

2020-2021
Post-Secondary
POS Renewal Cycle

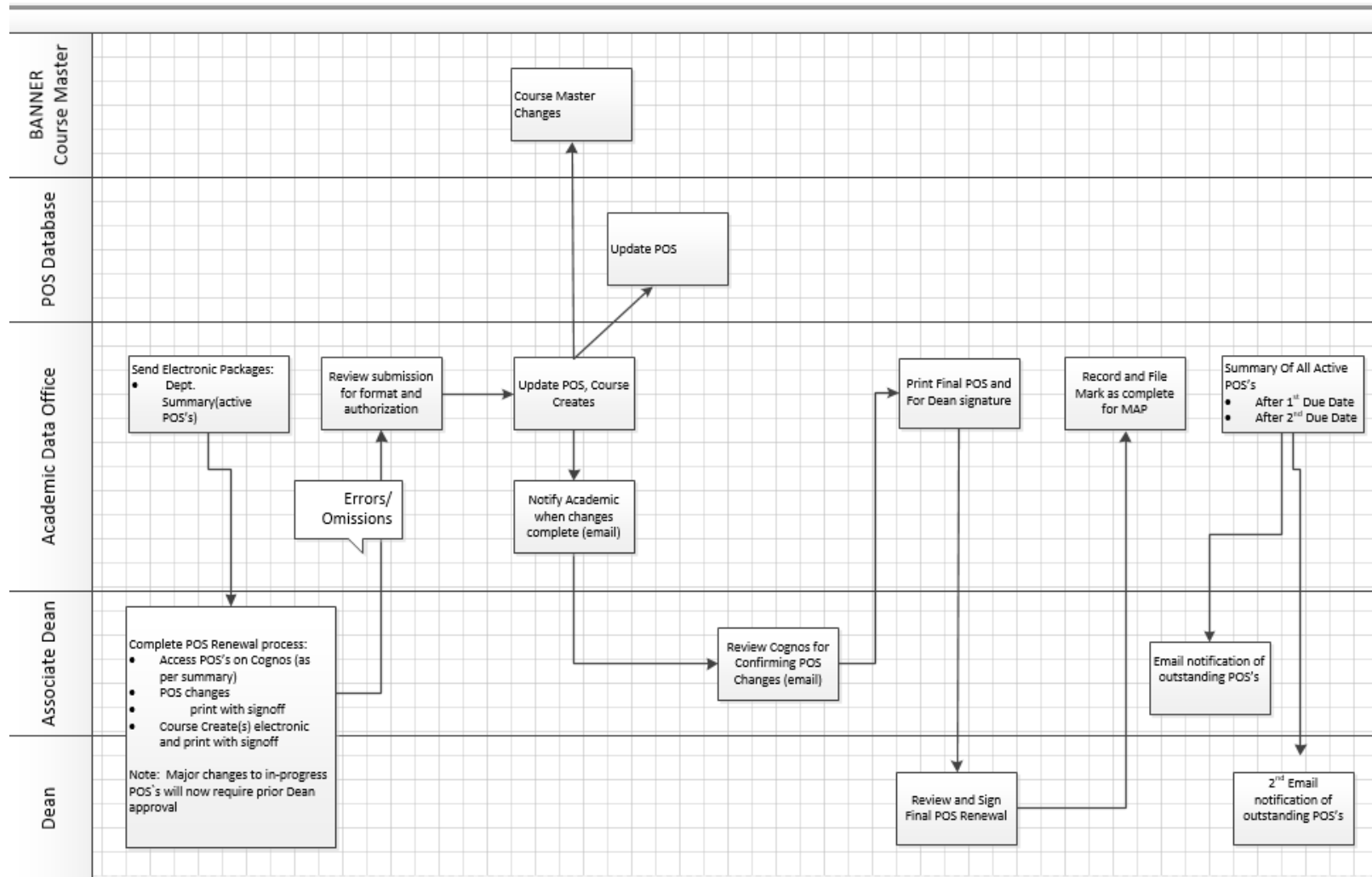
Academic Data Office
Registration and Convocation
Department



