INTRODUCTION

Curriculum Review is an annual activity which takes place in order to ensure that programs are relevant and current. Curriculum Review allows for Program of Study (POS) changes and Program Narrative information changes on GeneSIS for the upcoming academic year and includes POS retroactive changes to the two, three and four year program versions. Curriculum Review should also reflect Program Quality Review (PQR) recommendations.

Curriculum Roll-over
The Curriculum Roll-over is the roll forward of all programs and program offering information (POS, program narrative, etc.) from one academic year to the next**, i.e. 2013-2014 POS version is created for all programs.**
Programs with a status of "Active" or "Suspended" roll to the next academic year.
Programs with a status of "Canceled" or "Pending Cancellation" do not roll forward.
Program Offerings with the "Copy POS Forward" flag tagged "Y" will roll to the next academic year and those tagged "N" will not.

Following the rollover GeneSIS is open to the Schools to enter, revise, and update curriculum for the 2014-2015 programs of study including retroactive changes to the 2013-2014 and 2012-2013 program versions, where applicable.
Retroactive changes must be done during this time period. If not done, the "re-work" required to make the changes involves the Department, the RO, ITS and the VPAO, as well as, delays in meeting course loading deadlines. Please ensure that the retroactive changes are clearly identified on the Impact Reports when distributed at the end of the Curriculum Review period.

Note: As a result of changes the academic area makes to their curriculum, the data on GeneSIS may need to be updated. This happens at the course and program levels.

COURSES:
There are a variety of fields that need to be updated on GeneSIS when changes occur.

1. **Course descriptions**
    - A substantial change to a course description requires the creation of a ***new course version*** even if the title and hours remain unchanged. However, a simple text change (i.e. typo, punctuation or a few word corrections) may be done without having to create a new version by providing the required changes to the Curriculum Administrator.
    - A ***new course version*** may require a retroactive change to the POS if the course is part of any level other than Levels 01 or 02. See item 5.2 for more information on ensuring new course versions are retro'd.
    - Significant course content changes which alter the course objectives necessitate a **new course number**.

- As changes are made in course outlines, ensure that the corresponding updates are made in GeneSIS.
- Some guidelines for course description preparation include use of present tense, use of the active voice (i.e. instead of "This course introduces the concept…" try, "Learn the concept…"), and use of gender neutral language and lay terms). Refer to Data Entry Guidelines.
- Recommendation that course description preparation recognize the need for industry standards.
- Course descriptions for courses which are part of a Ministry-approved funded program are published in the College Calendar and in Monographs.

2. **Hours**
Changes to course hours must adhere to the **25%/35% Guideline**.

A decrease in normative hours of greater than 25% or an increase in normative hours of greater than 35% will activate an automatic request in GeneSIS for a **new course number.** Change in course hours of this magnitude implies a related change in competencies and learning outcomes in the course.

If the change is less than 25%/35%, then a *new course version* is required.

Note: GeneSIS has been programmed to look at the hours of the first version of the course to make the 25%/35% comparison. The rule is consistent with College and Ministry guidelines which require approval for changes to content and duration of the program.

3. **Grading system**
The CAL999 Report has been modified to include the grading system. A change to the course grading system requires the creation of a *new course version*. The grading system needs to be either ""A+-F" or "Pass/Fail" for courses belonging to a program with certification.

4. **Prerequisites, corequisites, equivalencies**
All pres, cos and equivalents must be identified and kept up-to-date because they drive a student's progression through the program on GeneSIS.

- GeneSIS links pres, cos and equivalents to the course (not the program) and to the academic year.
- Changes are permitted only for the upcoming academic year; there are no retro changes to previous POS versions.
- Pres and cos are published with the course descriptions in the Calendar and Monographs; equivalents are not.

4.1   A *__prerequisite course__* must be successfully completed prior to registration in a course(s) which names it as a prerequisite.

- If a course is offered in more than one program and has prerequisites in one of the programs, it must have prerequisites in the other. Since the prerequisites

may be different in various programs that draw on the course, the "or" condition is to be implemented, i.e. Prerequisite: Course A or Course B or Course C.
- If, due to differing program entrance requirements, a course has no prerequisites in one program but it does in a second program, then the course should have different course numbers in the two programs as learning requirements are different.
- Only the last course a student is required to complete before registering for a particular course needs to be entered.
- Text may be used if necessary and will be used mainly for publication purposes with no impact on progression from course to course.

4.2   A *__corequisite course__* is normally a course which must be taken concurrently with a specified course(s), which names it as a corequisite.
There are two types of corequisites:
      a. a true corequisite where a second course must be taken at the same time as the course naming it as a corequisite. In this case, both courses name the other as a corequisite.
      b. a variation where the course named as coreq can be taken either concurrently or previously.

