



Procedure Name	COURSE DEVELOPMENT <i>New</i>		
Procedure Number	AP 1.2	Approval Date	January 29, 2025
Parent Policy	AP 1.0 Program Framework		
Procedure Authority	Director, Teaching and Learning		
Executive Sponsor	Vice-President, Academic and Provost		
Approved By	Vice-President, Academic and Provost		

1. PURPOSE

Medicine Hat College (MHC) is committed to providing high-quality education that meets the needs of our diverse students and prepares them for success in their academic and professional lives. The development and implementation of courses is relevant and responsive to educational standards and practices as well as the needs of our students and community.

2. DEFINITIONS

- **Minor Course Changes:** includes grammar, spelling errors, or updates to contact information.
- **Standard Course Changes:** includes course description, hours, credits, adding or deleting a course, pre and co-requisites, course code, and name.

3. PROCEDURE

3.1. Development of new or existing courses is an ongoing process that adheres to quality standards and aligns with MHC's mandate, purpose, and educational goals.

3.2. Industry and stakeholder representatives are consulted in an advisory capacity on current and emerging program needs. Feedback from these consultations will be considered internally during course development.

3.3. Program learning outcomes (PLOs), course learning outcomes (CLOs) and alignment of student evaluations are developed through a formalized process:

- (a) PLOs are created, assessed, and/or updated through a visioning process that includes faculty, program coordinators, and stakeholders.
- (b) CLOs are created, assessed, and/or updated to align with PLOs and transfer agreement where applicable.
- (c) Evaluations of student learning are aligned to CLOs by mapping evaluation type and level taught (introductory, developing, advanced).
- (d) CLOs and their corresponding evaluations are checked to ensure alignment to PLOs.

This process provides a key component of the quality assurance process. The output of curriculum development is used for annual reporting and comprehensive program review to ensure students are able to attain program outcomes.

- 3.4. New courses and standard course changes must be documented on a Curriculum Change Form and submitted to the program dean for initial approval. The changes will then be forwarded to the Curriculum Committee for review and approval in accordance with MHC Academic Calander timelines.
- 3.5. Minor course changes must be reported to the Registrar’s Office.
- 3.6. The college is subject to legislation and regulations, which supersede this procedure and all agreements with external agencies or partners.

ORIGINAL COPY SIGNED

Nancy Brown
 Vice-President, Academic and Provost
 Date: January 29, 2025

Additional Information	Location
Curriculum Change Form	Registrar’s Office
Curriculum Change Flowchart	Registrar’s Office
AP 2.0 Quality Assurance Policy	MHC Website and Policy SharePoint
AP 2.2 Program Review Procedure	MHC Website and Policy SharePoint
Curriculum Analysis Guide	PEIR SharePoint