POS Renewal Cycle Information

- The POS renewal cycle is meant to be the **end** of the POS review process where you formally document all the planned changes discovered throughout the year in program review sessions and advisory meetings.
- Changes discovered during the year are to be implemented for the next intake of students (i.e. F2020)
- *Minor tweaks* to existing in-progress POS's can also be done during this renewal cycle. (i.e. 18-A, 19-A)

2019-2020 POS Renewal Process Flowchart - Proposed



POS Renewal Documents

ADO will provide electronically the following:

- Department Summary of in-progress (i.e. 18-A, 19-A) and new (20-A) intakes
- Department Code Reference (service/non service)
- Credit Value chart
- Copy of this PowerPoint

Department Summary

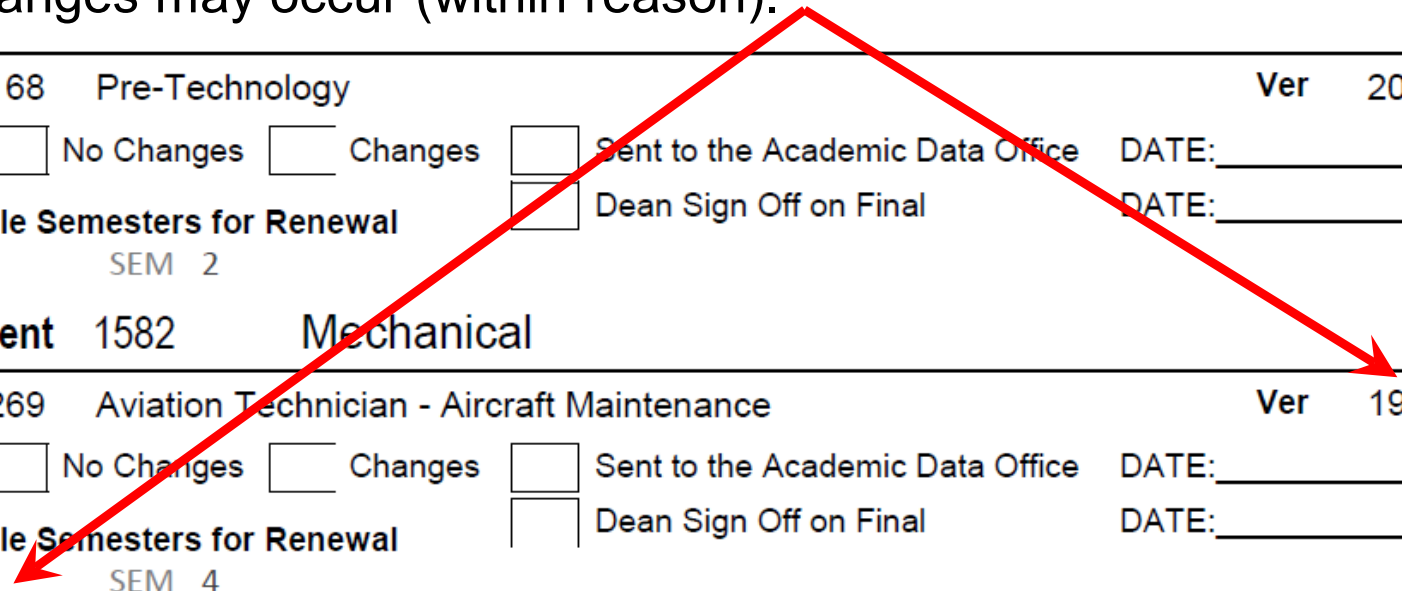
- Based on the Class Designation Chart (CDC)
- Indicates the semesters that have not yet been delivered, and changes may occur (within reason).