4.3   An *__equivalent course__* is one that will allow students to reach the same learning outcomes they would have been obtained by taking the original course. The equivalent relationship must be established prior to registration, otherwise the course will not be counted in the full-time/part-time calculation. Students will be assessed the fees for the course over and above the regular tuition fees for the program.
- An equivalency can be attached to only one course; or on both courses in which case it is considered bidirectional.
- A non-funded course cannot be made equivalent to a funded course in GeneSIS; Enrolment Audit rules do not allow for a non-funded course to be included in a student's course load. (However, an exemption can be granted based on the non-funded course if the learning outcomes are the same.)
- If a course is identified as an equivalent, the substitute registration function cannot be used in GeneSIS.
A **substitute course** "is a course with different learning outcomes that a student is allowed to take in place of a specified course on their program of study; It must be approved by the Academic Manager and is established on an individual student basis". Course substitutes must have the same normative hours as the course for which it is substituted.

5.   For information only: **Course Funding Category**
The course funding category is automatically assigned by GeneSIS for courses attached to Ministry-approved funded programs.
The course funding category is assigned by the VPAO for all other course types.

PROGRAM OF STUDY (POS):

CURRICULUM REVIEW

When revising Programs of Study, keep in mind the delivery of courses in the immediate academic year, noting the levels of specific versions of the POS to be offered. Programs of study and course loading are closely linked in GeneSIS.

The following changes to your program of study must be reflected on GeneSIS:

1.   **Adding or deleting courses or changing the level in which a course is being offered.**

2.   **Changing the sequence in which courses are offered.** (This is only applicable to "Standard – Course" delivery mode).

3.   **Adding or deleting courses from course groups.**

4.   **Progression requirements**

5.   **Retroactive Changes**
        As departments are updating their 2014-2015 curriculum, there is an opportunity to make retroactive changes to previous programs of study (e.g. 2013/2014 and 2012/2013) to ensure that the previous curriculum is current as well. Retro changes can only be made to levels which have not yet been delivered. For a program following a normal AAL offering pattern, retro changes may be made to Levels 03 and 04 for two year programs and Levels 03, 04, 05 and 06 for three year programs, where appropriate. Retro changes to Levels 01 and 02 are not allowed. A course cannot be removed from a level that has already been offered since this will change the course load of a student and affect the enrollment audit.

        Retroactive changes cannot be viewed until the program approval process is completed and the programs have been activated on GeneSIS. Hence, retroactive changes must be clearly identified by the Coordinators on the CAL999 Reports. These changes will need to be transferred to the Impact Reports (preferably in red) prior to being sent to the VPAO. The Impact and the CAL999 Reports will be reviewed and approved by the VPAO and subsequently sent to the RO for updating GeneSIS, as well as, activating the programs.

        It is recommended that program of study versions be reviewed subsequent to the activation of the program to ensure that all required retro changes have been captured and activated.

5.1   **Adding and deleting courses attached to a level**:
        Retro changes can be done automatically on GeneSIS for this function. A pop-up screen will ask if you want a retro change to be applied to a specific POS version. To action the retro change, enter "Y".

5.2   **New Course Version:**
        Retro changes can be done automatically on GeneSIS.

5.3   **Course Group Changes:**
Retro changes in course groups are not functional in GeneSIS. These changes need to be identified and requested on the CAL999/Impact reports. Changes will be manually entered by the RO. *Note:* this includes changes to General Education Elective Groups.

5.4   **Changes to program levels that have already been offered in a previous term but are being offered again for a winter or summer intake are restricted.** As per College policy, GeneSIS is programmed to accommodate only one program of study version per academic year, and not one per intake. Contact the Curriculum Administrator should you require assistance.

PROGRAM OFFERING NARRATIVE:
The following areas must be reviewed and updated as required.

- Program description: Use the active voice and watch for noun/verb agreement.
- Field placement/clinical experience, if applicable. This information is included in the Viewbook only.
- Program eligibility.
- Expenses: Departments need to ensure that expenses and additional costs are updated for the academic year.
- Employment Opportunities
- Additional information: Contact name for inclusion in the Calendar and Monograph.
- Program contact name (Viewbook download only)

Note:
- The **Fees**, **College Eligibility** and **Applications** sections are updated by the Registrar's Office.

