



**Purpose:**

The purpose of this session is to create a program sequence and a program matrix of the new program to identify the courses that are responsible for delivering the program outcomes. Program entry requirements are determined, pre-requisites/co-requisites of existing courses are examined and discussed for new courses. Issues and barriers are discussed and possible curriculum changes are identified in addition to gaps and possible new courses.

**Who to Invite:**

Full and part-time faculty that may teach a course(s) in the program. This includes faculty that teach technical courses and support courses such as English, Speech, Math, Biology, Psychology, etc. Any course that contributes to any of the program outcomes should be represented at this session. Advisory members and program graduates are NOT needed for program mapping.

**How to Schedule:**

Contact the Associate Director, Curriculum Development, Cheryl Kovach, X4892.

**What to Bring:** Your knowledge of courses that you teach.

**Roles & Responsibilities:**

The Curriculum Office is responsible for:

- bringing all the materials needed to run the session (outcomes report, blank/draft map and matrix)
- leading the session
- transcribing the results of the session and e-mailing it to the program manager/faculty initiator
- supporting ongoing changes to the program and reviewing the final revision that will be submitted for review and approval.

The Program Manager/Faculty Coordinator will be responsible for:

- reserving a location for this session; please request a set up that would allow participants to face each other
- providing any food/refreshments (optional)
- inviting program managers/coordinators, full and part-time faculty that teach (or may teach) in the program, including faculty that teach support courses (English, Math, Psychology, etc.) that could contribute to the program outcomes
- updating the program map and program matrix, when changes are made in the future

- sharing the Curriculum Action List, the Program/Course Mapping Outcomes Matrix with those that attended the session and those who could not

**Timing:**

The program mapping session is conducted after a program outcomes session. It requires two to three hours. It can be scheduled at any time of the day, early evening or Saturdays.

**Next Steps:**

- Review the items on the Curriculum Action List (CAL) and determine which items will be addressed, by whom and by when.
- Finalize the program sequence, map, and matrix.
- Create any new courses.
- Submit the new program for review and approval.