
Directory of Records – General

Office - Centre for Learning Design and Development

Description of the Mandate and Function:

The centre enacts the mission by providing professional services to course professors in learning design. We work in partnership with academic centres to prioritize and implement course revision and development projects. We collaborate with administrative services responsible for the content and learning management systems, materials management, library, tutorial services and registry to ensure the pedagogically appropriate use of technology, and the efficient and effective delivery of AU courses and course materials. In support of excellent course development in an online world, we design and deliver workshops, seminars, online courses and other educational development opportunities for the university community to share successful practices, discuss current issues and explore innovative solutions to ongoing challenges.

General Classes or Types of Information:

- Course Status Reports
- Work Status Reports
- Records related to course production
- Course Files
- Common administrative records such as information relating to university programs and services and committee meeting minutes, agendas and attachments.

PIB Titles:**Copies of Records Located:**

None

Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:

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Remarks: