

COURSE OUTLINES AND COURSE MAPS

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**PHILOSOPHY**

Course outlines that set out course requirements in a clear, transparent and consistent manner support a high-quality learning experience for students and help support students' academic success. Course outlines also provide SAIT and students with a permanent historical record of the delivered curriculum, and help students to obtain recognition of their learning from other post-secondary institutions through transfer credit. This procedure defines the standards for SAIT course outline content creation, maintenance and revision.

DEFINITIONS**Course curriculum
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

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change, evidence that supports the change, the rationale for the change and the type of curriculum change required.

Course map

A document provided to students by instructors that defines the course structure and key components.

Course outline

The official document that sets out the course description, course’s learning outcomes, delivery and evaluation components.

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 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.

Hours

Scheduled or equivalent non-scheduled class time.

Learning management system (LMS)

A web-based software application for the administration and delivery of educational courses.

Learning outcome

A statement that captures what students need to be able to do in real-world contexts, and written in such a way that it is observable and measurable.

GOVERNING PRINCIPLES

1. This procedure applies to course outlines used for all credit courses that SAIT offers, regardless of how those courses are delivered.
2. Course outline review may be modified for programs subject to external accreditation to ensure process efficiencies. Modifications may include but are not limited to adapting the timelines and/or scope of the review for external bodies.

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PROCEDURE

A. Creation, Review and Maintenance of Course Outlines and Course Maps

1. Each credit course must have a course outline and a course map, using SAIT's templates attached to this procedure as Associated Documents.
2. Creation of a course outline for a new course:
 - a) The academic chair is accountable to work with instructors to create the course outlines and, in consultation with the program's instructors, to approve the course outline.
 - b) The instructor and/or subject matter expert is responsible for creating the course outline and the associated course map.
3. Course outlines and course maps are maintained through curriculum review activities; see procedure [AC.2.24.1 Curriculum Review](#) for further information.
 - a) In alignment with the curriculum review cycle:
 - i) Instructors review course outlines and provide the academic chair with evidence-informed recommendations for revisions to those outlines.
 - ii) The academic chair considers revisions recommended by instructors to course outlines, and either approves or rejects those recommended revisions.
 - b) Credit programs will follow the guidelines within SAIT's approved curriculum management system when creating and revising course outlines.

B. Distribution of Course Outlines and Course Maps

1. Instructors will distribute course outlines and course maps to students before the first class of each course, through SAIT's learning management system.
2. Students are strongly encouraged to keep copies of course outlines for their courses, as these outlines may help students subsequently obtain recognition of their learning from other post-secondary institutions through transfer credit.

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ASSOCIATED DOCUMENTS

- Schedule A Course Outline Template (under development)
- Schedule B Course Map Template (under development)

POLICY/PROCEDURE REFERENCE

- AC.2.24 Curriculum Review policy
- AC.2.24.1 Curriculum Review procedure

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PROCEDURE