Course Outline Development Policy			
Revision Number	N/A	**Accountability**	Chief Academic Officer
Policy Number	741	**Operational Responsibility**	Program Directors
Date of Approval	April 22, 2025	**Last Reviewed**	N/A
Approval Authority	Education Council	**Next Review**	April 2030

Objectives

LaSalle College Vancouver (LCV) recognizes that course outlines are vital communication tools for disseminating academic information to students, faculty, staff and external bodies. By clearly documenting each course's learning outcomes, process for evaluation, learning resources, intended learning activities and expectations for the classroom environment, LCV is promoting transparent and predictable delivery of curriculum to its students.

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

Scope

Course outlines are used broadly across the LCV community. Because they guide the curriculum and student evaluation, all students and faculty are included within the scope of this policy. In terms of course outline creation, individual departments and Program Directors are responsible for the specific processes involved in the development of the courses in their programs. Faculty or Subject Matter Experts (SMEs) from these program areas are responsible for creating the outlines that are approved by the Education Council.

This policy and supporting procedures refer to the development, review and communication of course outlines and does not address grading, assessments or other materials that could be referenced in a course outline. Other LCV policies should be consulted in those cases.

Policy Statement

Every course at LCV that is delivered for credit will have an approved course outline.

Course outlines will be developed in accordance with applicable legislation, regulatory requirements and standards, external accreditation requirements and standards, and the approved program of study.

Developing, reviewing and revising course outlines is a collaborative process involving Faculty and/or Subject Matter Experts (SMEs), program teams, and academic administrative staff.

Approved course outlines are binding for both students and faculty.

A single approved course outline will be followed by all faculty members teaching that course code in an academic year. As determined by the Chief Academic Officer or designate, in an exceptional situation, changes to a course learning plan and/or evaluation criteria may be approved for revision during a quarter.

Course outlines, excluding courses offered through CPD and part-time learning, will be available to students on or before the first day of a course through LCV's Learning Management System (LMS).

Students are expected to be familiar with the content of their course outlines and are responsible for seeking clarification from faculty, as needed.

Students should retain copies of their course outlines for future reference and academic consideration.

Course outlines are retained in keeping with the College's framework for records retention. Retained course outlines should include creation, revision, and approval dates.

Definitions

Academic Team: Includes the Chief Academic Officer, Academic Director, Program Directors, and faculty members who are responsible for academic content and delivery.

Annual Program Review (APR): A cyclical process that occurs annually to support continuous program improvement.

Approver: This role is accountable for approving the pedagogical (curriculum) and administrative (credit, hours, category, etc.) aspects of the course outline.

Comprehensive Program Review (CPR): A cyclical process that occurs every 5years to provide a thorough and rigorous assessment and to support continuous program improvement.

Course: A distinct and discrete teaching and learning framework, containing content that has been approved by an expert source, usually structured to be delivered over an identified period, with measurable learning outcomes, and formal student evaluation.

Course Code: The unique numeric and/or alpha identifier assigned to each course offered at LCV.

Course Outline: A contract between LCV and students, detailing the learning that successful students will be able to demonstrate by the end of a course, topics covered throughout the course, and methods of evaluation.

Credit Course: A distinct and discrete teaching and learning framework containing content that has been approved by an expert source and structured to be delivered over an identified period of time. Credit courses have measurable learning outcomes and formal student evaluation. Student evaluation in a graded credit course is weighted in the calculation of the grade point average.

Curriculum: A plan for learning that is coordinated and articulated in a manner designed to result in the achievement by students of specific knowledge and skills and the application of this knowledge. Curriculum refers to the content (the material to be learned), the actions and resources involved in teaching and learning and processes for evaluating the attainment of educational objectives and is driven by learning outcomes.

Exclusions

Non-credit courses that are not part of any accredited program, such as Master Classes, Continuing Education Courses, and courses delivered for promotional, recruitment, or other special events, are not required to receive approval via this policy.

Provisions

Course Outline Development and Revision

All course outlines that are submitted as part of new program proposals and/or major curriculum changes must use the most current Course Outline Template located on Agora.

Resources to support the course outline development and revision processes are available through the Curriculum Committee.

Course outlines for new programs are developed by a team, which may include faculty, external SMEs, a project lead, curriculum specialists and the Curriculum Committee.

In cases where a course outline has been developed by another institution in the LCI Education network, it must be reviewed by a local SME and updated to align with local program and regulatory requirements.

Course outlines for programs are reviewed informally at least once per academic year in alignment with the Annual Program Review (APR), and formally every five years as part of the Comprehensive Program Review (CPR) process.

During the review and revision process, faculty who have taught the course will be consulted on changes to the course outline as directed by their Program Director.

Revisions to course outlines may be informed by:
- 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 Curriculum Development Committee;
- Program Advisory Committee (PAC) input;
- Other sources, as relevant.

Revisions to individual course outlines are to be conducted in alignment with accrediting body requirements and industry needs and reviewed and approved as appropriate by the Program Area, Department, and the Curriculum Committee. In the case of multiple course revisions as part of a major curriculum change, the Curriculum Committee and Education Council's (EdCo) approval is required. Please note that major curriculum changes will trigger a review of all course outlines within the program.

Course outlines are retained and appropriately versioned as part of a curriculum library by the Program Directors for each department.

Academic Team Responsibilities
- Where a new course is a part of a program, ensure the course supports the appropriate program learning outcomes as recorded in a mapping document.
- Ensure all courses adhere to course development processes and procedures, including related policies and procedures on grading and evaluation.
- Assign a course outline lead with appropriate subject matter expertise to develop the outline.
- Advise appropriate departments, including the Registrar's Office, regarding development of a new course and/or revision of an existing course.
- Program Directors must ensure that a course that has been articulated via the BC Transfer Guide is resubmitted for re-evaluation after revisions.
- Work collaboratively with appropriate departments to ensure the course complies with internal and external requirements.
- Manage the timeline for course development deliverables, which include: course outline, evaluation elements, instructional plan, course curriculum, and the creation of course packs.

Supporting Procedures for New Courses
1. A course outline lead will be assigned with appropriate subject matter expertise to develop the outline/course by the appropriate Program Director, and provided any contracts, content, templates, etc. that may be required.
2. The course outline lead develops the course outline and submits to the Program Director to facilitate consultation with the appropriate faculty for approval by the Department.
3. The Program Director submits the course outline to the Curriculum Committee for review and approval.
4. The Program Director submits the course outline to Education Council for review and approval.
5. Once approved by Education Council, any changes to program grids, the Academic Calendar, BC Transfer Guide, etc. are submitted to the Registrar's Office by the Program Director for implementation.
6. The Program Director must also advise Admissions and Marketing as necessary.

7. The Program Director is responsible for the communication to faculty and students about any course changes.

Further Information

Policies to include on all Course Outlines can be found on the Course Outline Policies Template [located on Agora](#).