ACADEMIC COUNCIL REPORT

SESSION:		ACTION REQUESTED:	
Public	☒	**Decision**	☒
		Discussion/Direction	☐
		Information	☐

TO: Academic Council

DATE: 23 October 2018

FROM: Curriculum and Program Review Committee
Graduate Studies Committee

SUBJECT: Definition of Experiential Learning

ACADEMIC COUNCIL MANDATE:

In accordance with Article 1.1 of By-law Number 2, the Academic Council "holds delegated authority from the Board to establish academic standards and curricular policies and procedures of the University".

Academic Council hereby approves the definition for experiential learning, and the inclusion of this definition in the Course Nomenclature and Program Nomenclature Guidelines, as presented.

BACKGROUND/CONTEXT & RATIONALE:

- The Experiential Learning Taskforce created a university wide definition of experiential learning. After calls from the Ministry for each institution to provide students with more of these opportunities, it was determined that the University first needed to clearly state a unique definition to guide the development of these opportunities.

ALIGNMENT WITH MISSION, VISION, VALUES & STRATEGIC PLAN:

- A focus on experiential learning is consistent with the University's Vision, specifically "UOIT advances the discovery and application of knowledge" while also aligning with the Mission's statements to "Provide….programs that are technology-enriched and responsive to the needs of students and the evolving workplace", "Develop academic and research collaborations with industry and community…", and "Cultivate a dynamic learning environment for students by….integrating experiences inside and outside the classroom"

CONSULTATION:
- The Experiential Learning Taskforce includes a representative from every Faculty, as well as members from the School of Graduate and Postdoctoral Studies, Office of Learning and Innovation, Teaching and Learning Centre, External Relations, Research Services, and Student Life. A full membership list is provided in the attached memo.

COMPLIANCE WITH POLICY/LEGISLATION:
- The Government of Ontario, via the Ministry of Training, Colleges and Universities, tasked all post-secondary institutions to create more experiential learning opportunities for students.

NEXT STEPS:
- If motion is passed, the definition will be included in the Course and Program Nomenclature documents and these will be updated in the Policy Library.

MOTION FOR CONSIDERATION:
- Pursuant to the recommendation of the CPRC and GSC, Academic Council hereby approves the definition for experiential learning, and the inclusion of this definition in the Course Nomenclature and Program Nomenclature Guidelines, as presented.

SUPPORTING REFERENCE MATERIALS:
- Memo from Dr. Peter Stoett
- Updated Course Nomenclature Guidelines
- Updated Program Nomenclature Guidelines

MEMO RE: A definition of Experiential Learning at UOIT

From: Dr. Peter Stoett, Chair, Experiential Learning Taskforce

Date: September 12, 2018

On March 15, 2018, the members of the Experiential Learning Taskforce convened to discuss the creation of an institution-wide definition of experiential learning (EL) that would help guide the future direction of EL at UOIT. The discussion was framed by earlier investigations into EL definitions at other institutions in Ontario and other parts of Canada.

The Taskforce felt that it was important to develop a definition that was unique to UOIT, rather than using definitions from other institutions or associations (e.g., the Association for Experiential Education). Beginning with the definition of EL from the UOIT Academic Calendar (Faculty of Science description), the Taskforce revised to include important aspects such as intellectual development, personal and professional growth, and positive impacts on interpersonal skills and networking. Following lengthy discussions, the Taskforce reached a strong consensus on an initial working definition which was unanimously approved by the Taskforce to be sent to the Senior Academic Committee on April 9, 2018.

Senior Academic Committee received the definition at their meeting on April 17, 2018, and after making minor wording changes, approved the definition. The approved definition is as follows:

Experiential learning is the strategic, active engagement of students in opportunities to learn by doing and reflecting on those activities, which empowers them to apply their theoretical knowledge and creativity to real-world challenges, including those in workplace and volunteer settings.

Well-planned, supervised and assessed experiential learning activities enrich student learning and promote intellectual development, interdisciplinary thinking, social engagement, cultural awareness, teamwork, and other communication and professional skills.

The first paragraph is intended for widespread use, including with external partners, employers, and the community. The second paragraph serves as an additional, internal piece, to enhance the teaching and delivery of EL.

