
Course/Program Documentation Policy

Policy

Departments shall create, maintain and store current course outlines for all the courses they teach.

Departments shall create and maintain a Program Content Guide for all certificate, diploma and degree programs.

Applies to

VCC College Community

Procedures

Course outline documentation:

- a) Course outlines shall contain the following:
department name, course name, date course was adopted or accepted for information by Education Council, a statement of learning outcomes, and information regarding student evaluation methods.
- b) Course outlines will be made available to all students at the beginning of the course.
- c) Course outlines must be maintained and archived on the common drive in a separate folder by each Dean's/Director's office.

Program Content Guide:

- a) Program Content Guides shall contain the following: a Statement of Purpose, a Statement of Goals, a Statement of Activities and Design, Entrance Requirements, Course Credit Information, Course Descriptions, College Grading System and Grade Point Average Information.
- b) Current Program Content Guides will be available to students, staff and faculty through the library,

Registrar's Office and Counselling/Student Services.

- c) The Dean's office will send past Content Guides to the Library.
- d) Program Content Guides must be maintained on the common drive in a separate folder by each Dean's/Director's office.

References: Policy C.1.1 Course/Program Grading Policy

Replaces: Policy 6.4.1.1 (1983) Program/Course Documentation: Development, Review and Distribution

Policy 6.4.1.2 (1980, 1987) VVI – Course Content Outlines

1. Policy Sponsor Education Council Policy Committee

2. Approvals:

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ N/A _____ Date: _____

Board Chair _____ N/A _____ Date: _____

3. Amendments

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. Review Date