



# Procedure

Procedure Name	<b>Curriculum</b>		
Procedure #	IP 1.1	Parent Policy	IP 1.0 Curriculum and Instruction
Policy Owner	Vice President Academic	Effective Date	February 14, 2023
Procedure Owner	Director Academic Excellence	Next Review Date	February 14, 2028
Approved by	Vice President Academic	Approval Date	January 5, 2023

## 1.0 Purpose

This curriculum procedure follows NAIT’s framework for curriculum that is designed, developed, and reviewed through quality assurance practices and processes in education, legislation, and industry to optimize student success.

## 2.0 Definitions

Term	Definition
Authentic Summative Assessments	Activities used to evaluate and grade a student’s ability to perform program and/or course outcomes by demonstrating successful completion of real-world tasks. Summative assessment happens after a series of learning events and formative assessment activities.
Course Outline	A part of the contractual agreement between NAIT and students that is approved and stored in a central curriculum management system (Academic Tools) and includes: <ul style="list-style-type: none"> <li>• A high-level overview of what will be taught, including a course description and course outcomes, and</li> <li>• An outline of how the course outcomes will be assessed.</li> </ul>
Curriculum	A plan that outlines student learning in a program, course, or credential that includes program structure (where applicable), learning outcomes, teaching and learning resources, and assessments.
Curriculum Committee	A team of academic staff members whose role is to set curricular guidelines and standards for the school under the guidance of the Associate Dean Academic.
Learning Management System (LMS)	A web-based application/platform which allows individuals to create engaging, accessible, and interactive learning experiences. An exemplary LMS provides course administration, content management, tracking and reporting, and the ability to foster positive learning (user) experiences. (An example of a LMS is Moodle).
Learning Outcomes	Learning statements that are supported by concepts (theories, ideas, and knowledge that a learner requires), skills (tasks, techniques, and processes that a learner needs to do), and issues (potential challenges, problems, and dilemmas that learners need to understand and resolve) at

	both the program and course level. They are structured for the purpose of aligning assessments with student achievement of the learning outcomes.
Non-Credit Education (NOCR)	Non-credit learning experiences such as programs, courses, micro-credentials, workshops, webinars, and direct and work-integrated assessments for continuing ed, corporate, international, industry and applied research partners.
Outcome(s)-Based Education (OBE)	An educational approach that focuses on what students will be able to do once learning is completed. This goal-focused learning is articulated as outcomes.
Syllabus	A guide that is presented to students in the LMS that lays out the essential information for students about the course and course delivery.
Universal Design for Learning (UDL)	A set of principles (multiple means of engagement, multiple means of representation, and multiple means of action and expression) that together form a practical framework used in curriculum development to maximize equity in learning opportunities for all students.

### 3.0 Procedures

#### 3.1 Curriculum adheres to quality standards and design processes.

- 3.1.1 Curriculum is created and developed using the principles of Outcome(s)-Based Education (OBE).
- 3.1.2 Curriculum Committees provide guidance and support for curriculum.
- 3.1.3 Curriculum is informed by consultation with industry and stakeholder representation to ensure alignment with current and emerging needs.
- 3.1.4 Curriculum is designed with the goal of optimizing accessibility to all students.
- 3.1.5 Curriculum is designed using the principles of Universal Design for Learning (UDL).

#### 3.2 Curriculum adheres to quality assurance processes.

- 3.2.1 Curriculum is subject to oversight by school Associate Deans Academic, and Program and Pathway Services, or Executive Director/Manager of the relevant non-credit area.
- 3.2.2 Program curriculum is reviewed and renewed cyclically using applicable institutional quality assurance processes.
- 3.2.3 Curriculum at the course level is reviewed and renewed annually in alignment with institutional or school/NOCR-department processes and expectations.

#### 3.3 Curriculum administration processes are consistent and guide how students experience and engage with the curriculum at NAIT.

- 3.3.1 Each course requires an approved course outline containing a course description, pre- and/or co-requisites, number of credits or hours, course outcomes, concepts, skills, and issues, assessment detail and criteria, course completion requirements, and any additional information specific to the course. If the course outline is provided by Apprenticeship Delivery Support Services (ADSS) then the above requirements should be provided in the syllabus.

- 3.3.2 Each course section requires a syllabus containing delivery mode (including recording information and FOIP statements), instructor contact information, instructor availability for student support, course schedule, assessment dates and details, detailed grading criteria, resources required, and class expectations.
- 3.3.3 Each program/NOCR department uses a consistent syllabus template for all courses and saves them in a central location determined by the school. They are displayed in the same place within the LMS site for students. Learning resources should be identified with reasonable bibliographic detail. If the syllabus is also serving as the record for copyright purposes, it should be saved under a unique name, each time the course is offered, in a long-term repository managed by the program or school. (If you need more information with regards to the recordkeeping, contact NAIT's Copyright Specialist).
- 3.3.4 Each credit course requires an approved LMS Primary Site and/or may elect to create multiple LMS Primary sites to meet the needs of the course/program. LMS Primary sites are renewed through consultation/collaboration with an instructional team, where possible. The course lead, Chair/Manager, or designate are responsible for the review, maintenance, and updates to the LMS Primary sites.
- 3.3.5 All sections of a course will have an LMS instance.
- 3.3.6 The instructor(s) assigned to the course section is responsible for the resources and activities of the LMS instance.
- 3.3.7 Students will have read-only access to their course instance for one year after the course end-date unless there is a required need to extend student course access for regulatory examination purposes.

#### **4.0 Exceptions to the Procedure**

- 4.1 All procedures listed under 3.3 are optional for short (< 4 weeks) industry skills courses. Instead, these short industry skills courses follow guidelines created by the Associate Dean Academic, Director or Designate, who also maintains a list of courses in this category.
- 4.2 Exceptions to this procedure other than those listed in 4.1 are documented and formally approved by Policy Owner.
  - 4.2.1 Procedure exceptions must include:
    - The nature of the exception;
    - A reasonable explanation for why the exception is required;
    - Confirmation that the exception aligns with the general principles;  
*and/or*
    - Any risks created by the procedure exception and how they will be managed.

#### **5.0 Related Documentation**

- 5.1 Curriculum Quality Standards
- 5.2 Educational Technology Quality Standards

- 5.3 ADSS Alignment process
- 5.4 Course Review Process
- 5.5 NASA Collective Agreement
- 5.6 IP 1.2 Instruction Procedure
- 5.7 IP 1.3 Credit Framework Procedure
- 5.8 IP 1.4 Assessment Procedure
- 5.9 IP 1.5 WIL Procedure
- 5.10 SR. 1.0 Student Rights and Responsibilities
- 5.11 LC 4.0 Use of Copyright Protected Work Policy
- 5.12 LC 4.1 Use of Copyright Protected Work Procedure.

**Document History**

<i>Date</i>	<i>Action/ Change</i>
<i>September 2020</i>	<i>IP 1.01 Quality Curriculum (Updated to current doc)</i>
<i>January 2023</i>	<i>IP 1.01 Quality Curriculum updated and replaced with IP 1.2 Instruction</i>