Procedure Title:	Course Curriculum Development and Revision
Procedure ID:	#OP 2-224B
Manual Classification:	Academic Affairs
Linked to Policy:	2-224 Course Curriculum Quality Assurance
Approved by Senior Management Team (SMT):	December 17, 2025
Effective Date:	December 19, 2025
Next Review Date:	December 2028
Contact for Procedure Interpretation:	Executive Vice President Academic Experience

1.0 – Purpose

The purpose of this procedure is to describe the processes for course and curriculum development, review, and revision.

2.0 – Definitions and Acronyms

Course: A distinct and discrete teaching and learning framework, defined through course learning outcomes, and approved using a course outline.

Course Learning Outcomes (CLO): Statements that represent the culminating demonstrations of learning and achievement at the end of a course. CLO's describe what students are expected to know, understand or apply, as a result of the learning experiences provided in the course.

Course Team: Includes individuals such as professors, instructors, technician/technologist who are currently teaching or involved in delivering the course.

Curriculum: the plan for learning that is coordinated and articulated in a manner designed to result in student achievement of specified learning outcomes. Curriculum encompasses the content, learning materials, delivery, and course resources, as well as the context and processes for evaluating the attainment of learning outcomes.

Essential Employability Skills (EES): Are skills that, regardless of a student's program or discipline, are critical for success in the workplace, in day-to-day living and for lifelong learning. The essential areas where graduates must demonstrate skills for knowledge: communication, numeracy, critical thinking, problem solving, information management, interpersonal and personal.

General Education Course: A course that meets the General Education curriculum requirement as defined in the Minister's Binding Policy Directive. Such courses must: 1) expose graduates to at least one discipline outside their vocational field of study; 2) be offered and designed entirely separately from vocational courses; 3) have learning outcomes consistent with at least one of the General Education themes, as set down in Appendix C1 of the Minister's Binding Policy Directive; 4) strengthen students' Essential Employability skills, such as critical

thinking, problem-solving, and communication, in the context of an exploration of topics with broad-based personal and/or social importance; 5) emphasize theoretical and conceptual understanding rather than applied skills. Both mandatory and elective General Education courses fall within the descriptor "General Education course."

Program of Instruction: A group of related courses leading to a credential awarded by the College.

Program Team: Includes individuals and faculty with knowledge and expertise in the specific field, the school Academic Leadership, and may include the technician/technologist.

3.0 – Guiding Principles

Curriculum, assessments, evaluation methodologies, and course learning outcomes are developed, reviewed, and revised through course-level quality assurance processes to remain current and relevant.

4.0 – Scope

This procedure applies to the development and revision of all post-secondary courses and curriculum.

5.0 – Operating Procedure

5.1 – Development and Revision of Course Learning Outcomes

Course learning outcomes are the foundation for the design, development and maintenance of all courses leading to a credential awarded by Fleming College.

During course development, course learning outcomes are collaboratively designed to be measurable and relevant, and to reflect the skills and performance needed to achieve the requirements of the program standard/description. Course learning outcomes are mapped to program learning outcomes to ensure alignment with the learning needs of future courses within the program of instruction, if applicable.

Course learning outcomes are recorded on the course outline and are reviewed annually by the course team.

Revisions to course learning outcomes are initiated during course outline review in accordance with recommendations made during program review.

Course learning outcomes cannot be modified within the academic year covered by the annual course outline unless specifically approved by the School Dean/Chair.

Approved modifications to the course learning outcomes are reflected on future course outlines.

5.2 – Development of New Courses and Curriculum

New course curriculum development flows from Program Review Procedure OP 2-213D and/or New Program Development Procedure OP 2-213G, with a corresponding rationale for new courses within a program of instruction.

The school Dean/Chair will assign new curriculum development to faculty with expertise in the relevant field. Vocational subject expertise may be resident in the school, drawn from other departments, or, if necessary, contracted through external experts.

All new curriculum will be developed using the advice and guidance of each Program Advisory Committee or reference group relevant to the vocational field of the program, and in accordance with 2-202 Program Advisory Committees.

