AURORA COLLEGE

POLICY

A permanent file will be established and maintained for each course/program offered by Aurora College.

PRINCIPLES

1. Retention of course materials will lead to greater consistency, continuity, and quality instruction in course delivery.

2. The availability of course materials is beneficial when conducting course reviews.

3. The availability of course materials will assist in providing information required for transfer agreements.

PROCEDURES

1. The Program Manager will establish, retain, and secure permanent files for all courses in his/her area of responsibility. The Program Manager is responsible for storing the permanent course files in an area that is locked and has restricted access.

2. Prior to the start of each course, the Program Manager will inform each course instructor that all teaching materials identified in Appendix 'A', which are used in the delivery of the course, will be kept in a permanent course file. All other teaching materials may be kept in a separate storage space.

3. The Program Manager will inform the instructors in their program that they must complete a Course Final Report (see Appendix 'B') for each course they deliver.

4. The course and program files shall be retained in accordance with the College's file retention schedules or for the period of time specified in agreements with other post-secondary institutions, whichever is longer.

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FACT SHEET

DATES:

1986-08   New policy issued.

1996-04-11   Policy revised
                    Policy and Planning Committee Motion#PP27-1996.
                    Board of Governors Motion#BG54-1996.
                    Implemented August 30, 1996.

2007-03   Policy revised.
                    Board of Governors Motion#BG16-2007.
                    Implemented July 1, 2007.

2011-04-07   New format approved and implemented.
                    Board of Governors Motion#BG14-2011.

2012-01-31   Policy revised.
                    Board of Governors Motion#BG05-2012.
                    Implemented February 1, 2012.

RELATED POLICIES
G.09   Ownership of Materials
C.35   Student Final Course Evaluation

RELATED AURORA COLLEGE BYLAWS

AURORA COLLEGE

APPENDIX 'A'

AURORA COLLEGE
MATERIALS TO INCLUDE IN COURSE FILE

AURORA COLLEGE

Materials to Include in Course File

Each course file must include copies (either hard or electronic) of the following:

1. Course outline.

2. Course syllabus.

3. A blank copy of each prepared unit handout, assignment, and exam used during the delivery of the course.

4. All exams completed by students, which will be stored in a locked filing cabinet for one calendar year. After one calendar year has passed, the exams will be shredded by August 31.

   Note: For security purposes, the student exams may be stored separately from the course file.

5. Final report, including course completion form, highlights, and recommendations (see Appendix 'B').

6. Summary report of Student Course Evaluation Forms (see Policy C.35). Once the report is complete, the individual Student Course Evaluation Forms completed by students will be shredded.

   Note: All other teaching materials related to the course delivery may be kept in a separate storage area.

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APPENDIX 'B'

AURORA COLLEGE
COURSE FINAL REPORT

Course Final Report

This form is to be completed by the course instructor.

Program Name: _____

Course Number and Name: _____

Form Submitted By: _____ Date: _____

Number of People Who Registered: _____

Number of Participants Who Completed the Course: _____

Number of Participants who Withdrew from the Course: _____

Please list the reasons (if available) for Participant Withdrawals: _____

_____

_____

Other comments: _____

_____

_____

Course Content/Delivery Description:

Methods of Student Evaluation:

Successful Aspects of the Course:

Recommendations: