

Academic Policy

Policy Title: Course Review Policy Number: AC-1010 Date Adopted: 01/9/2013 Version: 8.00 Review Cycle: Biennially 09/08/2023 Date Last Reviewed: Office Responsible: Academic Deans Reviewing Committee: Academic Council Related Policies: Program Review

Related Laws: NA

Policy Summary:

It is the policy of Jackson College (JC) to review all academic courses on a recurring basis, following the same 5-year cycle as program/discipline review, to ensure the academic integrity, course currency, transferability, accessibility, and relevance.

Scope: This policy applies to all credit bearing courses offered at JC. Lab and embedded clinical components are incorporated within the appropriate course review.

Policy Statement:

Course reviews have the following primary objectives:

- Course Quality: The curriculum design is clear, and appropriate and achieves its learning outcomes; is an engaging learning experience for students; the assessment system is clearly linked to course outcomes; the assessment data is used to improve student learning and student success at the desired level as evidence by course success rates.
- Course Relevance: Stakeholders confirm that the course is meeting expectations.
- Course Contribution: That the course contributes appropriately to the certificate(s) or degree(s) that include the course in the program of study; for courses that are designated as serving a GEO, ensure that the course contributes to student achievement of that GEO as evidenced by assessment data which is reported annually via the relevant reporting process.



The criteria by which a course will be reviewed include:

- the achievement of undifferentiated outcomes by students
- the currency of texts and other assigned materials
- the course transferability to other institutions if applicable
- effectiveness of course delivery methodology
- Absence of bias (evidence of inclusiveness)
- Course success rate below 70% or above 90% prompt a further review

Change Log: Date Of Change	Version	Description of Change	Responsible Party
9/12	1	Created	E. Young
9/12	2	Reviewed and Made Recommendations	J.Frew & P.Visser
11/26	3	Reviewed by Assessment Committee	M.Walraven
12/3	4	Reviewed by Curriculum	J.Frew
12/10	5	Reviewed By Academic Council	J.Frew
9/16/19	6	Reviewed by Curriculum Committee	P. Visser
10/8/20	7	Biennial Review	J. Frew
9/8/2023	8	Review and Update	H. Ruttkofsky