Membership of the Experiential Learning Taskforce includes a representative from each Faculty and the School of Graduate and Postdoctoral Studies, Learning Innovation, the Teaching and Learning Centre, External Relations, Research Services, and Student Life. A full membership list is below:

Chair – Peter Stoett (Dean, Faculty of Social Science and Humanities)
Faculty Representatives
- ❖ Business and Information Technology: Khalil El-Khatib (Assistant Dean, and Associate Professor)
- ❖ Education: Roland VanOostveen (Program Director, Educational Studies and Digital Technology, and Associate Professor)
- ❖ Engineering and Applied Science: Tarlochan Sidhu (Dean)
- ❖ Energy Systems and Nuclear Science: Akira Tokuhiro (Dean)
- ❖ Health Sciences: Brenda Gamble (Associate Dean, Accredited Health Programs, and Associate Professor)
- ❖ Science: Dario Bonetta (Associate Professor)
- ❖ Social Science and Humanities: Dan Walters (Practicum Coordinator)
- ❖ School of Graduate and Postdoctoral Studies: Aziz Douai (Assistant Dean, and Associate Professor – Faculty of Social Science and Humanities)

Unit Representatives
- ❖ Teaching and Learning: Rupinder Brar (Associate Dean, and Associate Teaching Professor – Faculty of Science)
- ❖ Learning Innovation: Catherine Drea (Director)
- ❖ Student Life: Monica Jain (Director, Careers, Counselling, and Accessibility)
- ❖ External Relations: Lindsay Coolidge (Manager, Government and Community Relations)
- ❖ Office of Research Services: Karen Zavitz (Entrepreneurship Network Manager)

Support Resources (Non-Voting)
- ❖ Brad MacIsaac (AVP Planning and Administration)
- ❖ Olivia Petrie (AVP Student Life)
- ❖ Learning Innovation: Sarah Stokes (Learning Facilitator)
- ❖ Office of Institutional Research: Corinna MacDonell (Institutional Research Support Analyst)

COURSE NOMENCLATURE GUIDELINES

PURPOSE

1. UOIT is committed to ensuring the highest quality of learning for students while maintaining the highest integrity of academic programs. To this end, the University offers an array of courses to meet the academic and professional needs of the local, national and international communities consistent with its mission and mandate. These Guidelines define the nomenclature that is used for courses at the University.

DEFINITIONS

2. This section is intentionally left blank.

SCOPE AND AUTHORITY

3. These Guidelines apply to all graduate, and undergraduate courses approved through the academic governance process at UOIT.

4. The Registrar, or successor thereof, is the Guideline Owner and is responsible for overseeing the implementation, administration and interpretation of these Guidelines.

GUIDELINES

5. **General Guidelines**

    5.1. Regulations for new courses are described using the nomenclature set out in these Guidelines.

    5.2. All courses are reviewed by Academic Council or a committee of Academic Council to ensure that they are appropriate to the program content and congruent with current usage in the discipline.

6. **General Course Nomenclature**

    6.1. **Course:** A unit of work in a particular subject normally extending through one academic term, semester, or session, the completion of which carries credit toward the requirements of a degree or diploma.

6.2. **Subject Codes:** A code that most accurately and comprehensively represents the subject matter being taught in a particular course or set of courses. Subject codes must consist of four alphabetic characters. New subject codes must be varied by the Office of the Registrar to ensure the code has not been used for a different subject meaning.

6.3. **Course Numbers:** Course numbers are used according to the practices established by the Course Numbering Convention (see Appendix A below). Course codes must consist of a four digit numeric code and an alphabetic identifier. Normally, the alphabetic identifier distinguishes the course level, or the source delivery, where U represents undergraduate courses, and G represents graduate courses.

6.4. **Course Code:** A subject code coupled with a Course Number forms a unique Course Code. Each Course Code should be under the administrative authority of one academic unit.

6.5. **Course Titles:** Long form course titles are used in the Academic Calendar while short form course titles are used for MyCampus and student transcripts. Titles should reflect the educational content of the course. Short form course titles are limited to 30 characters.

6.6. **Course Section:** A three digit identifier assigned to a specific course section delivered in a particular academic term, Semester, or Session. A Course Section used to designate students enrolled from another institution is a one digit and two alpha identifier.

6.7. **Course Schedule Type:** A code that indicates a course section's schedule type. For example, a Lecture (LEC), Lab (LAB), Tutorial (TUT), Lecture and Lab (L&L), Thesis (THS), Work Placement (WRK), Seminar (SEM), Field Placement (FLD), Independent Study (IND), Other (OTH).

6.8. **Course Registration Number (CRN):** A unique five digit identifier assigned to a specific course section. CRNs are used during the registration process to identify the section of a course the student wishes to register for. The first number identified the Semester or Session. For example, 4 represents the fall semester, 7 represents the winter Semester and 1 represents the spring/summer semester.

6.9. **Course Delivery:** The specific scheduling information related to a CRN. This includes the scheduled dates and times, room requirements, and the assigned instructor(s).

