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| **TOOLKIT #3: STRATEGIC CURRICULUM DISCUSSION**  **PROGRAM REVIEW FINAL REPORT SECTION: 2.05** |
| **Overview**  Various stakeholders for the program are invited to attend a strategic discussion in regard to curriculum, essential skills for an entry level position, trends in the industry, graduate employment, and experiential learning opportunities. |
| **Instructions**  Organize and schedule a Strategic Curriculum Discussion (SCD) with key stakeholders any time before March 30, 2014.   * Utilize the “Preparation: Strategic Curriculum Discussion” guidelines (Appendix A)   **Next Steps**   * CD will complete section(s) 2.05 of the Program Review Report and email the document to the appropriate Program Review Lead by a date determined by the PRL and CD   Copy the CD report into section 2.05 of the Program Review Final Report Template |
| **Considerations for Implementation**   * Some program areas organize the SCD during a regular PAC meeting * A minimum of 12 participants from a variety of stakeholders is required for an effective SCD * Recommend a 6-week lead time to organize the SCD |
| **Alignment**  PQAPA criterion #  Academic Plan item#  Strategic Plan item #  Program Quality Policy section # |

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| mohawkCollegeLogoPrintHorizontalBlack | **Appendix A**  **Preparation: Strategic Curriculum Discussion** |

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| **Task** | **Responsibility** | **Notes** | **Status**  **(NS=not started,**  **IP=in progress,**  **C=completed)** |
| **Determine Date**  **And room booking** | Program Area | -coordinate date with Curriculum Design  -evening focus groups are ideal  -3 hours is required for the SCD  *NOTE: Some program areas organize the SCD to coincide with the PAC meeting.* |  |
| **Compile list of participants** | Program Area | -list of participants should include employers, experts in the field, graduates from 1, 3, 5 years, Aboriginal representation, members of program advisory committee, other stakeholders |  |
| **Send Invitation** | Program Area | -email invitation (Appendix B: Invitation) to possible participants at least 6 weeks in advance  *NOTE: Appendix B is an exemplar. Program teams can re-word the invitation.* |  |
| **Meet with Curriculum Design to examine focus group questions and agenda** | Curriculum Design | -sample questions have been developed (Appendix C: Guiding Questions)  -additional questions may be added |  |
| **Confirm attendance and distribute parking passes** | Program Area | -at least 3 weeks prior to session  -provide participants with agenda (Appendix D: Focus Group Agenda)  -provide participant with list of guiding questions to help prepare for the focus group (Appendix C: Guiding Questions)  -provide participants with MTCU vocational standards for the program. Standards are available in the PRLD eLearn site for your program. |  |
| **Arrange for a recorder** | Curriculum Design |  |  |
| **Arrange for food or refreshments** | Program Area |  |  |
| **Send follow-up Thank you** | Program Area | -at least 1 week after session |  |
| **Report** | Curriculum Design | -provide a written report of focus group session based on strengths, challenges, opportunities and threats |  |

**Appendix B: Invitation**

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| mohawkCollegeLogoPrintHorizontalBlack | **Program Learning Outcomes**  **Invitation: Strategic Curriculum Discussion** |

<<Insert Date>>

Dear Colleague <<or personalize the salutation if you have names>>,

The School of <<insert school>> is completing a formal, comprehensive review of the <<insert program name>> program to evaluate the currency of the curriculum, identify future directions for the program and to ensure graduate success in the workplace. An important element of this review includes input from as many relevant sources as possible, including program advisory board members, other industry representatives, graduates, and employers. Consultation with these representatives results in a validation and/or revision of **Program Learning Outcomes** (PLO’s). **PLO**’s are a set of outcome statements that describe the essential knowledge, skills, attitudes and abilities expected of a graduate of a program.

You are our link to the community and the industry in regard to the <<insert program name>> program. We’d like to use this opportunity to gather your insights, thoughts, and opinions about what the ideal graduate from this Mohawk College program should be in order to develop the **PLO’s**.

We invite you to attend a *Strategic Curriculum Discussion* designed to determine if the program adequately prepares graduates for changing job markets, market demands/trends and/or transitions to further study; And to ensure that graduates have the appropriate knowledge, skills, attitudes and abilities to enable them to become effective and productive members of the community.

The focus group will be held on:

* + <<Insert Date and Time>>
  + <<Insert Room Number>>
  + <<RSVP>>

Your time is valued and appreciated and inquiries into this exciting process that promotes program quality is welcomed.

Sincerely,

<<insert name, electronic signature and contact information of Associate Dean>>

along with the <<<insert program name>> program team

**Appendix C: Guiding Questions**

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|  | **Program Learning Outcomes**  **Guiding Questions** | |
| **Type of Participant** | | **Question** |
| **Graduate or Student** | | Describe career path to date. Identify professional development opportunities undertaken since started job.  *Is there anything you wish you had done differently? Why? Why not?*  Tell us about your current job—day-to-day responsibilities, personal qualities, skills needed. Did your education meet these requirements? Why? Why not?  *What career plans do you have for the future? Promotion? Future study? Why?*  What knowledge and skills will students need to understand and perform in the workplace?  *What advise would you give a student just starting in the program?* |
| **Employer or Industry Expert** | | Tell us about the day-to-day responsibilities, personal qualities, skills needed to work in this field. Do the skills, knowledge, abilities, attitudes of the graduate meet these requirements? Why? Why not?  *What advise would you give a student just starting in the program?*  What career plans do you recommend for future graduates? Promotion? Future study? Why?  *What knowledge and skills will students need to understand and perform in the workplace?*  Are there new legislations, industry requirements, accreditation requirements forthcoming that will impact the skills, knowledge, abilities and attitudes of new graduates?  *If a graduate had all of the skills identified, what would that graduate be worth at an entry-level position?*  If you were going to hire a graduate from <<insert program name>>, what would you expect the graduate to be able to do? |
| **Other (including above and faculty)** | | What are the strengths of the program to date? (provide course outlines, program outcomes)  *Is the length of the field/work placement adequate? Is the timing of the placement appropriate?*  What is the program currently lacking?  *What changes (if/any) would you make to the existing program?*  What courses do you feel should be mandatory? (provide POS and course descriptions)  *What would you include on a wish list of courses for this program?*  In what direction do you see this field/industry moving in the next 3 to 5 years?  *What can we do to assist in preparing graduates to be able to meet those changes?*  What trends have become apparent in the last two years within the field/industry?  *Do you feel that there are opportunities that the college may be missing?*  Do you see the need to prepare graduates to service a specific area of this field/industry that we have not included in the curriculum to date?  *Are there additional certifications that you think graduates of this program need?* |

**Appendix C: Agenda**

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|  | **Program Learning Outcomes**  **Agenda: Strategic Curriculum Discussion** |

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| **Agenda Item** | **Facilitator** |
| Welcome | Associate Dean |
| Why Are We Here | Curriculum Design |
| Breakout Session | 2 breakout sessions facilitated by Curriculum Design  Purpose is to determine and identify pertinent knowledge, skills, abilities, and attitudes of potential program graduates based on input from industry experts, recent graduates and faculty/staff.  Goal is to identify gaps in curriculum, recurring themes, subject matter, and learning experiences that can be integrated into the program curriculum based on feedback from the participants to improve program or course quality to meet the needs of employers and learners. |
| Discussion | Facilitated by Curriculum Design  Consolidation of information from the breakout sessions presented to participants. |
| Next Steps | Associate Dean |
| Wrap-Up | Associate Dean |