

TYPE: Academic
TITLE: Course Outlines
NO.: ACAD-108
RESPONSIBILITY: Vice President, Academic and Students
APPROVED BY: Durham College Leadership Team
EFFECTIVE DATE: November 2024

1. Introduction

Course outlines are vital communication tools for disseminating academic information to students, employees and external bodies. By clearly documenting each course's learning outcomes, essential employability skills, undergraduate degree standards, evaluation criteria, learning resources, intended learning activities and expectations for the classroom environment, Durham College is promoting transparent and predictable delivery of curriculum to its students.

2. Purpose

This policy and procedure provide the framework for the consistent development, revision, management, distribution and retention of course outlines.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Every post-secondary and apprenticeship course at Durham College will have an approved course outline.
- 4.2. Course outlines will be developed in accordance with applicable legislation, provincial government ministerial requirements and standards, external accreditation requirements and standards, and the approved program of study.
- 4.3. Developing, reviewing and revising course outlines is a collaborative process between faculty and/or subject matter experts (SME), program teams, and academic administrative staff. As determined by an Executive Dean/Dean/Associate Dean or designate, in an exceptional situation, changes to a course learning plan and/or evaluation criteria may be approved for revision during a semester.
- 4.4. Approved course outlines are binding on both students and faculty.

- 4.5. Course outlines, excluding courses offered through Professional and Part-time Learning (such as through OntarioLearn), will be available to students prior to the start of class through the College's Learning Management System (LMS), DC Connect, and the student portal.
- 4.6. Students are expected to be familiar with the contents of their course outlines and are responsible for seeking clarification from faculty, as needed.
- 4.7. A single approved course outline will be followed by all faculty members teaching that course code in an academic year.
- 4.8. Students should retain copies of their course outlines for future reference and academic consideration.
- 4.9. Course outlines are retained in keeping with the College's framework for records retention.
- 4.10. This policy and procedure refers to the development, review and communicating of course outlines and does not address grading, assessments or other materials that could be referenced in a course outline. Other college policies should be consulted in those cases.

5. Procedure

5.1. Course Outline Development and Revision

- 5.1.1. Resources to support the course outline development and revision processes are available through the Centre for Teaching and Learning (CTL).
- 5.1.2. Course outlines for new post-secondary and apprenticeship programs are developed by a team, which may include faculty, external SMEs, a project lead, curriculum specialists and CTL.
- 5.1.3. Course outlines for existing post-secondary and apprenticeship programs are reviewed at least once per academic year. It is the responsibility of the Executive Dean/Dean/Associate Dean or designate to approve and retain course outlines and addenda to course outlines.
- 5.1.4. During the review and revision process, faculty teaching the course will be consulted on changes to the course outline as directed by their Executive Dean/Dean/Associate Dean or designate.
- 5.1.5. Revisions to course outlines may be supported by, but not limited to:
 - Student and faculty team feedback;
 - Current industry practice and technology;
 - Alignment with accreditation standards, provincial government Ministry standards and/or degree requirements;

- Quality criteria;
- The Centre for Teaching and Learning; and
- Program Advisory Committee (PAC) input.

5.1.6. All revisions to course outlines must be approved by the appropriate Executive Dean/Dean/Associate Dean or designate through the online course outline template platform and prior to distribution to students.

5.2. Course Outline Management and Distribution

5.2.1. Course outlines for post-secondary and apprenticeship programs are documented using a College-approved template (excluding those in OntarioLearn) and when necessary, a College-approved Addendum to Course Outline Form.

5.2.2. Approved post-secondary and apprenticeship course outlines (excluding those in OntarioLearn) are distributed through the College's learning management system, DC Connect, and posted on the student portal in advance of class commencement. Faculty copying over previous course content in DC Connect are responsible for updating the materials to ensure the current course outline is posted.

5.2.3. Faculty will review the course outline with students in their first class or at the start of asynchronous courses.

5.2.4. All affected faculty will notify students enrolled in their courses of any approved revisions to the course outline's evaluation criteria and/or learning plan during the semester. Notification will be provided verbally at the next scheduled class (for synchronous courses) and in writing through an Addendum to Course Outline Form posted on the LMS and the student portal.

5.3. Course Outline Retention

5.3.1. Approved course outlines, including approved addenda noting revisions during a semester, are retained electronically by academic Faculties according to the College's Records Retention Schedule, or the requirements of accrediting or regulatory bodies.

6. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

7. Non-compliance implications

Non-compliance may result in course learning outcomes and/or program learning outcomes not being achieved, which could result in grade appeals and/or a failure to support student success. Program accreditation and institutional audits are contingent on the adherence to this policy and procedure.

8. Related forms, legislation or external resources

- Minister's Binding Policy Directive: Framework for Programs of Instruction
- Ministry of Colleges and Universities' Program Standards
- Credentials Framework
- Program-specific Accreditation Standards
- Postsecondary Education Quality Assessment Board, Manual for Public Organizations (including Ontario Colleges)
- In-school Curriculum Standards (for apprenticeships)
- Addendum to Course Outline Form