1. PURPOSE:

1.1 To ensure plans for delivery of programs/courses are developed and followed.

1.2 To keep records of the status of delivery plans.

1.3 To keep records of the status of student progress.

1.4 To provide guidance for staff covering for absent colleagues.

2. SCOPE:

All post-secondary programs and courses.

Note: The College is in a transition stage applying and implementing a new academic model. The transition to the new academic model will not be completed until September 2017. Only programs that have transitioned to the new model have program maps in the program/course delivery plan. All programs have the other components of the delivery plan in place.

3. RELATED PROCEDURES, DOCUMENTS & DEFINITIONS:

3.1 Quality Procedure A14 - Control of Program Related Documentation

3.2 Quality Form 011.dot - Document Location List

3.3 Quality Form 132 – Course Outline

3.4 Curriculum Services and Instructional Development web resources (SAM)

3.5 Appendix A: Common Course Syllabus Guidelines

4. RESPONSIBILITIES:

4.1 **Program Manager:** for ensuring that programs/courses under their responsibility have developed plans for delivery, and maintain program/course and student records that meet the requirements of this procedure.

4.2 Learning Managers/Instructional Staff/Program Manager: for the implementation of this procedure and maintaining program/course files.

5. PROCEDURE:

GENERAL

5.1 A Program/Course Delivery Plan:

   a) ensures a consistent and planned approach to the delivery of the courses in a program;

   b) permits another staff member or the Program Manager to determine current status. This may be necessary as a result of a sudden or extended absence where another staff member may be required to cover for the absent member.

5.2 Program managers will ensure that each program under their area of responsibility has a Program/Course Delivery Plan that consists of:

   a) A Program map

   b) A Program schedule

   c) Course outlines (QF132)

   d) Course syllabi

   e) Course gradebooks (SAM)

5.3 When a program includes common courses the program manager with responsibility for the program will work with the program manager responsible for the common course(s) to ensure the delivery of the common course(s) meet(s) the program requirements and follows the "Common Course Syllabus Guidelines" (see Appendix A).

5.4 The program map and schedule will be made available to students at the start of the program. The course outline and syllabus will be shared with the students on or before day one of the course. The course syllabus will be available within the course on SAM.

5.5 Course syllabi will at a minimum include the following:

   a) Course Code & Title

   b) Academic Year

   c) Course Description

   d) Instructor & Contact information

   e) Delivery Mode (i.e. distance, blended, face- to face)

f) Course Value (hours, credit)

g) Grade Scheme (Percentage or Pass/Fail)

h) Pre-requisite(s)

i) Co-requisite(s)

j) Learning Outcomes & Competencies

k) Required Resources (i.e. textbooks)

l) Materials/Supplies/Technology

m) Course Delivery Plan

n) Assessment Categories

o) Assessment Plan

p) Institution/Dept. Policies

5.6 The nature of some programs may require flexibility in scheduling some course components.

5.7 Where a student is following an individual learning path, a learning plan shall be maintained and a copy retained by both the student and Instructor(s).

STUDENT PROGRESS TRACKING

5.8 Instructors will regularly review and record the status of student marks, assignments, attendance in required activities, etc. Course marks, including individual assessment marks, will be available to students through the Gradebook on SAM by September 2017.

5.9 Instructors/program managers may meet with the individual student to review their progress in the program, short/long-term goals, and any problems, issues or concerns they may have.

5.10 Program Managers will ensure that gradebook updates for all courses under their responsibility are completed on an ongoing basis.

RECORDS

5.11 Instructional staff will maintain records of the current status of the delivery plan with respect to what has been delivered to date and the status of each student's progress.

ACCESSIBILITY AND STORAGE OF RECORDS

5.12 Instructional staff shall ensure that their plans and records are accessible to other members of staff and their location correctly noted on the Documentation Location List (Quality Form 011) maintained by the Program Manager.

5.13 Electronic files where plans and/or records are stored shall be backed up on a scheduled basis.

APPENDIX A: COMMON COURSE SYLLABUS GUIDELINES

Purpose: The Common Course Syllabus Guidelines are meant to provide consistency with the delivery of common courses between or within programs or departments.

1. Within One Program With Multiple Delivery Sites

QF132s are identical for common courses

1. WITHIN ONE PROGRAM WITH MULTIPLE DELIVERY SITES	
Delivery Plan	•Delivery Plan may be modified by instructor.
	•Instructional method hours (i.e. class and lab) from QF132 to be followed.
Assessment Plan(s) / From QF132 Assessment Categories	•Identical. • Approved exceptions may occur after consultation with curriculum consultant, instructional design and program manager. •Exceptions may include the differences with course delivery plan schedule (i.e. 15 semester weeks or 3 intersession weeks) and/or the delivery modality (i.e. face to face, blended, distance). • Approved exceptions provides instructors the flexibility to modify assessment plans within the categories stated on the QF132.
Resources (i.e. Textbook/Software)	•Identical.
	•Agreement needs to occur if a textbook is deemed not required.
Materials / Supplies / Technology	•Materials & Supplies: As required for course delivery.
	•*Technology: SAM used for curriculum content and Gradebook.

*In some instances exceptions may occur for some sessional instructors and their requirements to use SAM technology.

2. Between Two Or More Programs Within A Department

QF132s are identical for common courses

2. BETWEEN TWO OR MORE PROGRAMS WITHIN A DEPARTMENT	
Delivery Plan	•Delivery Plan may be modified by instructor.
	•Instructional method hours (i.e. class and lab) from QF132 to be followed.
Assessment Plan(s) / From QF132 Assessment Categories	•Assessment Categories remain as stated on QF132.
	•Assessment plans within the categories may be modified by instructors except for the final or major project within the assessment categories. The final must be identical, unless approved exception has been provided from consultation with curriculum consultant, instructional design and program manager.
	•Instructors will have flexibility in the creation of quizzes and class assignments within the assessment category.
	•Further criteria will be provided to common course instructors to ensure quizzes and assignments are comparable.
Resources (i.e. Textbook/Software)	•One textbook: As agreed by instructors.
	•If a textbook is required for a course the textbook must be used.
	•Agreement needs to occur if a textbook is deemed not required.
Materials / Supplies / Technology	•Materials & Supplies: As required for course delivery with instructor flexibility.
	•*Technology: SAM used for curriculum content and Gradebook

*In some instances exceptions may occur for some sessional instructors and their requirements to use SAM technology.

3. Between Two Or More Departments

QF132s are identical for common courses

3. BETWEEN TWO OR MORE DEPARTMENTS	
Delivery Plan	•Delivery Plan may be modified by instructor.
	•Instructional method hours (i.e. class and lab) from QF132 to be followed.
Assessment Plan(s) /From QF132 Assessment Categories	•Assessment Categories remain as stated on QF132.
	•Assessment plans within the categories may be modified by instructors.
Resources (i.e. Textbook/Software)	•Maximum of two textbook options as agreed by instructors.
	•If a textbook is required for a course the textbook must be used.
	•Agreement needs to occur if a textbook is deemed not required.
Materials / Supplies / Technology	•Materials & Supplies: As required for course delivery with instructor flexibility.
	•*Technology: SAM used for curriculum content and Gradebook.

*In some instances exceptions may occur for some sessional instructors and their requirements to use SAM technology.

Disclaimer: These Common Course Syllabus Guidelines are based on current status of Holland College Departments as of March 2015.