

Course Outline Roles and Responsibilities

This document outlines the roles and responsibilities for the faculty, program and discipline/subject coordinator, and chair with respects to course outlines at Fleming College

Faculty

- It is the faculty's responsibility to rollover or create the annual and semester outline.
- It is the faculty's responsibility to ensure the outline is free of grammar and spelling errors or omissions.

Annual Outline

- Compose, edit, and organize the Staff Approval List, Course Learning Outcomes, Learning Resources, and Assessment Requirement sections. The course learning outcomes shall work towards achieving program learning outcomes and standards. If the faculty is unsure of the program's learning outcomes and standards, s/he shall consult with the program and discipline/subject coordinator.
- Approve the annual outline.

Semester Outline

- Compose, edit, and organize the Staff Approval List, Learning Sequence, Assessment Requirements, Transfer Credit/Exemption Contact, and Student Success: Policies and Procedures sections.
- Approve the semester outline.

Program and Discipline/Subject Coordinator

- It is not the responsibility of the program and discipline/subject coordinator to edit the outline of grammar and spelling errors or omissions. Should there be grammar and spelling errors or omissions the program and discipline/subject coordinator will return the outline to the faculty for correction.
- It is the responsibility of the program and discipline/subject coordinator to assess the outline's alignment to the program learning outcomes and standards.

Annual Outline

- Evaluate and assess the course's learning outcomes to the program's learning outcomes.
- Verify all sections (Staff Approval List, Course Learning Outcomes, Learning Resources, and Assessment Requirement) are complete and accurate.
 - Verify the course assessments add up to 100%
- Confirm the Course Catalog Information is accurate this includes the course title, hours and description, prerequisites, and co-requisites.
- Approve the annual outline.

Course Outline Roles and Responsibilities

Semester Outline

- Verify all sections (Staff Approval List, Learning Sequence, Assessment Requirements, Transfer Credit/Exemption Contact, and Student Success: Policies and Procedures) are complete and accurate.
 - Verify the course assessments add up to 100%.
 - Verify the transfer credit/exemption contact is correct.
- Approve the semester outline

Chair or designate

- The chair or designate is accountable that each course has an outline available for students during the first week of formal classes (Academic Regulations 2-201, Section 2).
- The chair or designate is accountable for the overall quality and appropriateness of the outline.
- It is not the responsibility of the chair or designate to edit the outline of grammar and spelling errors or omissions. Should there be grammar and spelling errors or omissions the chair or designate will return the outline to the faculty for correction.

Annual Outline

- Check quality of (Staff Approval List, Course Learning Outcomes, Learning Resources, and Assessment Requirement) sections.
- Approve the annual outline

Semester Outline

- Check quality of (Staff Approval List, Learning Sequence, Assessment Requirements, Transfer Credit/Exemption Contact, and Student Success: Policies and Procedures) sections.
- Verify that no evaluation activity in the Learning Sequence and Assessment Requirements is more than thirty (30) percent of the student's final grade without the approval of chair or designate (Academic Regulations 2-201, Section 2).
- Approve the semester outline.

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