Prg 168	Pre-Technology			Ver 20-A
<input type="checkbox"/> No Changes	<input type="checkbox"/> Changes	<input type="checkbox"/> Sent to the Academic Data Office	DATE: _____	
Available Semesters for Renewal		<input type="checkbox"/> Dean Sign Off on Final	DATE: _____	
SEM 1	SEM 2			

Department 1582	Mechanical			
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Prg 269	Aviation Technician - Aircraft Maintenance			Ver 19-A
<input type="checkbox"/> No Changes	<input type="checkbox"/> Changes	<input type="checkbox"/> Sent to the Academic Data Office	DATE: _____	
Available Semesters for Renewal		<input type="checkbox"/> Dean Sign Off on Final	DATE: _____	
SEM 3	SEM 4			

Prg 269	Aviation Technician - Aircraft Maintenance			Ver 20-A
<input type="checkbox"/> No Changes	<input type="checkbox"/> Changes	<input type="checkbox"/> Sent to the Academic Data Office	DATE: _____	
Available Semesters for Renewal		<input type="checkbox"/> Dean Sign Off on Final	DATE: _____	
SEM 1	SEM 2	SEM 3	SEM 4	



Class Designation Chart

2020 POS cycle is for programs active beginning F2020

Prg	Ver	Name	Stream	Seq	F19	W20	S20	F20	W21	S21	F21	W22	S22	F22	W23	S23	F23
555	16-A	Comp Sys Ty- Network Eng &	Fall Intake	1	3NA@6*												
555	16-A	Comp Sys Ty- Network Eng &	Jan Alt Patr	1	3NA@6*												
555	16-A	Comp Sys Ty- Network Eng &	Jan Intake	1	3NA@6*												
555	16-A	Comp Sys Ty- Network Eng &	Alt Patr	1	3NA@6*												
555	17-A	Comp Sys Ty- Network Eng &	Alt Patr	1	2NA@E	3NA@5	3NA@F	3NA@6*									
555	17-A	Comp Sys Ty- Network Eng &	Jan Alt Patr	1	2NA@E	3NA@5	3NA@F	3NA@6*									
555	17-A	Comp Sys Ty- Network Eng &	Fall Intake	1	2NA@4	3NA@5	3NA@F	3NA@6*									
555	17-A	Comp Sys Ty- Network Eng &	Jan Intake	1	2NA@4	3NA@5	3NA@F	3NA@6*									
555	18-A	Comp Sys Ty- Network Eng &	Jan Alt Patr	1	2NE@3	2NA@4	2NA@D	2NA@E	3NA@5	3NA@F	3NA@6*						
555	18-A	Comp Sys Ty- Network Eng &	Fall Intake	1	2NE@3	2NE@D	2NE@E	2NA@4	3NA@5	3NA@F	3NA@6*						
555	18-A	Comp Sys Ty- Network Eng &	Jan Intake	1	2NE@3	2NE@D	2NE@E	2NA@4	3NA@5	3NA@F	3NA@6*						
555	18-A	Comp Sys Ty- Network Eng &	Alt Patr	1	2NE@3	2NA@4	2NA@D	2NA@E	3NA@5	3NA@F	3NA@6*						
555	19-A	Comp Sys Ty- Network Eng &	Alt Patr	1	1CS@1	1NE@2		2NE@3	2NA@4	2NA@D	2NA@E	3NA@5	3NA@F	3NA@6*			
555	19-A	Comp Sys Ty- Network Eng &	Fall Intake	1	1CS@1	1NE@2		2NE@3	2NE@D	2NE@E	2NA@4	3NA@5	3NA@F	3NA@6*			
555	19-A	Comp Sys Ty- Network Eng &	Jan Alt Patr	1		1CS@1	1NE@2	2NE@3	2NA@4	2NA@D	2NA@E	3NA@5	3NA@F	3NA@6*			
555	19-A	Comp Sys Ty- Network Eng &	Jan Intake	1		1CS@1	1NE@2	2NE@3	2NE@D	2NE@E	2NA@4	3NA@5	3NA@F	3NA@6*			
555	20-A	Comp Sys Ty- Network Eng &	Jan Intake	1					1CS@1	1NE@2	2NE@3	2NE@D	2NE@E	2NA@4	3NA@5	3NA@F	3NA@6*
555	20-A	Comp Sys Ty- Network Eng &	Alt Patr	1				1CS@1	1NE@2		2NE@3	2NA@4	2NA@D	2NA@E	3NA@5	3NA@F	3NA@6*
555	20-A	Comp Sys Ty- Network Eng &	Fall Intake	1				1CS@1	1NE@2		2NE@3	2NE@D	2NE@E	2NA@4	3NA@5	3NA@F	3NA@6*
555	20-A	Comp Sys Ty- Network Eng &	Jan Alt Patr	1					1CS@1	1NE@2	2NE@3	2NA@4	2NA@D	2NA@E	3NA@5	3NA@F	3NA@6*