6.10. **Course Instructional Method:** A three character field used to identify the instructional method of a course. For example, CLS (in-class delivery), HYB (in-class and online delivery), WB1 (synchronous online delivery), WEB (asynchronous online delivery), IND (independent studies), OFF (offsite), and N/A (not applicable).

6.11. **Course Credit Hour:** A measure used to reflect the relative weight of a given course toward the fulfilment of degree requirements. Unless otherwise indicated, a course normally has a credit hour value of three.

6.12. Course Contact Hours: The duration of scheduled instruction. Course contact hours may consist of a variety of instructional methods.

7. **Types of Courses**

7.1. Challenge Credit: The request for academic credit resulting from experience or knowledge gained elsewhere for which transfer credit cannot be awarded.

7.2. Continuance Course: A graduate level course which shows on a graduate student's transcript. Used to show attendance in the semester as well as for charging graduate fees.

7.3. Corequisite Course: A course that must be taken concurrently with the course for which it is required.

7.4. Credit Restriction: Occurs where two or more courses are closely related and credit is limited to one of the courses.

7.5. Cross-listings: The practice of offering a single course under two different course codes.

7.6. Elective Course: A course chosen by a student from a number of course options in a curriculum, as opposed to a required course which the student must take.

7.7. Equivalency Course: A course that possesses equivalent content to another course, such that they are considered to be interchangeable across academic programs. Students may only receive credit for one of the courses.

7.8. Experiential Learning Course: A course that integrates the strategic, active engagement of students in opportunities to learn by doing and reflecting on those activities, which empowers them to apply their theoretical knowledge and creativity to real-world challenges, including those in workplace and volunteer settings.

Well-planned, supervised and assessed experiential learning activities enrich student learning and promote intellectual development, interdisciplinary thinking, social engagement, cultural awareness, teamwork, and other communication and professional skills.

7.9. Independent Study Course: A course that is approved and offered in an alternate supervisory format, such as a reading course, a directed studies course, a directed studies project course, a thesis project course, or an independent studies course.

7.10. Prerequisite Course: A course that must be successfully completed prior to commencing a second course for which it is required.

7.11. Required Course: A course that all students following a particular academic program and catalog are required to take.

7.12. Special Topics Course: A course that addresses a current or timely topic, that are in a "pilot" phase before being offered on an ongoing basis, or

that are known to be one time offerings. Special Topics Course offerings can vary from semester to semester which allows for the subject of offering to change at the discretion of the Instructor. Typically, these courses are approved with a general topic area.

    7.13. **Transfer Credit:** Academic credit granted for work completed at an institution other than UOIT.

8. **Administration of Courses**

    8.1. **Billing Hours:** A measure used for charging fees to a course.

    8.2. **Campus Code:** A three alpha character code used to identify the campus where the course will be delivered. For example, UON – UOIT North Oshawa, UOD – UOIT Downtown Oshawa, UOW – UOIT Online.

    8.3. **Course Link Identifier:** A one alpha character and one digit code used to identify a course's requirement of registering for a concurrent section of the same course. For example, the link identifier ensures a student properly registers for a lecture and an associated tutorial/lab.

    8.4. **Grade Mode:** Identifies the method of grading applied to the course. For example, N – Normal alpha grades, P – Pass/Fail grade.

    8.5. **Learning Management System (LMS) Combining:** The practice of combining course section shells in Blackboard.

    8.6. **Moribund Courses:** A course that has not been taught in the previous 48 months. Moribund courses will be retained in the course archive for an additional 48 months and then inactivated. A moribund course does not appear in the Academic Calendar but can still be activated for Registration at a later date.

        a) **Moribund Course Code:** A course code that is no longer in use but historically has been used at the university. The repurposing of moribund course codes is not feasible due to the negative effects upon historic academic records.

MONITORING AND REVIEW

9. These Guidelines will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Guidelines.

RELEVANT LEGISLATION

10. University of Ontario Institute of Technology Act, 2002, S.O. 2002, c. 8, Sch. 0

RELATED POLICIES, PROCEDURES & DOCUMENTS

    Quality Assurance Handbook

    Academic Council Handbook

Undergraduate Academic Calendar

Graduate Academic Calendar

Appendix A – Course Numbering Convention

Consistent with the university's Quality Assurance Framework, academic units may develop their own Course Number schemes in consultation with the Registrar for new or revised courses, based on the numbers available.

Course numbering will normally follow the conventional practice as described below.

