Centre for Continuing and Online Learning (CCOL) Annual Curriculum Review (ACR) Program Update Process

OVERVIEW

CCOL delivers two general categories of programming: "Type I" programs and "Type II and III" programs. During Annual Curriculum Review (ACR) these program categories follow different processes and timelines. The following sections outline key steps and considerations for CCOL program updates during the ACR cycle.

TYPE I PROGRAMS

Type I programs are developed, delivered and maintained entirely through the Centre for Continuing and Online Learning (CCOL). During ACR, all Narrative and Program of Study (POS) changes are proposed and maintained by CCOL.

ACR Type I Process and Timeline:

1. September: Curriculum Rollover occurs. The Program Support Officer orders the CAL999 Reports (Program Narratives, POS and Course Descriptions) for Type I programs and distributes the reports to the appropriate Academic Managers.
2. September—November: Academic Managers review their programs as required and populate the Program Change Checklists. Proposed changes to the Narrative Information and/or POS are noted in red ink on the CAL999 report and returned to the Program Support Officer for action in sufficient time for the CCOL Type I ACR deadline at the beginning of November.
3. September—November: The Program Support Officer updates identified program changes in GeneSIS and orders the following final curriculum reports to ensure that all requested changes have been captured and processed:
    a) CAL999 (Program Narratives, POS and Course Descriptions) report
    b) CUR116 (Program Narrative Impact Report)
    c) CUR501 (Program of Study Impact Report)
4. October—November: The Program Support Officer distributes the final curriculum reports to the respective Academic Managers for final review and sign-off. Academic Managers sign off on the final CAL999 reports, indicating their approval, update the Program Change Checklists (if needed) and return the reports to the Program Support Officer.
5. November: The Program Support Officer submits the final reports and the Program Change Checklist to the Curriculum Administrator prior to the CCOL Type I ACR deadline at the beginning of November.
6. November—December: The Curriculum Administrator reviews final curriculum reports and reaches out to Academic Managers to seek clarification or make recommendations as appropriate.

7. November—December: The Curriculum Administrator forwards the final, approved reports to the Coordinator, Curriculum and Reporting, in the Registrar's Office. The Coordinator, Curriculum and Reporting, makes any additional proposed changes in GeneSIS and activates programs for the upcoming academic year.
8. January: Commencement of CCOL publication production as per established timelines.

TYPE II AND TYPE III PROGRAMS

Type II programs are developed by CCOL, but contain some courses that are owned and delivered through other College programs outside of CCOL. To ensure that proposed course changes don't negatively impact CCOL programs, discussions regarding shared courses will occur in the Fall, prior to entering any proposed POS changes in GeneSIS.

Type III programs are developed and maintained by other College programs outside of CCOL, but have online program versions delivered through CCOL. To ensure program alignment across the College, all proposed Narrative and POS changes for Type III programs must be discussed with all owners of a program's delivery, including online program versions delivered by CCOL. Proposed Narrative and POS changes must be deemed feasible by all program delivery owners, and must be shared with all program deliveries in the Fall, prior to entering any proposed changes in GeneSIS.

ACR Type II Process and Timeline:

1. September: Curriculum Rollover occurs. The Program Support Officer orders the CAL999 Reports for Type II programs and distributes the reports to the appropriate Academic Managers.
2. September—December: Academic Managers participate in College-wide program meetings and review their programs. For Type II programs, proposed changes to the Narrative Information and/or POS are noted in red ink on the CAL999 report and returned to the Program Support Officer for action. Managers also complete the Program Change Checklist.
3. September—December: The Program Support Officer updates identified program changes in GeneSIS and orders the following final curriculum reports to ensure that all requested changes have been captured and processed:
   a) CAL999 (Program Narratives, POS and Course Descriptions) report
   b) CUR116 (Program Narrative Impact Report)
   c) CUR501 (Program of Study Impact Report)
4. November—December: The Program Support Officer distributes the final curriculum reports to the respective Academic Managers for final review and sign-off. Academic Managers sign off on the final CAL999 reports, indicating their approval, and return the reports to the Program Support Officer.
5. December: The Program Support Officer submits the final reports and the Program Change Checklist to the Curriculum Administrator.
6. January—March: The Curriculum Administrator reviews final curriculum reports and reaches out to Academic Managers to seek clarification or make recommendations as appropriate.
7. January—March: The Curriculum Administrator forwards the final, approved reports to the Coordinator, Curriculum and Reporting, in the Registrar's Office (according to the staggered

review timeline). The Coordinator, Curriculum and Reporting, makes any additional proposed changes in GeneSIS and activates programs for the upcoming academic year.

8. Commencement of publication production as per established timelines.

ACR Type III Process and Timeline:

1. September: Curriculum Rollover occurs. The Program Support Officer orders the CAL999 Reports (Program Narratives, POS and Course Descriptions) for Type III programs and distributes the reports to the appropriate Academic Managers.

2. September—December: Academic Managers participate in College-wide program meetings and review their programs with Program Coordinators and Faculty as required. For Type III programs, proposed changes to the Narrative Information and/or POS are discussed with other delivery owners to arrive at a final 2020-21 program version for all deliveries prior to the College ACR deadline in December.

3. September—December: The Program Support Officer updates identified program changes in GeneSIS and orders the following final curriculum reports to ensure that all requested changes have been captured and processed:
   a) CAL999 (Program Narratives, POS and Course Descriptions) report
   b) CUR116 (Program Narrative Impact Report)
   c) CUR501 (Program of Study Impact Report)

4. November—December: The Program Support Officer distributes the final curriculum reports (according to the staggered review timeline), along with the original working documents, to the respective Academic Managers for final review and sign-off. Academic Managers sign off on the final CAL999 reports, indicating their approval, and return the reports to the Program Support Officer. Academic Managers also sign off on the Program Change Checklist (one completed for all aligned programs).

5. December: The Program Support Officer submits the final reports to the Curriculum Administrator prior to the December ACR deadline.

6. January—March: The Curriculum Administrator reviews final curriculum reports and reaches out to Academic Managers to seek clarification or make recommendations as appropriate.

7. January—March: The Curriculum Administrator forwards the final, approved reports to the Coordinator, Curriculum and Reporting, in the Registrar's Office (according to the staggered review timeline). The Coordinator, Curriculum and Reporting, makes any additional proposed changes in GeneSIS and activates programs for the upcoming academic year.

8. Commencement of publication production as per established timelines.