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## Academic Chair Standards

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### PREPARATION

#### The Academic Chair:

- a) ensures that the instructor is familiar with the process of developing the Course Outline, and that there is a Course Outline consistent with the current program map for each course that it is approved before distribution to students.
- b) ensures that the instructor distributes course outlines, consistent with the current program map, within the first two (2) classes of a course.
- c) ensures that the instructor has access to the Integrated Document Management System (IDMS) to access the existing supporting course profiles and Curriculum Standards.
- d) approves any changes to the Course Outline after the course commencement in the event of extenuating circumstances where changes must occur.

### DELIVERY

#### The Academic Chair:

- a) ensures instructors are able to identify learning activities, instructional methodologies, and resources.
- b) ensures the instructor has access to training and support for Learning Management Systems.
- c) ensures the instructor use approved NBCC Learning Management Systems when providing electronic course content, with the exception of approved course specific software, electronic collaboration software, and electronic mail.
- d) ensures instructors have scheduled access to equipment and facilities to students for use in the opportunities for learning.

### EVALUATION OF LEARNING

#### The Academic Chair:

- a) ensures the instructor have learning assessments that are in accordance with policy.
- b) establishes, with the support of the Coordinating Instructor, an intervention team in an attempt to help “at risk” students achieve academic success.

### REVIEW OF MARKS

#### The Academic Chair or Designate:

- a) informs the student of the results of the review pertaining to an appeal for the re-mark of an evaluation.
- b) records decisions, including any changes of grades and decisions that impact academic standing.
- c) consults with counselors and others for input regarding identified at-risk students.
- d) consults on the mid-term and end-of-term Review of Marks.
- e) ensures that the delivery sequence and any elective courses if and when required is covered with the student during program orientation and becomes part of the orientation kit.

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*

An end of term assessment for Work Integrated Learning grades is only required if there are unsuccessful candidates.

### **Care and Handling of Client Supplied Product**

Facilities, equipment and/or materials accepted by the College from external clients for servicing, repair, and/or classroom demonstration purposes shall be documented and tracked by the Academic Chair or their designate to ensure due care and diligence is exercised by college personnel while this equipment and/or material is under the College's control.

Products supplied by external clients that are lost, damaged, or unsuitable for use must be recorded and promptly reported by the Academic Chair or their designate to the client. The client is responsible for supplying a product in an acceptable condition.

### **Non-Conforming Issue Reports**

Academic Chair will complete **Non-Conforming Issue Reports** when required.

### **OTHER RELATED DOCUMENTS**

Non-Conforming Issue Report (1312.4643)