Approving University Official(s): Academic Council
Responsible Unit: Provost, Vice President, Teaching & Learning
Original Effective Date: August 29, 2024
Date of this version: September 25, 2025
Version Code: 1.1

Course Review and Renewal Procedures

Purpose

These procedures establish a clear and consistent framework for Course Review and Renewal Policy (the "Policy") at Yorkville University ("Yorkville"). It provides guidance to ensure alignment with the institution's operational, academic, and regulatory obligations, and supports Yorkville's commitment to the necessary framework and guidance for the regular review and renewal of courses delivered by Yorkville.

Scope

These procedures apply to all courses approved by a Provincial Senate of Yorkville to be offered as part of any program of study.

Procedures

Course review and renewal requirements:

Faculties and programs (where a program is not part of a Faculty) are required to maintain two schedules of course review, one ensuring currency of courses term-by-term, and one ensuring that the learning outcomes, structure, and content of courses continue to meet: a) the expectations and requirements of the disciplines taught; b) and quality assurance standards established by Yorkville and quality assurance agencies that review Yorkville's programs; and c) requirements and conditions established by provincial governments that authorize Yorkville to offer the degrees of which the courses are components.

- **Routine Course Maintenance:** Before every term in which a course is offered, Faculties and programs are required to make minor and urgent changes as defined in Curriculum Change guidelines published by the Vice President, Teaching & Learning.

  Procedure:
  - Responsibility for routine course maintenance rests with Course Leads, who may authorize minor and urgent changes.
  - Course leads consult with other faculty members who teach the course, review student feedback expressed in end of course surveys, and consult the minutes of the PAC as appropriate.

- Course leads work closely with experts in the Learning Design team to make the minor and urgent changes required.
- If, during routine course maintenance, a course lead identifies a need for a major change to a course, the course lead may recommend the change to the Curriculum Committee, which may reject or accept the recommendation or may elect to note the recommendation for consideration during the next comprehensive review of the course.

- **Comprehensive Course Review**: Faculties and programs, led by their Curriculum Committee, are required to conduct periodic comprehensive reviews of all courses in each program of study they offer.

  Procedure:
  - A comprehensive review of all courses must be conducted every two to five years. The duration of the review cycle will be determined by the Dean or program head in consultation with the campus VPA, the Learning Design team, and the office of Governance, Regulatory, and Government Affairs. The duration of the review cycle should coincide with requirements of Yorkville's Program Review Policy and the cycle of regulatory/quality assurance program reviews.
  - The Curriculum Committee, in consultation with the program head and the Learning Design team, is responsible for creating and maintaining a schedule that will ensure all courses are comprehensively reviewed over the specified review cycle (two to five years).
  - The length of review cycles and the schedule of comprehensive course reviews may be adjusted to respond to emergent regulatory requirements of other significant changes.
  - Comprehensive course reviews include an assessment of course learning outcomes, content, pedagogical approaches, equity and accessibility, assessment methods, texts, library, and other required and supplementary resources.
  - Comprehensive course reviews must be conducted by a faculty member or qualified subject matter expert in collaboration with the Learning Design team, with contributions, where appropriate, from the Centre for Teaching Excellence and Innovation.
  - Comprehensive course reviews also account for factors beyond the course itself, including, but not limited to program learning outcomes, Yorkville's signature learning outcomes, and input from the PAC.
  - Comprehensive course reviews result in recommendations for course revisions as defined in the Curriculum Change Guidelines.
  - Course revisions are scheduled by the Learning Design team in consultation with the Dean or program head.

External Reviews:

- When budget has been provided, a dean or program head may engage external subject matter experts or consultants to conduct reviews of select courses. External reviews will provide an impartial assessment of academic currency and quality.

Reporting and Implementation:

- **Course Review Reports:** After each comprehensive course review, a report will be submitted to the relevant Curriculum Committee. These reports will include recommendations for course changes.

- **Course Change records:** The Curriculum Committee is responsible for maintaining records of comprehensive course reviews and major course modifications. Records must be maintained for at least 8 years.
- **Report to Senate:** Faculties and/or programs are required to report annually a summary of comprehensive course reviews undertaken in the previous year to the second meeting of the relevant Provincial Senate, usually in May.
- **Implementation:** Upon approval by the relevant Curriculum Committee, academic units shall be responsible for implementing the course renewal recommendations in partnership with the Learning Design team and upon budgetary approval.

Related Information

- Guidelines - Curriculum Change Definitions.
- Program Review Policy.
- Program Review Procedures.
- Organization Review Policy.
- Organization Review Procedures.

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Academic Governance Office
Email: academicgovernance@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	August 29, 2024	-	Academic Council
1.1	September 25, 2025	Updated to new template	-