Check List-Academic Area

The Academic Area needs to check for:

- Program:
 - Program name/Program credential/main campus
 - Department code/org
 - Grad GPA (60%)
- Course:
 - Department code (same as program)
 - Service (Y/N) if yes, enter Dept. code (use department code reference sheet)
 - Delivery (include hours online as separate delivery)
 - Remember to check all equivalencies, include those that are needed to clear graduates for next convocation(s)
 - Check prerequisites especially when moving **or changing** courses
 - Identify your Genedified course with a checkmark(s)
 - **Course Description is up-to-date (requests to update course description will not accepted by the Academic Data Office outside the POS renewal cycle)**

Complete POS Renewal process:

- Access POS' on Cognos (as per summary)
- POS changes
- Print with signoff
- Course Create(s) electronic and print with signoff

Note: Major changes to in-progress POS' will now require Dean approval prior to submission

Sample POS Renewal Worksheet

215 20-A Social Service Worker - Semester 1									
Semester 1									
Semester Promotion GPA:									
Core Courses									
Effective Term	Status	Del Type	Reg Wks	Reg Hrs/Wk	Total Hrs	Grade Mode	Credit Valu	Se	
HIST 10015	History&Ethics of Social Work	201430	Delete						
<p><u>Equivalents</u></p> <p>HMNS-SO128 Minimum Grade 50</p>									
HIST XXXXX	Standard Principles of Social Work		Add	Lec	14	2	28	1	2
*course create completed									
COMM SO226	Interviewing Skills		Modify	Lab	14	1			
*new course description									
<p>Create a separate tab to include all new course descriptions as shown below</p>									
HMNS 10096	Issues Related to Family		Transfer						
move to sem 3									
PSYC SS156	Introductory Psychology	000000	A	Lec	14	3	42	1	3
Course Note: Genefied									
<p><u>Equivalents</u></p> <p>PSYC-SS126 Minimum Grade 50</p> <p>or PSYC-SS157 Minimum Grade 50 leave blank</p> <p>or PSYC-10005 Minimum Grade 50</p>									
<p>Note: Academic Data Office calculates the effective term based on Class Designation i.e. 201810 (Winter)</p>									

Check List - Academic Data Office

Review submission
for format and
authorization

The Academic Data Office checks that:

- Course Creates for newly created courses are attached and assigns the Course Code and Credit Value for new course created/added
- The POS rules are enforced as follows:
 - Service is marked as Y where course department code does not match the program department
 - Correct Effective term for modified/updated courses (Cross checks with CDC)
 - Course hours on POS and Course Master matches
 - All diploma programs have Genedified courses that have:
 - no prerequisite(s)
 - cannot be a prerequisite to another course in POS in later semester
 - 42 total contact hours
 - Match one of the five Gen Ed themes (Arts in Society; Civil Life; Social and Cultural Understanding; Personal Understanding; Science and Technology)

Check List-Academic Data Office

- Sign-off is at the appropriate level depending on the nature of the change
 - Service course changes
 - New courses in returning programs
 - Major changes in course delivery for returning programs

Documentation submitted without appropriate approval will be returned.

Changes for in-progress programs

- Minor changes only accepted (Degree Works implications)
 - Small changes
 - Delivery type changes (Lec, Lab, On)
 - Semester delivered
 - Prerequisites
 - Equivalencies
 - **Major program changes to in-progress programs will require approval of the Dean. The ADO will return to the academic area for the approval process. These changes would include:**
 - Adding courses
 - Deleting courses

In-progress program renewal worksheets are due **November 15, 2019**

Changes for F2020 intake

- Major changes are allowed
 - Adding courses (Course Create required if new course, credit value changes with hour increase/decrease, or course name change on existing course(s))
 - Deleting courses
 - Plan for equivalency required - complete course update(s)
 - Check for course used as prerequisite – complete course update(s)

