



CURRICULUM POLICY

Approved by: Academic Coordinating Committee

Authorizer: Executive Dean Academic Administration

Reference Code: C1 V3

Effective Date: 4/29/2009

POLICY STATEMENT:

Conestoga recognizes curriculum is central to its strategic commitment to comprehensive programming in meeting the needs of students, employers, the community and government. The process of developing, delivering, evaluating and revising curriculum is subject to the integration of current pedagogical theories and practices consistent with Conestoga's Strategic Plan.

Consideration of external accrediting bodies will be factored into the development of curriculum where applicable.

SCOPE:

This policy applies to all programs and courses delivered by Conestoga, including those under development, review or suspension.

DEFINITIONS:

Academic Coordinating Committee (ACC):

This senior academic committee provides a forum for academic planning and operations within the framework of the Strategic Plan, and other goals and initiatives identified by senior management and the College Board. The committee is responsible for this in context of overall college and academic quality. The committee also provides necessary interface with other college committees, departments and offices.

Academic Forum:

It is the responsibility of this college body to discuss all proposed program revisions.

Academic Management Calendar:

Conestoga's calendar of critical dates used to manage the implementation of decisions related to new programs, development, delivery and change in programs. It also drives the communication of academic dates and activities for student enrolment (admission, billing, registration) and progression.

Academic Level:

Refers to the level within the program for a specific cohort.

Academic Semester/Session:

Semester/session refers to the time periods for the fall semester (Sept. to Dec.), winter semester (Jan. to April) and spring/summer semester (May to Aug.).

Academic Year:

The period from September 1 to August 31.

- Current Academic Year –refers to the start date of the academic year.
- Upcoming Academic Year – refers to the academic year subsequent to the current academic year.
- Following Academic Year – refers to the start date of the academic year occurring two years from the current academic year.

Apprenticeship:

Apprenticeship training is a hands on training program in which the skills of a trade or occupation are learned in the workplace. This training is supplemented by theoretical instruction delivered in a college of applied arts and technology or other approved training delivery agency. Depending on the trade or occupation, apprenticeship training programs take from two to five years to complete.

Board of Governors:

The Board of Governors has the responsibility to establish the overall goals, objectives and strategic direction of Conestoga and to ensure Conestoga operates efficiently and effectively and is developing in ways that are congruent with the stated goals, objectives and strategic direction.

Credentials:

Recognition which is awarded upon completion of a program of study as set out by the Ministry of Training, Colleges and Universities. Approved credentials include: Certificate, Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate, Baccalaureate Degree.

Credentials Validation Service (CVS):

The Credential Validation Service (CVS) provides timely validation of programs of instruction to the colleges. The CVS service is consistent with the Minister of Training, Colleges and University's Binding Policy Directive, Framework for Programs of Instruction.

Comprehensive Program Review:

Comprehensive program reviews typically occur every five to seven years and refer to strategic assessments in support of ministry or accrediting bodies program requirements. Conestoga's comprehensive program reviews include the Major Program Review, the Degree Renewal Self Study and Program Accreditations.

Course:

A distinct and discrete teaching and learning framework, containing content that has been approved by an expert source.

Curriculum:

A plan for learning that is coordinated and articulated in a manner designed to result in the achievement by students of sets of specified learning outcomes. Curriculum refers to credentialed programs and training products and encompasses the content (the material to be learned), the actions and resources involved in teaching and learning, the context of learning and processes for evaluating the attainment of educational outcomes.

Ministry of Training, Colleges and Universities (MTCU):

The MTCU has the function of assessing all program proposals for determination of appropriate code classification, funding weights and parameters.

Ontario College Quality Assurance Service (OCQAS): OCQAS was established to provide efficient tools that ensure specific quality and consistency standards are met by the Colleges of Applied Arts and Technology in Ontario (CAAT).

Program Advisory Committee (PAC):

The Program Advisory Committee provides advice on academic program development, review and effectiveness, changes/trends in business and industry affecting programs, students and graduates, technological implications of changes/trends, employment prospects etc. Refer to PAC Guidelines for membership and terms of reference.

Post-Secondary Education Quality Assessment Board (PEQAB):

The Postsecondary Education Quality Assessment Board is an arms-length advisory agency that makes recommendations to the Minister of Training, Colleges and Universities of Ontario on applications for ministerial consent under the terms of the Postsecondary Education Choice and Excellence Act, 2000.

Program of Study:

A planned and coordinated selection of courses delivered to an identified student body leading to a certificate, diploma, degree or other document awarded by the Board of Governors.

Program Cluster:

More than one program with similarities in courses and/or awarding of a credential.

Training Product:

A course or workshop or non-credentialed learning activity for general interest or work place certification.

POLICY ELABORATION:

1. New program development follows a structured approach that takes into account: Conestoga's strategic plan, workforce needs and evidence of program sustainability, and all administrative areas and operational functions of Conestoga that are affected by and contribute to program design and delivery.
2. Courses (and the related course outlines) are the building blocks for programs and training products, the critical component in linking a student's learning experience to the student information system and record of achievement, and the basis for identifying transfer credits.
3. Course content and program design may define collaborative academic pathways for student entry into and exit from programs. Pathways may be defined based on prior learning recognition for course content or articulated credit transfer agreements for program design.
4. Program delivery processes ensure: program designs are implemented; students are informed about expectations; students are engaged in achieving outcomes; delivery methods are appropriate to content and design; and delivery is supported by college systems, services and resources.
5. To ensure quality, effectiveness and continued relevance in meeting workforce and student needs, programs are reviewed on an annual basis. Additionally, comprehensive program reviews occur every five to seven years unless external and/or internal circumstances typically identified in annual reflections indicate the need for a revised review cycle. The scope of review expectations varies according to the nature of the program.
6. Provincial program standards and descriptions – including those that are new and revised - inform program development and redesign.
7. Approvals for new program development and course/program changes are managed according to a comprehensive framework for decision-making. This framework reflects consultation and levels of approval authority within Conestoga depending on the scope of the proposed change. Approval requirements are outlined in related procedures. The Board of Governors approves all new program proposals or significant program changes which require ministry approval, prior to the requests proceeding to the ministry.
8. Conestoga may suspend or cancel a program in consideration of impact to students, community, employers, college, and/or MTCU input. Programs maintained as suspended may be brought forward at a future time for renewed delivery provided the suspension meets MTCU's reactivation requirements.
9. Program and institutional accreditation requirements will inform all phases of program and course management. Requirements are outlined in related procedures.

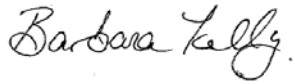
10. Conestoga is an approved Training Delivery Agent for specific apprenticeship programs. The Ontario College of Trades develop and revise curriculum standards which direct the programs' course content. The Apprenticeship Steering Committee provides guidance to academic schools on the management of apprenticeship programs to ensure program integrity and to demonstrate our commitment to meeting student, community and employer needs.

REVISION LOG:

April 7 2009	Approved – Academic Forum
April 15 2009	Approved – Policies and Procedures Committee
April 29 2009	Approved – Academic Coordinating Committee
March 10 2015	Academic Forum - Approved
March 17 2015	Policy and Procedure Committee – Approved
March 18 2015	Academic Coordinating Committee - Approved

REVIEW LOG:

As Policy Owners, we certify that the **Curriculum Policy** is appropriate and provides an up-to-date framework in which decisions can be made and implemented.



Barbara Kelly, Executive Dean
Academic Administration

September 20, 2012

Date