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| **TOOLKIT #1A: COURSE OUTLINES**  **PROGRAM REVIEW FINAL REPORT SECTION: 2.01** |
| **Overview**  Course outlines are a cornerstone of curriculum development and curriculum mapping. Essential elements of course outlines are aligned with program learning outcomes to ensure that graduates have the knowledge and skills required of an employee in an entry level position. |
| **Instructions**  Use the Course Outline Quality Review available on the eLearn site in the program locker to:  **Option A:** Determine whether or not a comprehensive review and renewal of course outlines are required for this review.  Have the **program team** attend a formal workshop organized for Oct. 21st , 2013 9am-12pm or Feb. 24th, 2014 9am-12pm or Feb. 24th, 2014 5pm-8pm.  **Option B:** Defer course outline renewal to the 5-Year Action Plan.   * Faculty will be required to participate in Course Outline Renewal workshops in May/June or July/August 2015.   **Option C:** Let individual faculty know of course development/renewal sessions offered on a regular basis throughout Fall 2013 and Winter 2014. Some faculty may want to update/renew course outlines on their own. Refer to the Professional Development calendar for “Learning Outcomes” workshop dates: (<http://www.mohawkcollege.ca/about/TeachingLearningQuality/CTL/programsWorkshops/ctl-syndicated-calendar.html>).  **Next Steps**   * CDS will complete section(s) 2.01 of the program review report based on the above decisions.   Copy the CDS report into section 2.01 of the Program Review Final Report Template |
| **Helpful Hints**   * Maintaining quality course outlines, learning outcomes/elements, resources, and assessment overview is an ongoing process that involves reflective practice. Program teams are encouraged to adopt a curriculum committee approach to program and course quality. |
| **Alignment**  PQAPA criterion #  Academic Plan item#  Strategic Plan item #  Program Review Policy section # |