CURRICULUM DEFINITONS*

Program Learning Outcomes describe what learners will know and be able to do when they graduate from a program. The program learning outcome statements articulate integrated and meaningful performances that graduates will be able to perform in real work place settings. Program Learning Outcomes are levelled according to the credential level awarded and are aligned with both the Credentials Framework and MTCU Program Standards.

Course Learning Requirements (CLRs) describe learning that integrates knowledge, skills and attitudes that learners achieve by the end of a specific course. These statements identify the performances that must be demonstrated and verified in order to receive credit for a course. Course learning requirements contribute to program learning outcomes.

*References:
Aligning and Building Curriculum (ABC) website retrieved Nov. 29, 2010 at
http://abcresource.loyalistcollege.ca/programoutcomes.htm
Algonquin College (2007). *Lifesaver #2: Guidelines for Writing Course Learning Requirements.*
Stiehl & Lewchuk (2008). *The Outcomes Primer: Reconstructing the College Curriculum, 3rd ed.* The Learning Organization, Corvallis: Oregon.

Important Reminders:

1. Thoroughly review the CAL999 report and identify the necessary changes. Revisions and updates must be clearly communicated in a timely fashion to those directly responsible for entering the information on GeneSIS.

2. Not all retro changes are done automatically by GeneSIS. Retro change requests must be clearly identified.

3. The curriculum provides the basis for course loading and scheduling. It is therefore, necessary for all information to be accurate and completed by the due date.

4. The information in GeneSIS and the publications must be consistent.

5. **No** changes to curriculum should take place after the activation of programs. Changes after this deadline negatively impact max load calculations, course loading and publications. Mistakes are costly if re-printing is required and/or if a publication date is delayed.

6. Meeting Deadlines: When a deadline is not met, it affects the critical path of other activities, i.e. course loading, publications, scheduling and timetabling, registration, and SWFing requirements.

7. Changes to curriculum after the cut off date are approved by the Curriculum Administrator on an exceptional basis only. Consequently, the Curriculum Administrator and the Marketing Group ensure that the Web is updated and information is kept current as publications have already been printed or are in the process thereof.

8. For technical assistance, refer to the Curriculum Management GeneSIS Procedures Guide. Copies are available through the Academic Development Office or on myAlgonquin at the ITS website under Staff.

Program Narrative

The Academic Departments are provided with the CAL999 Reports at the beginning of Curriculum Review each year. These working documents are downloaded from GeneSIS and includes all categories of information that need to be reviewed and where necessary updated by the Academic area. Listed below are the Program Narrative Types that are reviewed annually as part of Curriculum Review.

Category	Owner	Monograph (print and web)	College Calendar	Viewbook	Internal Need	Course Loading/ Scheduling/ Registration
Program Description	Academics	X	X	X		
Vocational Standards	VPAO	n/a	n/a	n/a	X	n/a
Field Placement/ Clinical Experience	Academics	X	X			
Employment Opportunities	Academics	X	X	X		
Employments Stats	Employment Services					
College Eligibility	Registrar's Office	X	X	X		X
Program Eligibility	Academics & Registrar's Office*	X	X	X		X
Fees	Registrar's Office	X	X			
Expenses	Academics	X	X			
Additional Information	Academics	X	X			
Application Information	Registrar's Office	X				
Program Contact Name	Academics	X	X	X		
Program of Study (includes Grading System)	Academics	X	X			X
Course Descriptions (includes Pres, Cos and Equivalencies)	Academics	X	X			X

*Note that changes by Academics to Program Eligibility will be reviewed by the Registrar's Office with final approval by the VPAO.

October 23, 2008

Points to Consider When Reviewing Programs – from a Marketing Perspective

1. <u>Stress the benefits</u> of the program to the potential student – i.e., the outcome they can expect, as well as the features of the program. From a marketing perspective, this really helps you "sell" your program.

   For example, when someone buys a drill, it' really holes they are after. That's the benefit. The drill is the tool, how many bits it comes with is a feature.

2. Please do write <u>success factors</u> for your program if you haven't already done so – this is a great tool to help a potential student "see him/herself" in your program and also helps the student to choose the right program in the first place.

3. <u>Please follow the Data Entry Guidelines</u> provided to you – this will help the College present consistent and accurate materials to the outside world throughout all of our publications and will help Marketing avoid unnecessary cost overruns during production due to time spent correcting copy and the expense of the production artist putting more hours into the job that they need to. Accuracy is everything.

4. <u>Please review your 1st draft documents carefully</u> – even though they are direct downloads from GeneSIS, like all technology, things can go awry. Marketing does not know the program like you do and a little extra effort at review will help a *whole lot* during production. Please don't assume anything.

5. Please ensure that PQR recommendations are incorporated in the curriculum review process.