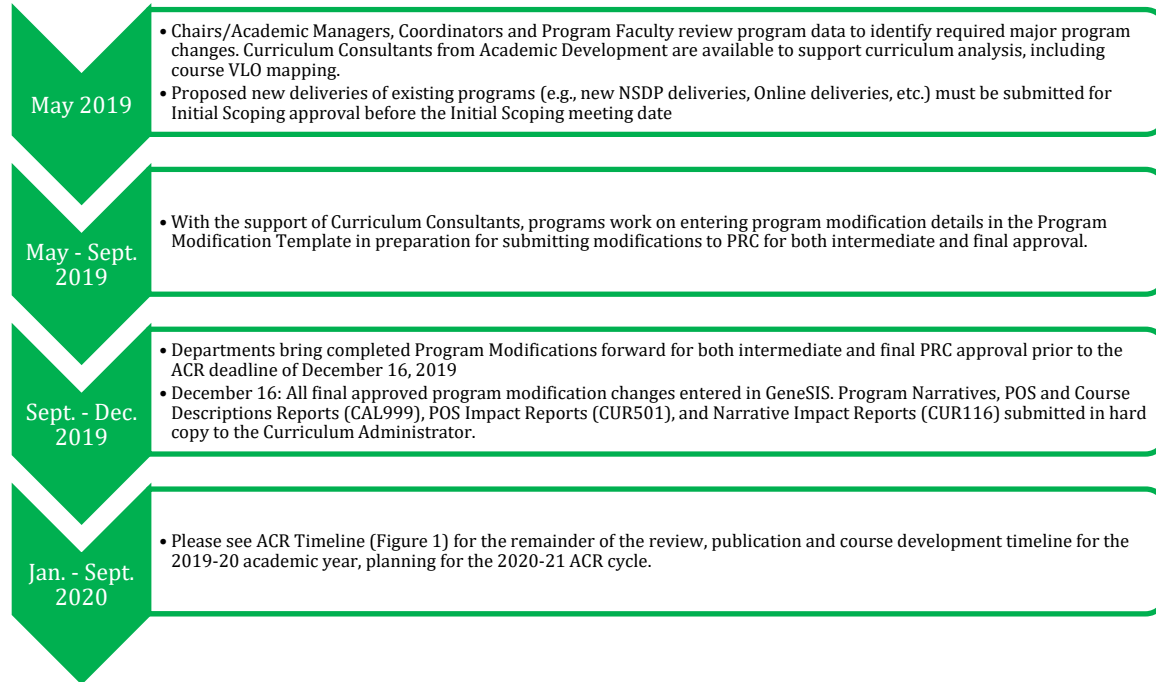


Figure 2: Program Modification Timeline with key dates and activities

Appendix A: PQR Activities – connection to ACR

While much of the work associated with identifying required program changes happens throughout the academic year, all proposed annual program changes that fall within the scope of Annual Curriculum Review (ACR) are to be reflected in GeneSIS no later than the established ACR due date in December (December 16 for the 2020-21 cycle).

Ongoing program quality meetings benefit from focusing on Program Quality Review (PQR) recommendations as the basis for discussion. As PQRs occur for each program on a five-year cyclical basis, PQR recommendations identify program quality improvement plans to be implemented in the years following a PQR. Recommendations to modify the curriculum of a given program stem from the analysis of key program performance indicators, data and feedback analyzed during PQR, which include:

- New MTCU Program Standard
- KPI Graduate, Employer and Student Satisfaction
- Student Course Feedback
- Program Council minutes
- Program Advisory Committee (PAC) Minutes
- Guided Curriculum Analysis
- Faculty Meeting Minutes

- Application/Registration Ratio
- Intake Projection/Enrollment
- Program Costing Reports

Proposed curriculum changes resulting from PQR may be implemented either through program modifications approved by the Program Review Committee (when substantial), or through ACR (when minimal). Figure A-1 below illustrates the relationship between a New Program Launch, ACR, and PQR.

