
Date: April 8, 2009
To: Academic Community
From: Kent MacDonald, Vice President Academic
Subject: Directive E33 Course Outlines and Course Section Information



Course outlines and course section information form the basis of the curricula the College delivers to our students. As a result of the good work of faculty and staff, the new Directive guiding the development and implementation of course outlines has been finalized and was endorsed by the President's Executive Committee. Directive E33 Course Outlines and Course Section Information is now posted to myAlgonquin. I encourage all faculty to review the directive: <http://www.algonquincollege.com/directives/>

Faculty began the full transition of how we document course curriculum in Fall 2008 when we standardized the course outline for all sections of a course. The second step in the transition will occur for Fall 2009 with the full implementation of the course section information (CSI) whereby all course sections are to have CSI in place.

The course section information is a high level overview of the learning plan for each section of a course that will be, in most cases, approximately two to three pages in length. Directive E33 specifies the minimum requirements for course section information; these are not intended to be restrictive. The course section information outlines the learning schedule for the learners in each section and it links directly with the course outline through the learning plan and the evaluation/assessment of course learning requirements. In the revised format, the course outline and the course section information, together, document the course curriculum; one without the other is an incomplete picture of the course.

A template outlining the minimum requirements for the course section information is posted on the COMMS website at <http://www.algonquincollege.com/its/comms/>.

To ensure an easy and smooth transition, we have developed a plan to assist faculty with development of the Course Section Information. Professional development will be offered in the Centre for Organizational Learning and to each department or program, as appropriate and resource material is available on the COMMS website (see link above). The course section information is to be developed as a Word document, with the final version stored electronically in COMMS.

If you have questions about this revised directive, please contact your department Chair. In addition, your school's COMMS Working Group representative is available to discuss the course section information document with you.

This comprehensive way to document course curriculum is an important step forward in our continued efforts to provide professors with the flexibility to meet the needs of learners in each section and to offer our courses in a variety of delivery modes, while at the same time ensuring overall curriculum consistency between sections.

I would like to acknowledge the tremendous work of the faculty and staff of the Course Outline Mapping and Management System (COMMS) Working Group. The COMMS Working Group has helped bring the development of these documents into the twenty-first century and we acknowledge their efforts. They are:

Jeremy Anderson, Transportation and Building Trades
Dianne Bloor, Learning and Teaching Services
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