F2020 program renewal worksheets are due **December 13, 2019**

Course Create vs. Course Versioning Rules

Reason/Description	Course Version or New Course Create
Course Content changes	New Course Create Required
Course credits changes	New Course Create Required
Course grade mode change	Course Version only Unless non-credit to a credit or vice versa
Course Name Change-Tweaking	Course Version only
Course Name-Dramatic Change	New Course Create Required
Course Description Changes	Course Version only
Course prerequisite or equivalent changes	Course Version only
Course Org/Dept. code changes	Course Version only

Course Create Form

- New courses / replacement courses introduced at new program intakes only
- New courses must have unique names
- For replacement courses, consider if should the new course have the same prerequisites as previous course
- Consider equivalency vs. options
- Must include transition plan for grad clearing

Note:

1. Ten (10) hours required minimum for course credit (see credit value legend on MyMohawk)
2. Course Create form (found on MyMohawk)

Course Create Form

For ADO Use only:

Below enter the details for the new course:

CE Only:

Is Course Eligible For Funding?	Choose Yes or No Funding?
Funding Type:	Choose from List

Course: _____	Version: _____
D2L: _____	Syllabus: _____
PreReq: _____	Total Hours: _____
Equiv: _____	Credit Value: _____
Completed by: _____	Date: _____

Person Details:

Full Name:	
Department:	

Extension:	
E-Mail:	

List all Prgm #'s with course – only one Create Form needed

Course Details:

Faculty:	Choose from List	School:	Choose from List
Division:	Choose from List	Department:	Choose from List

Subject Code:	Choose from List
Long Course Name:	
Short Course Name:	
Diploma/Certificate Program:	Choose Diploma/Cert PosSec From List
	Choose Diploma/Cert CE From List
	Choose Diploma/Cert Apprentice From List

Please note any other Program Numbers (Non Clustered)

Course Description or Comments:

--

Grade Mode:	Choose Grade Mode From List	Promo Grade Exception:	
PLACode:	Choose PLACode From List		
Semester First Time Offering:	Fall, Winter, Summer? Choose from List		
Year:	Choose From List		

Please note: Grade Mode "Credit Requirements Met" must gain Director, Academic Operation signature below

- Clin Clinical
- FP Field Placement
- Intr Internship
- Lab Laboratory
- Lec Lecture
- OnLn Online
- Tut Tutorial
- WT Work Term

Course Hours:	
Define Course Type:	Choose Duration Type From List
	Hours: _____
	Weeks: _____
	0
Define Course Type:	Choose Duration Type From List
	Hours: _____
	Weeks: _____
	0
Define Course Type:	Choose Duration Type From List
	Hours: _____
	Weeks: _____
	0
Define Course Type:	Choose Duration Type From List
	Hours: _____
	Weeks: _____
	0
Total Contact Hours: Auto Calculates	
	0

Equiv/Pre-Req's:

Equivalency Setting:	
Prerequisite Setting:	

Access Course Create/Update forms through MyMohawk, Employee, Under Scheduling and Academic Support Channel – ADO pulldown



Versioning

- Program Versioning
 - Represents the intake(s) of a program and outlines the semester delivery
 - New intake delivery models need to be noted on a copy of the Class Designation chart and sent to ADO with AD's signature
- Note: Request for Access to Class Designation Chart to be submitted to Help Desk (helpdesk@mohawkcollege.ca)

Class Designation Chart

Semester Delivery

Prg	Ver	Name	Stream	Seq	F19	W20	S20	F20	W21	S21	F21	W22
213	18-A	Early Childhood Education	Jan Intake	1	2EC@3	2EC@4*						
213	18-A	Early Childhood Education	Fall Intake	1	2EC@3	2EC@4*						
213	19-A	Early Childhood Education	Fall Intake	1	1EC@1	1EC@2		2EC@3	2EC@4*			
213	19-A	Early Childhood Education	Jan Intake	1		1EC@1	1EC@2	2EC@3	2EC@4*			
213	20-A	Early Childhood Education	Jan Intake	1					1EC@1	1EC@2	2EC@3	2EC@4*
213	20-A	Early Childhood Education	Fall Intake	1				1EC@1	1EC@2		2EC@3	2EC@4*

