COLLEGE POLICY

Policy No. & Title: **A-210 Curriculum Development and Delivery**
Policy Sponsor: Vice-President, Academic
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2027-01-29

Purpose
The College is committed to providing a consistent teaching and learning experience. The College similarly commits to providing adult education and training programs that ensure the quality, relevance, and currency of all our programs of instruction. Our commitment to academic quality is rooted in and guided by our vision, which has at its core, a passion for excellence.

This policy is established to ensure all programs offered by the College are designed and the curriculum developed to meet, and/or exceed, all standards for academic quality and relevance based on provincial/professional standards and best practice so our offerings are worthy of public confidence.

Scope
This policy applies to all College programs, students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions
Program of Instruction: a block(s) of related courses (when completed) leading to a diploma, certificate, or other College credential.

Quality Assurance*:* the mechanism or procedures used to assure or measure the level or existence of quality.[1]

Third-party: An external body that sets professional standards or entry to practice requirements to which Programs of Instruction must adhere in the first instance for the design and delivery of curriculum and secondly for graduates to qualify for employment in professional practice.

POLICY
1) The College shall design and develop curriculum through a centralized structure led by the Vice-President, Academic, and the various departments under the purview of said Office.

[1] OCQAS. (2019, May 30) "College Quality Assurance Audit Process (CQAAP) Guidelines and Framework" pg. 3

2) The College shall ensure the curriculum is designed and developed in accordance with all Ministerial and Departmental directives, and in accordance with published program standards, where applicable, as defined by the College's provincial regulators.
3) The College shall ensure the curriculum is designed and developed in accordance with third-party accrediting bodies, where applicable, as defined by the regulatory body.
    a) Where third parties mandate the use of a standardized curriculum, and said curriculum is provided to the College, said curriculum will be used for its associated program of instruction.
    b) Where third-party curriculum is available for use, and its use is not mandated by the third-party or as a requirement for entry to practice, the curriculum will be assessed for its appropriateness to best pedagogical and andragogical practice. Where there is a choice between a third-party curriculum and other curricular options, the option with the highest standard will be used.
4) Program Coordinators or Faculty Heads shall ensure their respective program curriculum is routinely reviewed, in consultation with other program instructors, for relevancy and currency as part of the College's commitment to continual quality improvement. Eastern Online, triOS Online and Centre for Distance Education do not fall under the prevue of Faculty Heads.
5) Program Coordinators or Faculty Heads shall work with the Office of the Vice-President, Academic, and its associated departments, to propose curricular enhancement(s), as appropriate, based on the outcome of point 4 above.
6) Instructors/Facilitators shall follow the Instructor Guide/Facilitator Guide developed for their course delivery and ensure all learning outcomes and elements of performance are met.
7) Instructors shall not change assessments nor evaluations such as assignments, quizzes, tests, or exams without consulting the other instructors teaching the same course.
    a) If the instructors deem a change is necessary, the proposed change must be authorized by the Program Coordinator or Faculty Head.
    b) The Program Coordinator or Faculty Head shall follow point 5 above.
    c) Proposed course assessment or evaluation enhancement(s) shall be incorporated into the next offering of said curriculum, provided the next offering is greater than thirty (30) days in the future. Otherwise, the proposed enhancement(s) shall be offered in the subsequent offering.

       Note: Centre for Distance Education is currently managing courses, assessments, quizzes, and evaluations independently. Academic Services and Faculty Heads are not involved in the creation or maintenance of these documents.
8) Nothing in the points above is intended to curtail or inhibit in any manner the academic freedom of instructors to draw on their professional expertise as subject matter experts, or their lived experience, in the contextualization of content delivery.

Related Policies
A-201 Academic Quality Assurance

Supporting Documents/Forms
OCQAS, College Quality Assurance Audit Process (CQAAP) Guidelines and Framework, (2019)
College Standards and Style Guide for Producing Course Material

Special Note: This policy has no associated procedure as curriculum development is a fluid and dynamic process for which the above-mentioned Style Guide provides the College's design and development standards.