⑧SAIT

Section**:**	Academic/Student (AC)
Subject**:**	Programs and Curriculum

Legislation:	
Effective:	March 16, 2022
Revision:	

APPROVED: _____
          President and CEO

POLICY

SAIT's Board of Governors is committed to a high-quality applied learning environment that relies on relevant, evidence-informed and technology-based curriculum. Efficient continuous improvement systems support ongoing academic quality. SAIT's curricular review practices are foundational to creating this learning environment and to programming that is responsive to local, global and student needs.

PROCEDURE

DEFINITIONS

Course	Organized subject matter in which instruction is offered with specific learning outcomes within a given period of time.
Course improvement log	A shared program document used by all instructors teaching a particular course to record changes and improvements that they have identified while teaching the course. The information recorded in the log includes a description of the change, evidence that supports the change, the rationale for the change, and the type of change required.
Credit course	A course that is part of a program approved by the Alberta government, and that has a credit value associated with it. It is included in the calculation of a student's grade point average.
Credit program	A program that is approved by the Alberta government.
Curriculum	The assessments, materials, laboratory and other learning activities that facilitate learning.

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Curriculum management system (CMS)	The automated computer system that supports the curriculum process from planning and approvals to implementation of changes. It acts as the system of record for all curriculum decisions, which includes the storage of all supporting curriculum documentation.
Curriculum review	An evidence-based analysis that applies reflection for action and continuous improvement principles and may result in revision of course curriculum and instruction.
Learning management system (LMS)	A web-based software application for the administration and delivery of educational courses.

GOVERNING PRINCIPLES

1. SAIT's curriculum review processes leverage the strengths of SAIT's curriculum and identify opportunities for improvement, in order to ensure consistent and quality learning experiences for SAIT students.

2. This procedure applies to the curriculum review processes used by all credit programs that SAIT offers, regardless of how those courses are delivered.

3. Curriculum review may be modified for programs subject to external accreditation, in order to ensure process efficiencies. Modifications may include but are not limited to adapting the timelines and/or scope of the review for external bodies.

PROCEDURE

1. The curriculum review process generally occurs following each offering to students.

2. Instructors and academic chairs prepare for curriculum review by reviewing SAIT's standard practices, which may include completion of training or review of the process to ensure that the most current standard practices are being followed.

3. Instructors review current curriculum and learning resources, which usually include textbooks, videos, LMS materials and other resources, as well as best practices for instruction.

4. Instructors use program and course data, which should include formal survey information and student feedback, to consider and recommend improvements. Instructors collaborate with fellow instructors in relation to the recommendations made during the process.

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5. Instructors share recommendations and rationale for changes via the course improvement log attached as Schedule A, an Associated Document to this procedure.

6. Credit programs follow SAIT's approved curriculum management system to revise the curriculum.

7. The academic chair is accountable for reviewing and taking action as appropriate from review cycle to review cycle based on recommendations made in the log.

ASSOCIATED DOCUMENTS

Schedule A   Course Improvement Log

POLICY/PROCEDURE REFERENCE

AC.2.24   Curriculum Review policy
AC.2.24.2   Course Outlines and Course Maps procedure

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