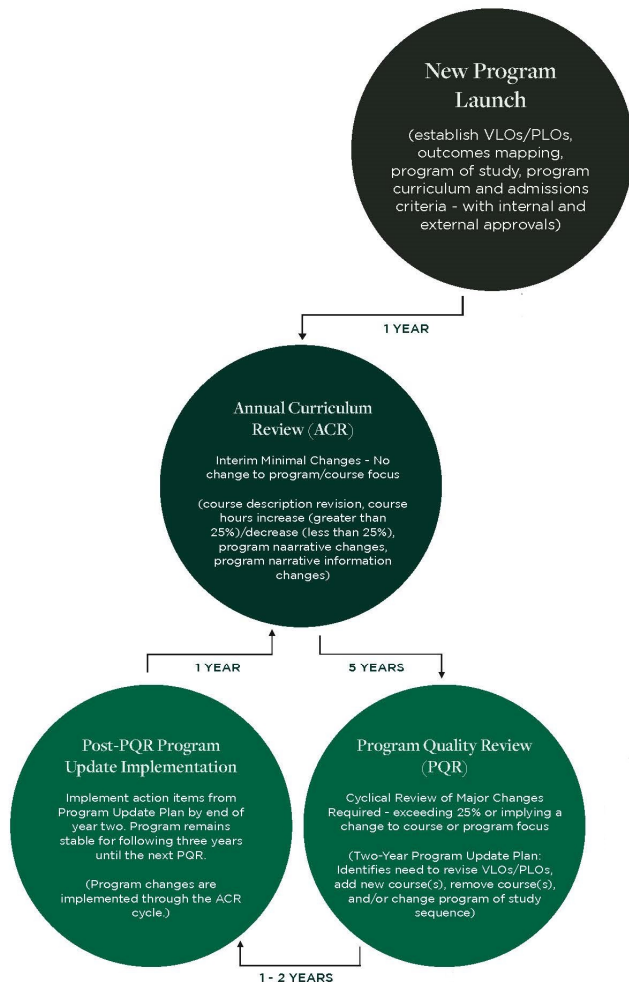


Figure A-1: The review cycle from a new program and onward.

Appendix B: Roles and Responsibilities

The sections below detail the roles and responsibilities of key stakeholders in the Annual Curriculum Review process.

Dean/Director

- Accountability for program curriculum in the relative Faculty/School
- Ensuring that the Annual Curriculum Review is accurate and completed on time

Chair/Academic Manager

- Initiating Annual Curriculum Review
- Ensuring that PQR curriculum recommendations are reviewed and implemented
- Ensuring that as many program faculty members as possible are involved in the curriculum review
- Ensuring that consultation takes place between Chairs/Academic Managers, Coordinators and Faculty
- Ensuring that support staff are provided sufficient time for entering updates in GeneSIS
- Ensuring that the changes made to the program curriculum and the program narrative in GeneSIS are complete and accurate prior to submission to the Curriculum Administrator for review and approval by the assigned deadline
- Ensuring that alignment is maintained, if part of a multi-delivery program

Program Coordinator

- Working with the Chair/Academic Manager to review PQR recommendations and implement as appropriate
- Working with program faculty to identify/clarify program changes, as well as review program mapping
- Ensuring that departmental internal timelines for GeneSIS updates are met
- Working with other coordinators to maintain alignment, if part of a multi-delivery program

Program Faculty

- Participating in discussions related to program curriculum, including program mapping
- Making changes to the course outlines they are responsible for in line with the ACR program changes identified

Curriculum Administrator

- Acting as a resource related to Annual Curriculum Review
- Developing the staggered, internal schedule for departmental review of final changes in GeneSIS
- Reviewing final program submissions for compliance with Ministry and College policies and guidelines
- Working with the Registrar's Office to approve program activation
- Liaising with the Marketing Department and other relevant areas of the College to ensure accurate publication of the final approved Program Monograph

Senior Executive Assistant to the Senior Vice President Academic (SVPA)

- Chairing the ACR Timelines Working Group
- In concert with the Curriculum Administrator, liaising with other areas of the College to ensure accurate publication of the final approved program curriculum