

DIN: 3030-2-02
Name of Process: Developing/Revising Master Course Outlines

Purpose

The purpose of this process is to ensure that all Northwest Technical College master course outlines have been developed or revised and approved in accordance with college requirements and quality expectations. All outlines will include specific sections to communicate to the learners the content and performance expectations for each course.

Scope

This process will guide the development and approval of all master course outlines in the Northwest Technical College database.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
WIDS	Worldwide Instructional Design System, which is the format used for all NTC course outlines and which is supported by software.
Master Course Outline	This is the master outline that has been agreed upon by faculty in the program to which the course belongs. All faculty teach from this master outline, with an allowed variance of 20% of the course goals (per NTC policy 3030-1-01). In WIDS vernacular, the official course outcome format is called the Course Outcomes Summary (COS).
Course Manager	The person assigned responsibility for creating and modifying the official Course Outline for a specific course. Each course has a Course Manager.
Course Outline sections	These include Course Number (assigned by Curriculum Office); Course Title; Course Credits, including credit configuration; Course Description; Course Pre or Co-requisites; Exit Learning Outcomes addressed in the course, including Program or General Education Outcomes and Core Abilities; Course Competencies to be learned; Performance Standards, including conditions and criteria; and Learning Objectives; and the Accommodations Statement.
Syllabus	Sometimes used interchangeably with Course Outline; however, MnSCU policy defines a syllabus as the individualized course outline that includes information specific to an individual instructor. This would include text and grade information and often includes a calendar of course sessions.
.crs file	This is the WIDS file that is created for each course by the Academic Support Coordinator. This file contains the course information (Course Syllabus, Course Outcome Summary, Learning Plan). Each course will have an official .crs file that is revised only by the designated Course Manager and that is stored on the college WIDS database. Individual faculty use the official .crs file to create their own course Syllabus, saving the revised .crs file on their own hard drive.

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Curriculum Modification Form	Certain changes require action by the Division Chair and/or Academic Affairs and Standards Council and these are submitted via a completed Curriculum Modification Form. Changes requiring this form are: <ul style="list-style-type: none"> o new courses and programs; o deleted courses and programs; o changes to course number, title, description, prerequisites, credits; o changes to program title, award, length, course requirements
Minor Course Revisions	Less than or equal to 20% of course content.
Major Course Revisions	Changes to “contract data” (Course number, title, credits, description, pre- or co-requisites), more than 20% of course content.
Approvals from other programs	Major changes to courses utilized by more than one program require the review of all Division Chairs. Division Chairs make recommendations based on discussions with the faculty within the affected programs. These include changes to any general studies courses, including College Readiness courses, general education courses, and cored courses.
AASC	Academic Affairs and Standards Council. The approval body for course and program changes that require a Curriculum Modification Form.

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	Division Chair	Name Course Manager to every course in the division’s course inventory, informing Academic Support Coordinator. Identify courses that are used by programs in other divisions and assure that Course Manager knows he/she is responsible for communicating with faculty in those other programs to assure agreement with the content in the Course Outline, including if there are proposed major changes to course.
2	Academic Support Coordinator	Send .crs file to the assigned Course Manager, implementing Procedure 3030-3-01. This includes keeping records of the status of the .crs file and posting approved files to the college’s course database.
3	Faculty	Develop the course content using WIDS software. Communicate with appropriate faculty who teach the course and seek consensus on the content prior to submitting to the Division Chair. Send completed .crs file to Division Chair for review to ensure outline meets Course Outline requirements.
4	Division Chair	Upon receipt of .crs file for original Course Outline, review for compliance with requirements and then send .crs file to Academic Support Coordinator. Complete a Course Development/Modification Form (3030-4-02) with the help of the creator of the Course Outline. <i>(Note: During transition to WIDS, for original outlines of existing courses with approved ipsi syllabi, division chair will review and send .crs file for posting. Chair will keep track of status of .crs file on a copy of the master spreadsheet and will provide the spreadsheet to the academic support coordinator as documentation of the .crs files that are complete and okay to post.)</i>

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		<p>IF this course does not require consensus or consensus has been reached,</p> <p>IF this is a course needing consensus that hasn't been achieved,</p>	<p>THEN submit Curriculum Development/Modification Form to Academic Support Coordinator, along with the .crs file.</p> <p>THEN convene meeting for consensus, if needed, and work to achieve consensus. If consensus is reached, send completed .crs file to Academic Support Coordinator.</p> <p>If consensus is not reached, continue with this process by submitting Curriculum Development/Modification Form to Academic Support Coordinator, along with the .crs file, but inform dissenters that they can attend the AASC review if they wish.</p>
5.	Academic Support Coordinator	Two weeks prior to the AASC meeting, provide AASC chair with a list of minor revisions submitted since the last AASC meeting as an FYI, cc'ing all faculty as notification of the impending changes.	
6.	AASC	Act on Curriculum Modification requests. Course Managers will be asked to attend the AASC meeting at which their Major Modification requests will be considered. Faculty who want to comment may also attend the meeting.	
7	Academic Support Coordinator	Implement remaining steps of 3030-3-01 Managing Curriculum Database procedure. Keep electronic spreadsheet documenting the status of each course. Ensure that all approved Course Outlines are posted in the college's curriculum database.	

Supporting references

Listed below are college documents that support this process:

- 3030-1-01 Curriculum Integrity policy
- 3030-2-01 Making Curriculum Changes process
- 3030-4-01 Curriculum Modification Form

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