(Version and Stream) Program Intake

Course Versioning

- A change to a course usually results in a new version.
- Course versioning is very important in the process for graduate clearing.
 - Changes could impact out-of-synch students trying to graduate
- **Prerequisites and Equivalencies reports can be found in Cognos**
- My Home > Academic > Reports > POS > Course Prereq and Equip

MOHAWK COLLEGE CORPORATE REPORTING PORTAL

MOHAWK COLLEGE Course Prereq and Equip

Course: ELEC 10056 - Engineering Project 2

ELEC 10056

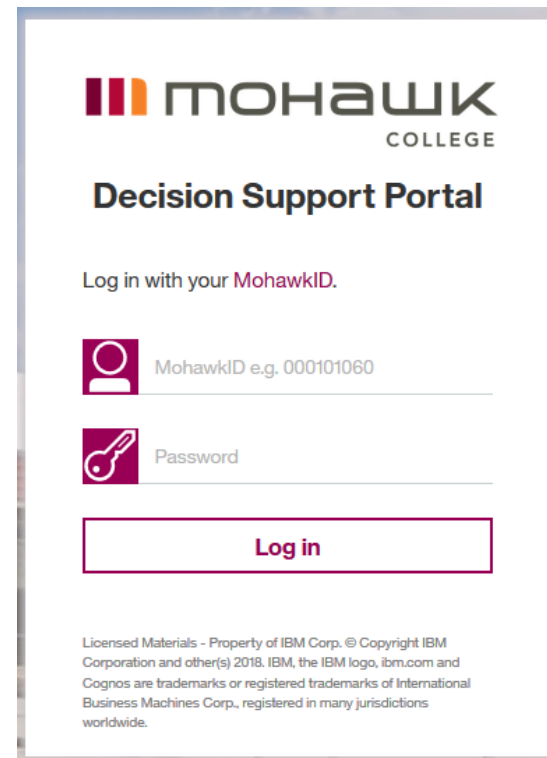
Course	Effective Term	Description	Prerequisites	Equivalents
ELEC 10056	201510	Engineering Project 2	ELEC-10046 Engineering Project 1 or MGMT-10114 Engineering Project Management	COMM-EE650 Technical Report
ELEC 10056	200930	Engineering Project 2	ELEC-10046 Engineering Project 1	COMM-EE650 Technical Report
ELEC 10056	200910	Comp Eng Project 2	ELEC-10046 Comp Eng Project 1	COMM-EE650 Technical Report

Effective Term indicates each time course has been versioned due to a change in detail ("200910" is first version ever created)

Cognos POS Renewal Reports

Accessing the Corporate Reporting tool in Cognos:

1. Navigate to <https://dsp.mohawkcollege.ca/ibmcognos/bi/>
2. Login in using your Active Directory Credentials (used to login to your computer)
3. Under **Team content**, click **Academic**
4. Click **Reports**
5. Click **POS**



The screenshot shows the login page for the Mohawk College Decision Support Portal. At the top, the Mohawk College logo is displayed. Below the logo, the text "Decision Support Portal" is centered. Underneath, it says "Log in with your MohawkID." There are two input fields: one for the MohawkID (with a user icon) and one for the Password (with a key icon). A "Log in" button is positioned below the input fields. At the bottom of the page, there is a small copyright notice: "Licensed Materials - Property of IBM Corp. © Copyright IBM Corporation and other(s) 2018. IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide."

Open POS Reporting

Click POS Reporting

The screenshot shows the Mohawk College Decision Support Portal interface. On the left is a navigation menu with the following items: Home, Search, My content, Team content, and Recent. The main content area displays a list of items under the heading 'POS'. The items are:

- Course Prereq and Equiv (1/24/2019 6:16 PM)
- Course Program Search (10/22/2018 4:14 PM)
- POS Limited Excel Format (11/9/2018 11:43 AM)
- POS Reporting (2/20/2019 2:07 PM)**

A red arrow points from the text 'Click POS Reporting' to the 'POS Reporting' item in the list.