New curriculum will be developed by the assigned faculty in conjunction with the Learning Design and Support team using the following principles that curriculum is:
- Outcomes based, purposeful and intentional
- Appropriate to the level at which the qualification is offered
- Appropriate to the occupational requirements of the program graduates
- Aligned with provincial program standards or program descriptions, including vocational learning outcomes, essential employability skills, and labour market needs
- Designed to provide learning opportunities to maximize student engagement
- Designed to align content, learning resources, and authentic assessment with both course and program vocational learning outcomes, regardless of delivery modes
- Required to comply with relevant legal standards such as the Accessibility for Ontarians with Disabilities Act (AODA)

The school Dean/Chair has final responsibility for ensuring that the curriculum development product meets the requirements for future program delivery.

The addition of a new course to an existing program must be approved in accordance with OP 2-213B Program Curriculum Change and Implementation.

5.3 – Revision of Existing Curriculum

Revision of existing courses and curriculum flows from OP 2-213D Program Review Procedure and is documented on the program improvement plan with associated rationale.

The school Dean/Chair will assign course and curriculum revision to faculty with expertise in the relevant fields. Vocational subject expertise may be resident in the school, drawn from other departments, or, if necessary, contracted through external experts.

Curriculum will be revised by the assigned faculty with assistance provided by the Learning Design and Support team, following the same principles outlined in 5.2.

The school Dean/Chair has final responsibility for ensuring that the curriculum revision meets the requirements for future program delivery.

If the revision of an existing course results in program-level change, as defined by OP 2-213B Program Curriculum Change and Implementation, it must be approved in accordance with that

Procedure.

5.4– Roles and Responsibilities

It is the responsibility of the Dean/Chair to ensure quality curriculum content, and delivery, as well as assigning work for curriculum and course review, development, revision and approval.

It is the responsibility of the Academic Quality Office to review documentation to ensure that course development/revision is consistent with OP 2-213B Program Curriculum Change and Implementation for Certificates and Diplomas.

It is the responsibility of the Learning Design and Support team to provide training, education, support, and assistance during course and curriculum development and review.

It is the responsibility of the program team to:
- Meet on a regular basis to ensure continuous development and improvement of the program curriculum.
- Review appropriate program information, such as program description/standards and external accreditation standards and/or regulatory bodies when applicable, as well as review of course outlines/course learning outcomes, assessment/evaluation rubrics and practices.
- Ensure that program curriculum satisfies all the Program Learning Outcomes, and the Essential Employability Skill Outcomes within the program of study.
- Ensure learning outcomes for the program and courses are appropriate to the level for the credential and for the student experience
- Analyze the program map and program curriculum to identify gaps and redundancies in outcomes, curriculum, teaching and learning, and assessments during program review;

The course team is responsible for:
- Meeting on a regular basis to ensure continuous development and improvement of the course.
- Ensuring that all relevant information is included on course outlines, updated annually and by semester as appropriate.
- Reviewing the course outline on annual and semester timeframes to discuss changes to curriculum for course delivery.
- Providing guidelines regarding the level of learning required in a course as it relates to class time, semester of study, and course outcomes;
- Ensuring clear statements of course learning outcomes exist for the course and are communicated effectively to students
- Tracking and documenting the development and implementation of curriculum changes in collaboration with the program team
- Integrating contemporary instructional technology to meet the learning needs of a variety of learners and to ensure accessibility incompliance with AODA standards for course curriculum

6.0 – Related Documents

- Accessibility for Ontarians with Disabilities Act (AODA)

- College Quality Assurance Audit Process (CQAAP) Standards of Quality
- Program Curriculum Change and Implementation for Certificates and Diplomas OP 2-213B
- OP 2-213D Program Review Procedure
- OP 2-213G New Program Development Procedure
- 2-224 Course Curriculum Development and Revision

7.0 – History of Amendments & Reviews

Date Approved	Approved By	List of Approved Amendments / Review
December 17, 2025	Senior Management Team	NEW