



memo

To: Deans, Associate Deans Academic, Chairs & Directors
CC: Faculty Administrative Directors & Unit Administrators
From: Elizabeth Adjin-Tettey, Associate Vice-President Academic Programs & Shailoo Bedi,
Executive Director, Division of Learning and Teaching Innovation
Date: May 21, 2026
Re: **Course Outline Management Tool available for all faculties and units**

We're pleased to share that the Course Outline Management Tool is now available to all faculties and units, following extensive consultations, user testing, and a successful pilot.

Background

The Course Outline Management Tool is a joint project between Learning and Teaching Innovation (LTI) and University Systems, developed to support faculty and staff in implementing Senate's Course Outline requirements and guidelines for the [undergraduate](#) and [graduate](#) academic calendars.

The fall 2025 pilot included select courses in the Faculty of Engineering and Computer Science. Feedback from participating departments was very positive, with staff and faculty noting significant process improvements and a more consistent experience for students. Several other units have since signed on to use the tool, including in Law and Health.

Key features

The tool is designed to improve consistency across all UVic course outlines and reduce workload for instructors. It offers pre-populated UVic resources and allows departments to incorporate standardized, unit-specific information. The tool is also integrated with Banner and Brightspace, allowing course information to be pre-populated, simplifying the uploading of materials, and ensuring easy access for students and instructors.

The development team actively maintains the secure platform and welcomes suggestions for new features that improve user experience and flexibility.

Getting started

We recommend implementing the Course Outline Management Tool at the department, school or faculty level, with direct involvement from the administrative staff who manage these processes. This approach allows units and faculties to incorporate discipline-specific information while maximizing the tool's benefits.

To get started or learn more, please contact LTI at asklti@uvic.ca. LTI will meet with the staff member(s) in your area responsible for developing templates and managing the course outline process in your unit or faculty.

LTI also offers ongoing support and training for all staff and faculty using the tool.

More information

For more information on course outlines, including the role of instructors and their one-overs, please refer to the guidelines articulated in the [undergraduate](#) and [graduate](#) academic calendars. There is also information on the [VPAC website](#).

Thank you for helping to support a consistent and meaningful educational experience for our students.