POS Reporting - Prompt

The screenshot shows the 'POS Reporting - Prompt' interface. At the top, there is a navigation bar with 'POS Reporting' and a dropdown arrow. Below this, the title 'POS Reporting - Prompt' is centered. The main area is divided into two columns. The left column contains a search input field with '215' entered, a 'Search' button, and a list of results. The right column contains an 'Insert' button, a 'Remove' button, and a 'Choice' list. At the bottom, there are 'Cancel' and 'Run Report' buttons. Numbered annotations 1 through 6 point to these specific elements: 1. Search input field, 2. Search button, 3. Results list, 4. Insert button, 5. Choice list, and 6. Run Report button.

Program Version(s): Keywords: Type one or more keywords separated by spaces.

1. → 215 Search 2.

Results:

- 19-A - 215 - Social Service Worker
- 18-A - 215 - Social Service Worker
- 17-A - 215 - Social Service Worker
- 16-A - 215 - Social Service Worker
- 15-A - 215 - Social Service Worker
- 14-A - 215 - Social Service Worker
- 13-A - 215 - Social Service Worker
- 12-A - 215 - Social Service Worker
- 11-A - 215 - Social Service Worker

3. →

Choice:

- 17-A - 215 - Social Service Worker

4. →

Using this prompt to select multiple Program Versions

1. Enter a Program and/or Version. eg1: "660 15-A" eg2: "533" eg3: "14-A"
2. Click Search
3. Select Desired Program Version(s)
4. Click Insert to move the Program Version to the List on the Right
5. Repeat steps 1-4 until all desired programs are in the list on the right
6. Click Run Report to execute report

6. →

Cancel Run Report

Report View of POS Renewal _Excel

POS Reporting ▾

1 of 5 - + 140% ▾

Social Service Worker

Number:	215
Version:	17-A
Name:	Social Service Worker
Department:	1292 - Domenicucci, Art (Acting)
Credential Name:	Social Service Worker
Credential Type:	OCD - Ontario College Diploma

Sample POS Renewal Worksheet Formatted for Legal Size Printing

The screenshot shows the Microsoft Excel interface with the 'PAGE LAYOUT' tab selected. The worksheet contains a table of course data for 'Semester 1' and 'Semester 2'. A blue vertical line is placed at the right edge of the data, indicating a page break. The status bar at the bottom shows 'Print' and '60%' zoom. Red arrows and boxes highlight specific actions: setting the page size to legal, moving the page break line, and printing each worksheet.

3. Under Page Layout tab, set Size to Legal size paper

2. Drag this Blue Line to right side to format to one page

1. Set view to Page Break Preview

4. Format each worksheet (Program Detail and Semesters)



What needs to be submitted?

- Excel formatted POS Renewal spreadsheet for each returning program version i.e. 17-A, 18-A, 19-A
- Excel formatted POS Renewal worksheet for 20-A version
- Course Create(s) one copy needed, even if attached to multiple POS versions as all program(s) should be identified on create form
- Any courses being created as, or updated to Grade Mode 2 require the signature of the Dean of Continuing Education, Academic Quality and Centre for Teaching & Learning.
- POS Renewal worksheet with POS changes that affect Service courses, must have signed approval of the Service Associate Dean (hardcopy or scan and email)
- Return completed POS renewal worksheet(s) as soon as possible (do not hold to submit all your programs as one email or submission)

2020 POS Renewal Cycle Timelines

Action	Date	Responsibility
Roll over to 2020 POS's	September 13, 2019	Academic Data Officer
2020 POS Renewal Cycle begins	October 8, 2019	Academic Data Officer
Return of in-progress POS renewal worksheets	November 15, 2019	Academic Area
Completion of in-progress POS renewals	December 13, 2019	Academic Data Officer
Return of 2020 POS renewal worksheets	December 13, 2019	Academic Area
First review of 2020 POS's with major updates	January 31, 2019	Academic Data Officer
Completion of 2020 POS updates	March 1, 2019	Academic Data Officer

Questions?

Academic Data Office (ADO) email:
academicdataoffice@mohawkcollege.ca