With a curriculum specialist from OAE, program development team continues work creating program structure, aligning program to strategy, developing program vocational learning outcomes, mapping program outcomes and courses, planning learning methodologies, and envisioning assessments.

Key Stakeholders: Dean; Program Team; OAE; PAC

Connected CQAAP Standards:

1.2-.1.4; 2.1; 3.1

Frequency: Annual

Pre-Kick-Off Meeting Research

3-5 HOURS

Use Ontario Qualifications Framework to determine program requirements (including GenEds, Admissions, Communications, Hours, etc.). Research similar programs at GBC/ other Colleges (APS List, environmental scan). CVS AA Tool System Check-In to review competitor curriculum to find existing codes/PVLOs. Program Descriptions, Program Hours. CS gathers research to present to Program **Development Team** so they can better contextualize the program.

Curriculum Specialist

Curriculum
Development
Kick-Off
Meeting

1.5 HOURS

Program team meets Curriculum Specialist, to determine Project Plans and Goals, Set Timelines and Milestones, Review NPAP Final Proposal (sections 11–18) to ensure program commitments and program promise is built into curriculum design.

Program Development Team (assigned by Chair), Program Chair, Curriculum Specialist, Manager of Program Planning & Development Program

Development
(Modules 1-3)

3-5 HOURS

Blackboard Modules provide mportant training and instructions on the aspects of Program Development and Design

Module 1: The Curriculum Development Process

Module 2: Informing Your Program Outcomes

Module 3: Preparing Your Program Outcomes

Program
Development Team

Meet Up Series 1 with Curriculum Specialist

2-3 MONTHS

This is a series of meet ups (amount & frequency depends on program needs) for faculty program development team and curriculum specialist to draft, review, and/or revise 8–11 program outcomes. CS works with Program Development Team to address questions about outcomebased learning and cluster program themes.

Program Development Team, Program Chair (recommended for first part of each meeting to set vision & address questions), and Curriculum Specialist 4-6 HOURS

Module 4: Program Level Perspectives;

Module 5: Building
Out Your Credential

Program
Development Team

Meet Up Series 2 with Curriculum Specialist

6-18 HOURS

Based on work from modules, program development team works with curriculum specialist to create a program map and course schedule (includes titles, hours, & descriptions), which will be mapped to program outcomes and EES for CVS form submission: and delivery model as required by Program **Delivery Information** (PDI). Program Team researches possible pathways.

Program Development Team, Program Chair (recommended for first part of meeting), and Curriculum Specialist Program Advisory Committee (PAC) Meeting

1 HOUR

Consult with PAC around vision. VLOs for program (F2F. online—synchronous/ asvchnronous, draft online PAC survey). Present highlights of CVS form to PAC: program outcomes, course themes/ dimensions, course schedule and delivery for approval in PAC minutes. Additionally, consult PAC on key requirements of experiential learning and key deliverables required by entry-topractice graduates.

Program Advisory Committee, Program Development Team, Program Chair (recommended for first part of meeting), and Curriculum Specialist CVS Engagement / Approval

2-6 WEEKS

Once Chair approves, Curriculum Specialist submits curriculum for validation via the CVS AA tool form. Information contained includes: program outcomes, course titles and descriptions, mapping of courses to program outcomes and EES (where applicable). If CVS suggests changes, then communicate and consult with faculty. Chair and PAC. Revise submission as required.

Program Development Team, Program Chair, CVS Rep and Curriculum Specialist Complete
New Program
Development
(Modules 6-7)

3-5 HOURS

Module 6: Creating Assessments

Module 7: Making Content Decisions

Possible deliverables include: Student Workload Map, Learning Activities, Topical Outline Completion, Assessments Map

Program
Development Team

Meet Up Series 3 with Curriculum Specialist

3-6 HOURS / OUTLINE

Deliverable may include completion of some or all course outlines. Curriculum Specialist support available on request and if OAE has capacity. The rest of program development can take a month to a few years depending on the credential, the number of hours program development team and curriculum specialist have assigned to the project.

Program Development Team (with Curriculum Specialist Support if available)