Dominican University College/Collège Universitaire Dominicain

Academic Development and Support Policy

1. Policy Statements

1.1 The general purpose of the Academic Development and Support Policy (hereafter "the Policy") is to support and foster the development and ongoing review of all aspects of academic content and delivery in the Faculties of Philosophy and Theology at Dominican University College (DUC). The policy formulates and governs the administrative terms and conditions for the development of for-credit courses in terms of content, objectives, learning outcomes, evaluation, and assessment. It also provides for academic support and pedagogical services to all students and faculty members at DUC.

1.2 DUC programs and courses are to be developed and revised in accordance with the university's strategic, academic, and operational plans and budgets, subject to the availability of resources as allocated by the Vice-President, Academic Affairs and Registrar.

1.3 Each Faculty, in consultation with the Vice-President, Academic Affairs and Registrar, determines the program and course development processes that are to be followed within their respective programs and courses.

1.4 The development of   DUC courses should be in conjunction with the pedagogical support staff, who assist in the design of the course, through development of course descriptions, outlines, evaluations and associated multimedia in terms of learning strategies and outcomes.

1.5 Course descriptions, outlines, and evaluations are to be readily available to all current and prospective DUC students, other institutions and the general public. It is the responsibility of the Deans of the Faculties to ensure currency and accuracy in all course descriptions, outlines, and methods of evaluation.

1.6 The Deans of the Faculties ensure that course descriptions and outlines are available on-line.

1.7 All Schedules to this Policy are an integral part of the Policy and are to be adhered to by the Faculties of Philosophy and Theology.

2. General Provisions

2.1 Course development is a dynamic and iterative process. All DUC courses feature regular review and revision to allow for changes and advances in design, presentation, content, and evaluation.

2.2 All courses must meet DUC quality standards and copyright policies. The process of DUC course development adheres to Canadian intellectual and copyright law.

2.3 DUC retains ownership of all courses developed and listed under its auspices in perpetuity.

3. Specific Terms and Conditions Governing Course Development and Evaluation

3.1 All Faculty members are responsible for developing and presenting course descriptions in accordance with the "Guidelines for Course Descriptions" contained in Schedule "2" to this Policy.

3.2 All Faculty members must submit a comprehensive course outline in accordance with the "Guidelines for Writing Course Outlines: Learning Objectives and Outcomes" contained in Schedule "3" of this Policy. The Deans of the Faculties must ensure that all course outlines contain clearly articulated learning objectives and outcomes. All Faculty members must submit their course outlines using the "Course Outline Template" in Schedule "4" of this Policy. It is the responsibility of the Deans of the Faculty to ensure that course outlines are consistent with this Policy.

3.3 Faculty members should conduct student course evaluations in accordance with the "Guidelines for Conducting Course Evaluations" in Schedule "5" of this Policy. In addition, it is the responsibility of the Deans of the Faculties to ensure that all Faculty members develop Assessment Plans for each of their courses, pursuant to the "Guidelines for Developing Assessment Plans" in Schedule "5" of this Policy.

3.4 Course outlines must be given to all students at the first meeting for the course. Faculty members must submit an electronic version of their course outlines to the Dean of the Faculty before the first day of the class.

3.5 If a Faculty member wishes to change a course outline after the start of classes, reasonable notice must be given to the class. After the deadline to register/add a course, any changes to the timing, number, and weighting of assignments and examinations require the approval of the Dean of the Faculty.

4. Pedagogical and Academic Support Services

4.1 DUC is committed to making available pedagogical and academic support services to all students and Faculty members on a continuous basis throughout the academic year. All students and faculty are encouraged to avail themselves of these services provided by DUC in order to advance academic excellence in teaching, research, and service to the DUC community.

4.2 The Office of the Vice-President, Academic Affairs and Registrar is responsible for providing and allocating pedagogical and academic support services on the basis of available resources.

4.3 Pedagogical support services provided by DUC include, but are not limited to, the following:

      (1)   instructional advisors to assist in course development and delivery;

      (2)   provision of technological aids and multimedia support;

      (3)   tutorials on the use of technological tools;

      (4)   instruction on the use of collaborative tools to support teaching;

(5)   instruction on the use of Dominicus;

(6)   instructional strategies on blended, hybrid and flipped classrooms.

4.4 The Office of the Vice-President, Academic Affairs and Registrar is responsible for facilitating access to academic support services to students who may require additional resources or peer mentoring as identified by Faculty members.

4.5 Academic support services provided by DUC include, but are not limited to, the following:

(1)   academic support workshops on research methodology, exam preparation, academic writing, one on one mentoring, and career advancement;

(2)   provision of research and reference resources through library services and teacher librarians;

(3)   instruction on the use of technological tools, including Dominicus.

4.6 Academic and pedagogical support services provided by DUC are available on an individual and group basis.

5. Related Policies

Academic Integrity Policy

6. List of Schedules

1. Glossary of Terms

2. Guidelines for Course Descriptions

3. Guidelines for Writing Course Outlines: Learning Objectives and Outcomes

4. Course Outline Template

5. Guidelines for Conducting Course Evaluations and Guidelines for Developing Assessment Plans

6. Course Evaluation Template.

Title: Academic Development and Support Policy

Responsible Office: Vice-President, Academic Affairs and Registrar

Dated Adopted: September 25, 2017
                        Academic Council

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