- **Undergraduate Courses:**
    - The numbers 1000 to 1099 are used for general introductory courses which are usually a preparation for more advanced work in the subject area. In some specialized cases, 2000 series courses may be considered introductory courses.
    - The numbers 1100 to 1999 are used for courses that introduce a subject area and which could serve as prerequisite to senior-level courses in that subject.
    - The 3000 and 4000 series courses are usually senior-level courses taken in the third and fourth years of a program.
    - Normally, the 2000 series courses have 1000 series level prerequisites, while the 3000 series level and 4000 series courses often have 2000 series prerequisites.
- **Graduate Courses:**
    - The numbers 5000 to 7000 are used for graduate-level courses.

Classification	ACD 1501.01
Parent Policy	Program Quality Assurance
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Associate Provost
Approval Date	June 21, 2016
Review Date	June 2019
Last Updated	Major Amendment, June 20, 2017
Supersedes	Program Nomenclature Protocol, January 2014

PROGRAM NOMENCLATURE GUIDELINES

PURPOSE

1.   UOIT is committed to ensuring the highest quality of learning for students while maintaining the highest integrity of academic programs. To this end, the University offers an array of programs to meet the academic and professional needs of the local, national and international communities consistent with its mission and mandate. These Guidelines define the nomenclature that is used for programs and primary areas of study at the University. It also defines the way in which these terms are reported on the academic transcript and degree parchment.

SCOPE AND AUTHORITY

2.   These Guidelines apply to all graduate and undergraduate programs approved through the academic governance process at UOIT.

3.   The Associate Provost, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Guidelines.

GUIDELINES

4.   General Guidelines

   4.1.   Regulations for new programs will be described using the nomenclature set out in these Guidelines.

   4.2.   All program names and degree designations must be reviewed by Academic Council to ensure that they are appropriate to the program content and congruent with current usage in the discipline.

   4.3.   A portion of the credit hours defined in these Guidelines may be earned through advanced standing or block equivalencies, subject to residency requirements

5.   General Program Nomenclature

   5.1.   **Program:** A complete set and sequence of courses, combination of courses, and/or other units of study, research and practice; the successful completion of which qualifies the candidate for a formal credential (degree with or without major; diploma).

5.2. **Degree:** An academic credential awarded upon successful completion of a prescribed set and sequence of requirements as specified by a program and that meet a standard of performance consistent with University and provincial degree level expectations.

5.3. **Diploma:** An academic credential awarded upon the successful completion of a prescribed set of degree credit courses as specified by a program. UOIT diplomas are classified as concurrent and/or direct-entry.

5.4. **Bridge:** A prescribed set of courses, and/or other units of study, research and practice that leads to qualification for entry into a degree program. It is comprised of a maximum of 72 credit hours, including up to 15 credit hours of bridging courses that may be credited toward the completion of a particular degree

5.5. **Experiential Learning:** The strategic, active engagement of students in opportunities to learn by doing and reflecting on those activities, which empowers them to apply their theoretical knowledge and creativity to real-world challenges, including those in workplace and volunteer settings.

Well-planned, supervised and assessed experiential learning activities enrich student learning and promote intellectual development, interdisciplinary thinking, social engagement, cultural awareness, teamwork, and other communication and professional skills.

6. **Undergraduate Program Nomenclature**

6.1. **Undergraduate Degree:** A degree that can be completed as a first degree, requiring a minimum of 90 credit hours of study.

6.2. **Honours Undergraduate Degree:** An undergraduate degree with increased depth in a particular area of study. It can be completed as a first degree requiring a minimum of 120 credit hours.

6.3. **Second Degree:** A second degree program pursued after the first. It requires the completion of all required courses for both degree programs. The maximum advanced standing that can be awarded towards a second degree is 50 percent of the credits from the first degree. No more than 12 credit hours of the second degree can be taken at another institution.

6.4. **Major:** A prescribed set of courses, and/or other units of study, research and practice in an area of disciplinary or interdisciplinary study within an honours undergraduate degree. It requires at least 36 credit hours of study. The major appears on the academic transcript and on the degree parchment.

6.5. **Double Major:** A strictly defined pair of majors attached to a single degree. It requires satisfactory completion of all required courses in both the primary and secondary major. A minimum of 24 additional credit hours in the second major is required. Both majors appear on the academic transcript and on the degree parchment.

6.6. **Minor:** An optional secondary area of study requiring a minimum of 18 and maximum of 24 credit hours (including all prerequisites). A student may not declare a major and a minor in the same discipline. The minor appears on the academic transcript, but does not appear on the degree parchment.

