



### Academic Policy

<b>Policy Title:</b>	Course Review
<b>Policy Number:</b>	1010
<b>Date Adopted:</b>	1/9/2013
<b>Version:</b>	7.0
<b>Review Cycle:</b>	Biennially
<b>Date Last Reviewed:</b>	10/8/2020
<b>Office Responsible:</b>	Academic Deans
<b>Reviewing Committee:</b>	Academic Council
<b>Related Policies:</b>	Program review
<b>Related Laws:</b>	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, appropriate and achieves its learning outcomes; is an engaging learning experience for students; that the assessment system is clearly linked to course outcomes and that the assessment data is used to improve student learning.
- **Course Relevance:** that external stakeholder and employment outcomes confirm that the course is meeting expectations.
- **Course Contribution:** that the course contributes to student achievement of selected GEOs (when appropriate), as evidenced by assessment data and reported annually via the relevant reporting process.

The criteria by which a course will be reviewed include:

- the achievement of undifferentiated learning outcomes by students
- the currency of texts and other assigned materials
- the course transferability to other institutions
- effective course delivery methodology
- absence of racial or ethnic bias
- appropriate pre- and co-requisites and course fees

**Change Log:**

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
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