



OntarioLearn Procedure

PROCEDURE TYPE:	Academic
PROCEDURE TITLE:	Course Outline Procedure
PROCEDURE NO.:	ACAD-004.1
RESPONSIBILITY:	OntarioLearn Policy Committee
APPROVED BY:	OntarioLearn Board of Directors
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Introduction

Course outlines support the learning process by identifying course learning outcomes/ requirements, learning activities/resources, as well as the evaluation framework planned to assess student achievement in a course. Course outlines document the curriculum at the course level. Course outlines are a critical component of curriculum documentation at all partner colleges and are used by registering colleges to assess course approvals. Course outlines support the learning process of students.

This procedure describes the expectations regarding the content and availability of course outlines to registering colleges

Definitions

Course outline: Refers to the documentation of a course's purpose, learning outcomes, essential employability skills as well as its sequence of instruction, resources and evaluation criteria.

Host college: The College who owns/delivers the course.

Registering college: The College where the student is registered.

Procedures, Roles and Responsibilities

1. The host college will provide a completed course outline for any new course that they are putting forward for delivery through OntarioLearn by the publishing deadline for the term that the course is scheduled to launch.
2. The host college is responsible for ensuring that an up-to-date course outline is accessibly posted within each course for students to access at the beginning of each delivery intake and on FirstClass for administrators.
3. The host college is responsible for ensuring that their course outlines are reviewed regularly and revised as necessary. Any changes to the minimum elements detailed below will also be reflected in the portal course record and Course Information Sheets (CIS) that are distributed each term to member colleges.

4. The host college may include an addendum to their course outline to reflect specific items relevant to the online environment.
5. The following are the minimum elements in all course outlines and CIS forms for courses delivered through OntarioLearn.
 - (i) host college course code
 - (ii) host college course title
 - (iii) pre-requisites/co-requisites (if relevant)
 - (iv) the official course description
 - (v) the course objectives/learning outcomes
 - (vi) the criteria for assigning the final grade
 - (vii) required resources (e.g. textbooks, special technology/software requirements)
6. Where applicable, the registering college will convert final mark results based on their college grading policy.

Accessibility for Ontarians with Disabilities Act (AODA) considerations

OntarioLearn's commitment to accessibility and AODA standards has been considered in the development of this policy.

Related policies, procedures and directives

Course Outlines Policy (ACAD-004)

Course-Standards Evaluation Policy and Procedure (ACAD-005 and ACAD-005.1)

Grading Policy and Procedure (ACAD-006 and ACAD-006.1)

Students with Disabilities Policy (ACAD-009)