

Procedure Information	
Related to Policy No:	E-1.31
Approved by:	Education Council
Approval Date:	April 13, 2021
Date of Next Review:	April 2026

## EDUCATION COUNCIL COURSE OUTLINE AND COURSE SYLLABUS PROCEDURES

### Definitions

1. **Course outline:** the information regarding content, structure and administration of a course that cannot be altered without the prior approval of Education Council.
2. **Course syllabus:** contains all the information that was approved by Education Council in the course outline plus instructor-, section-, and semester-specific information.
3. **Instructor:** Individual or team of individuals responsible for providing instruction, evaluations, and assigning the final grade in that course.
4. **Student:** Individual who is registered in a course approved by Education Council.
5. **Assessments:** Include, but are not limited to, examinations, tests, papers, essays, projects, portfolios or participation used to evaluate student progress.

### Procedures:

#### Responsibility of instructor

It is the responsibility of the instructor to produce a course syllabus as indicated in the Course Outline and Course Syllabus Policy E-1.31.

In creating a course syllabus, instructors will use the Education Council-approved course outline. Certain information is required in all course outlines and syllabi. This is detailed in the Course Outline and Course Syllabus Policy E 1.31.

Course syllabi shall include a statement to ensure all students are aware of relevant College policies related to student progress and academic integrity and provide links to these policies, as applicable:

- Academic Conduct E-1.29
- Student (Non-Academic) Conduct E-1.45

- Accommodations for Students with Disabilities E-1.09
- Classroom based research involving human or animal subjects (based on the Applied Research at the College of New Caledonia Policy E-1.39)  
<https://cnc.bc.ca/about/policies>
- Other relevant departmental policies

If an instructor uses a technology that stores information outside of Canada, students must give their informed consent. Instructors do not need to collect consent forms, however they will need to (1) inform students where the tool stores and accesses information and (2) provide alternatives. If students choose to use the educational technology after the instructor has done this, they have consented to the storage and access of their personal information outside of Canada.

Instructors can inform the students by including the following statement in their syllabus:

“I use a variety of educational technology in this course including internet-based technologies or web-based applications, cloud services and social media. The use of technology is part of your engagement at the College. Some of these learning tools may collect, use and/or disclose your personal information and store or access that information outside of Canada.

CNC cannot require students to disclose personal information to technologies or organizations which may store information on servers located outside of Canada because disclosure of personal information to vendors, systems or services storing or accessing that personal information outside of Canada is restricted by Section 30.1 of BC’s Freedom of Information and Protection of Privacy Act (FIPPA). Personal information is information about an identifiable individual; for example, your name or your email address.

The following educational technologies, which stores or accesses your personal information outside Canada, is required for this course: **[LIST EDUCATIONAL TECHNOLOGY USED]**. I will make you aware if this list changes.

I use these technologies to enhance your educational experience at CNC. The personal information is required by the service. The privacy policy and the terms of use list the personal information stored outside of Canada and are available at **[INCLUDE LINKS]**. I encourage you to read these documents.

If you are not comfortable with your personal information being stored outside of Canada, please speak to me within the first week of class about

using an alternative (such as using an alias or nickname). Otherwise, by continuing in this course, you agree to the use of the educational technology in the course and the storage of personal information outside of Canada.”

Course **syllabi** must be submitted as electronic documents (MS Word or PDF files) to the educational administrator or their designate.

Please use the following examples as guides for naming the MS Word or PDF files.

**When an instructor is teaching all sections of the same course:**

*CourseSubject\_CourseCode\_InstructorLastName\_YearTerm.doc*

Example: MGT\_263\_**Smith**\_2020F.doc (or .pdf or .docx)

**When an instructor is teaching one or more sections of a multi-section course**

*CourseSubject\_CourseCode\_Section\_InstructorLastName\_YearTerm.doc*

Example: MGT\_263\_**CI002**\_Smith\_2020F.doc (or .pdf or .docx)

**When one syllabus is used for ALL sections of a course (not instructor-specific):**

*CourseSubject\_CourseCode\_Generic\_YearTerm.doc*

Example: MGT\_263\_**Generic**\_2020F.doc (or .pdf or .docx)

It is very important that these naming conventions are followed so that the archive of course outlines can be easily searched.

**Responsibilities of Educational Administrator**

Educational administrators or their designates are responsible to ensure that all course syllabi have not altered the Education Council-approved course outline and are forwarded as digital files (preferably PDF) to their division assistant at the start of each semester. Deadline for submission is the second week of the semester.

Educational administrators should ensure that all instructors have a copy of the following documents, which are available on the CNC website:

- These procedures
- The Course Outline and Course Syllabus policy E-1.31
- The course outline template
- An example of course syllabus based on the template

**Responsibilities of the Division Administrative Assistant**

The school's administrative assistant/coordinator will collect all course syllabi for their school by the end of the second week of classes. By the end of the third week of classes, the administrative assistant will store the course outlines electronically for access by the Office of the Registrar and CNC students.

## Responsibilities of the College of New Caledonia

The College of New Caledonia will make course outlines and course syllabi available to the public. If the official course outline for a particular course is not available, then CNC will try to find a suitable replacement, such as a course syllabus from a different section of the same course, or a course syllabus for the same course taught in a different semester.

## Forms

[Course Outline Template](#)

## Procedure Amendment Log

Amendment Number:	Date:
0	January 2001
1	April 13, 2021
2	