# COURSE OUTLINE AND SYLLABUS:
# Resource for Development and Change

This resource applies directly to Policy 5403, Course Outline and Syllabus, and related procedures. It serves as a resource to explain the process for creating, maintaining, and revising course outlines and syllabi. For simplicity and readability, the term course outline is used interchangeably with syllabus throughout this resource; unless otherwise specified.

This resource applies to faculty, chief instructors, program heads, part-time studies coordinators, delegates (trades), associate deans, deans, the Course Files Office, and the Library.

## Course Outline Development

The [Learning and Teaching Centre](#) (LTC) has numerous resources to assist in the creation of new course outlines or revisions to existing ones. Please contact the LTC through your [School Instructional Development Consultant (IDC) Liaison](#) for more information. Some course related resources available from the LTC website include:

- [Course Development](#)
- [Preparing a Course Outline](#)
- [Writing Learning Outcomes](#)
- See other resources on the [LTC Resources webpage](#), including considerations for assessment/evaluation

### *Courses assigned to a program:*

All Course Outlines which are submitted as part of new program proposals and major changes must use the [template](#) located on the Academic Planning & Quality Assurance (APQA) [Program Development website.](#) Submissions for new courses must include the subject code and at least the first integer followed by three X's (e.g. 1XXX) to indicate the level of the new course (eg. 1XXX courses are introductory level, 7XXX courses are advanced level). See Procedure 5403-PR2 for more details regarding course naming/numbering. You may also contact the Course File Office to inquire about new subject codes for new programs and for available course numbers within an existing subject code.

### *Courses not assigned to a program:*

New courses which are not assigned to specific programs may be submitted online directly to the Course File Office via their Program/Course Update Forms on the ShareSpace site. These forms will be reviewed and approved by the chief instructor, program head, Part Time Studies (PTS) coordinator, and the teaching Associate Dean prior to being implemented.

### *New Degree-level Courses:*

In addition to the above, new degree level courses (5000 or higher) need to be reviewed by the School Quality Committee (SQC) prior to implementation.

## Course Outline Changes

It is essential to the ongoing quality of BCIT's educational programs that our courses are kept current and reflective of stakeholder needs. The need to make changes to a course outline can arise from a program review process, a new program development process, periodic reviews of the curriculum, or other informal processes within a program or department.

Course outlines should be reviewed for currency and relevancy of the curriculum, based on stakeholder feedback (student, graduate, industry, and faculty/staff surveys, program map, program goals integration, course clusters and themes review, employability skills matrix, etc.) and other ongoing department and institutional processes. Delivery modes, teaching, and evaluation methodologies must be consistent with and complementary to the learning outcomes.

Revisions to individual existing course outlines are to be conducted in alignment with accrediting body requirements and industry needs, and reviewed and approved as appropriate by the Program Area, Department, Curriculum Committee, and the School Quality Committee[1]. In the case of multiple course revisions as part of a major curriculum change, Education Council's (Edco) approval is required. Please note that major curriculum changes will trigger a review of all course outlines within the program.

Depending on the magnitude of the changes being proposed, a new course number may need to be assigned. A new course number is usually assigned if the credits and/or learning outcomes change more than 30%.

The course outline elements are housed in two different systems: Banner for Course Outlines (within the Registrar's Office); and the Electronic Course Outline System for Syllabus (within the Library's myBCIT portal). Making changes to course outlines is done online, but the type of change you want to make will determine how the revisions are made and the approval required for those revisions. The section below summarizes the process for making changes to course outlines. Please note that Banner changes must be submitted and approved prior to any myBCIT portal changes.

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[1] The SQC must review and approve all degree level (including Bachelor, Master, and Graduate Certificate) course outlines prior to implementation.

If you have secured the appropriate approvals above (Edco, Associate Dean, etc) the following illustrates which system to access for the specific type of changes (see details below):

| If you want to make changes to... | Changes are made in... |
|---|---|
| **Key Course Outline elements (stored in Banner, see item 1 below):**<br><br>• Course title<br>• Course description<br>• Credits<br>• Hours/week<br>• Start/end date<br>• Delivery type (e.g. lecture, lab, etc.)<br>• Pre-requisites<br>• Learning outcomes<br>• Grading mode (% vs. S/U) | Sharespace<br><br>Use Explorer browser |
| **Additional Syllabus course elements (see item 2 below):**<br><br>• Evaluation criteria<br>• Assignments<br>• Learning resources<br>• Course schedule<br>• Other information (e.g. safety equipment) | myBCIT<br><br>Use Firefox browser |

1. *If you want to make changes to Course Outlines, such as:*

   • Course title
   • Course description
   • Credits
   • Hours/week
   • Start/end date
   • Delivery type (e.g. lecture, lab, etc.)
   • Pre-requisites
   • Learning outcomes
   • Grading mode (% vs. S/U)

These types of changes to existing course outlines are made online within Banner through the BCIT ShareSpace site and managed by the Course File Office within the Registrar's Office. Please note that all course element revisions within Banner must be submitted according to the following table:

| Submission deadline | Implementation term |
|---|---|
| October 1st | January (10 Term) |
| January 1st | May (20 term) |
| May 15th | September (30 term) |

Here are the details:

- Changes to course title, descriptions, pre-requisites, or minor adjustments to learning outcomes:
    - o Changes are made on a "Course Change" form (ShareSpace)
    - o Level of approval: Program Head/Chief Instructor and Associate Dean
    - o NOTE: Changes to credits and/or contact hours or grading for courses that are not part of a program matrix can be made using the "Course Change" form tool.
- Changes to contact hours and/or credits, delivery type, or to grading mode for courses in a program:
    - o Changes are made on an "Existing Program" form (ShareSpace)
    - o Level of approval: Associate Dean and Dean

- Changes related to spelling and grammar can be sent directly to the Course File Officer responsible for your School/Department.

2. **If you want to make additional changes to the Syllabus, such as:**

- Evaluation criteria
- Assignments
- Learning resources
- Course schedule
- Other course information (e.g. safety equipment needed)

These types of changes are made through the myBCIT portal which is managed by ITS within the Library. Please ensure that all changes are in compliance with Policy/Procedure 5403 Course Outline and Syllabus as well as Policy 5103 Student Evaluation and Procedure 5103-PR1 Grading. All changes must be completed and approved prior to course start, following these steps:

- Go to http://my.bcit.ca
- Login with your email address and password
- Select "Faculty Self Service"
- Go to the "Course Outlines" section and select the "Create a course outline" link.
- Follow the online instructions to select your course
- Make changes to any of the editable fields
- Submit your outline for approval
- Level of approval: Program Head/Chief Instructor/Part-Time Studies Coordinator or delegate, and Associate Dean