# COMMS – COURSE OUTLINE WRITER: MODIFYING COURSE RESOURCES FOR A NEW TERM IN SAME ACADEMIC YEAR

There is only one approved course outline for each academic year; therefore, once approved, it is approved for all three terms: Fall/Winter/Spring. For example, a course outline approved for Fall 2023 is also the outline for Winter 2024 and Spring 2024. An approved course outline cannot be modified for a new term within the same year unless there are exceptional circumstances (i.e. an accreditation body has indicated a change MUST be implemented immediately as there is a new Learning Resource/manual that students must use). In these cases, updates to the course outline should be carefully managed to ensure information is not overwritten but rather reflect the term-specific update. The following process should be followed:

## Step 1:

Faculty (*Course Outline Writer/Owner*) requests Chair unapprove the course outline for Course xxx in COMMS, providing the rationale.

## Step 2:

Chair unapproves Course xxx in COMMS; returns to the Couse Outline Writer so they can make the necessary edit.

## Step 3:

Course Outline Writer/Owner opens course outline; makes the appropriate edits/updates to the Learning Resources section. PLEASE NOTE: any edits will overwrite the current outline (and this will now be the only approved document for the academic year), and it is important to maintain the information for the last term. To make this clear, add headings indicating which resources are applicable to which terms.

*Example below: the Fall 2023 resource was already listed; Course Outline Writer/Owner has now added the heading "**Required Textbook for Fall 2023**" AND added the new resource information for Winter 2024 with the appropriate heading.*

## Step 4:

Course Outline Writer/Owner submits course outline back through the approval process: to Coordinator, Coordinator to review, send to Chair for (re)approval**.**

## Step 5:

Chair approves course outline and it is now the updated and only approved outline for that academic year.

*Note: this workflow should be completed quickly as once the outline is unapproved it will be a broken link to the HTML outline. Once the Chair 're-approves' it will be live again. The course outline must be (re) approved prior to timetable release date for the term so that when the student views timetable in ACSIS, the revised outline appears with the updated resource(s).*