6.7. **Specialization:** A focus in a particular area of a major requiring a minimum of 9 and a maximum of 15 credit hours. A specialization appears on the academic transcript, but does not appear on the degree parchment.

6.8. **Cooperative Education:** A program of three or more alternating work term periods that is integrated with an undergraduate degree program. It is comprised of at least nine credit hours of work placement that are each at least four months in duration and must meet the requirements of the Canadian Association for Cooperative Education

Accreditation Council. The cooperative education program appears on the academic transcript and on the degree parchment.

6.9. **Undergraduate Diploma:** A prescribed set of degree credit courses and/or other forms of study that can be undertaken as a stand-alone program or to complement an undergraduate degree program. An undergraduate diploma is comprised of 18-30 credit hours of undergraduate level study.

    a)   A **concurrent undergraduate diploma** is offered in conjunction with an undergraduate degree, which requires that the candidate be already admitted to an undergraduate degree.

    b)   A **direct-entry undergraduate diploma** is a stand-alone, direct-entry program, developed by a unit already offering a related undergraduate or graduate

7. **Graduate Program Nomenclature**

7.1. **Master's Degree:** An advanced degree that is normally completed after receiving a first degree in a related subject area. It contains a prescribed set of courses, and/or other units of study, research or practice within an area of disciplinary or interdisciplinary study, normally requiring at least 30 credit hours of study. Master's degrees may comprise a thesis component, a project or major paper, or be primarily comprised of coursework:

    a)   A **master's degree with thesis** is a research oriented program comprised of advanced courses and intensive research culminating in a thesis. The thesis constitutes at least nine credit hours and involves an oral examination with assessment by an external examiner.

    b)   A **master's degree with a project or major paper** is a research oriented program comprised of advanced courses and intensive research culminating in a project or major paper. The project or major paper constitutes at least six credit hours of supervised research and assessment by a research supervisor and a second reader.

    c)   A **master's degree by coursework** is comprised primarily of course work, and may also include other units of study, research and practice.

7.2. **Doctoral Degree:** An advanced degree in a specific area of disciplinary or interdisciplinary study that includes coursework and a candidacy exam. It is normally completed after receiving a master's degree in a related subject area. A doctoral degree requires intensive research and the creation and defense before an examining committee of a thesis that constitutes an original contribution to a field of study.

7.3. **Field:** An area of study within a graduate program related to its demonstrable and collective strengths. A field may appear on the academic transcript but not on the degree parchment.

7.4. **Graduate Diploma:** A prescribed set of degree credit courses and/or other forms of study that can be undertaken as a stand-alone program or to complement a graduate degree program, and to provide specialization, sub-specialization or inter- or multi-disciplinary qualification. A graduate diploma is comprised of at least 12 credit hours of

graduate level study. Graduate diplomas are classified as concurrent graduate diplomas (type 2) and direct- entry (type 3) graduate diplomas, consistent with the requirements as set out by the Council of Ontario Universities:

a) **A concurrent graduate diploma** is offered in conjunction with a specified master's or doctoral degree, the admission to which requires that the candidate be already admitted to the master's or doctoral degree. It requires advanced level, usually interdisciplinary, study, at least 50% of which is in addition to the general requirements for the degree.

b) A **direct-entry graduate diploma** is a stand-alone, direct-entry program, developed by a unit already offering a related masters (and sometimes doctoral) degree, and designed to meet the needs of a particular clientele or market. UOIT type 3 graduate diplomas may include non-degree credit courses to a maximum of 30% of the total program credit hours.

8. **Restrictions on Program Elements**

    8.1. A student may complete only one of the following:

    - A single Major
    - Two Majors
    - A Major and a Minor
    - A Major and two Minors

    A course is considered to be *double-counted* if it is used to satisfy both the requirements for the Major (or Majors) and a Minor (or Minors).

    For Minors:

    - A maximum of 6.0 credit hours in double-counted courses may be included in the credits used towards any Minor program(s)

    For Majors:

    - To complete two Majors a student must satisfactorily complete all required courses in both the primary and secondary Major. A maximum of 12.0 credit hours may be double-counted towards the second Major.

    Under no circumstances are students allowed to "triple-count". A course is considered to be *triple-counted* of it is used to satisfy the requirements for a Major and two Minors.

MONITORING AND REVIEW

9. These Guidelines will be reviewed as necessary and at least every three years. The Associate Provost, or successor thereof, is responsible to monitor and review these Guidelines.

RELEVANT LEGISLATION

10.   University of Ontario Institute of Technology Act, 2002, S.O. 2002, c. 8, Sch.0

RELATED POLICIES, PROCEDURES & DOCUMENTS

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