

## COLLEGE POLICY

<b>Program Quality Assurance</b>	
<b>Policy ID:</b>	#2-213
<b>Manual Classification:</b>	Academic Affairs
<b>Approved by Board of Governors:</b>	<i>Original:</i> February 22, 2006 <i>Revision:</i> January 27, 2016
<b>Effective Date:</b>	February 1, 2016
<b>Next Policy Review Date:</b>	January 2020
<b>Administrative Contact for Policy Interpretation:</b>	Vice-President Academic
<b>Linked to an Operating Procedure:</b>	<input type="checkbox"/> Yes <span style="float: right;"><input checked="" type="checkbox"/> No</span>

**Policy Statement**

This policy contributes to the mission of the College by promoting excellence in the development, design, delivery, and ongoing review of academic programs. It will demonstrate accountability to students, the Board of Governors, the Ministry and the communities we serve that there are mechanisms in place to ensure all academic programs meet or exceed relevant quality standards and that programs engage in an ongoing and systematic review process.

**Purpose**

To ensure that the College offers a comprehensive program mix that is guided by the strategic directions of the College and is current, relevant, innovative and anticipatory of local, provincial, national and international, social, political and economic developments.

In addition, the policy and related processes will ensure that Fleming College is compliant with the standards set by the Ontario College Quality Assurance Service. Specifically, it will ensure that new and existing programs of instruction are designed, implemented, reviewed, enhanced and/or ultimately phased out following best practices across the postsecondary education system.

**Scope**

This policy applies to all new and existing programs offered by Fleming College in accordance with the Minister's Binding Policy Directive, *Framework for Programs of Instruction*. This Framework provides direction to the College through the authority of the Board of Governors in the development, approval and modification of programs of instruction that lead to a credential as defined by the Ontario Colleges of Applied Arts and Technology Credentials Framework.

This policy is guided by the Ontario Colleges of Applied Arts and Technology Act, 2002 and O. Reg. 34/03 under the Act. This Act and subsequent Regulation and Binding Policy Directives from the Ministry of Training, Colleges and Universities provide direction for Ontario colleges with regard to quality assurance. The policy directive states that "Colleges are to establish mechanisms for the review of their programs of instruction to ensure ongoing quality, relevancy and currency."

This policy applies to all faculty, staff and administration of the College who support the learning process.

## Definitions/Acronyms

**Quality Assurance:** the mechanisms or procedures used to assure or measure, the level of or existence of quality. In Ontario, publically funded colleges adhere to provincial quality standards developed by the Ontario College Quality Assurance Service which provides credential validation and quality audits.

**Quality:** the degree of excellence to which performance standards are met or exceeded.

**Integrated Program Planning Model:** an evidence-based framework and methodology that includes the use of both quantitative and qualitative data to inform decision making and ensure appropriate resources are allocated for programs to be created, enhanced, redesigned, maintained, or ultimately phased out.

**Ontario Colleges of Applied Arts and Technology – Credentials Framework:** a framework that represents the minimum provincial requirement for credentials to be awarded and applies to all programs of instruction regardless of funding source.

## General Principles

We are committed to:

1. Practices that encourage a substantive array of new programs ideas from a variety of internal and external sources.
2. An integrated program planning model, including a gated process incorporating comprehensive data and metrics that will be used to inform decisions regarding new programs as well as modification of existing programs and the suspension or cancellation of programs.
3. Ongoing integrated review cycle consisting of an annual curriculum review for each program and a comprehensive program review, every five years.
4. Transparent, integrated processes that engage as many stakeholders as possible.
5. Using an evidence-based approach in our decision making concerning academic programs
6. Compliance with the Ministry of Training, Colleges and Universities Operating Procedure on the suspension and cancellation of programs.

## Related Documents

- Fleming College Strategic Plan 2015-2018
- Fleming College Academic Plan 2015-2018
- Fleming College Strategic Mandate Agreement 2014-2017
- OCAAT Act, 2002 and Ontario Regulation 34/03
- Ministry of Training, Colleges and Universities Policy Framework: Minister's Binding Policy Directive, *Framework for Programs of Instruction*
- Ontario Colleges of Applied Arts and Technology Credentials Framework
- Program Quality Assurance Process – Guidelines for Program and Curriculum Review
- College Policy #4-427, *Integrated Planning*
- College Policy #2-220, *Quality Assurance*

## Appendices

N/A

### History of Amendments/Reviews:

Section(s)	Date	Comments
Policy created	2006	• Board approval of policy (Resolution BoG Feb22-2006 #7)
Regular review	June 2015, Dec 2015	--
Policy revised	January 2016	• Board approval of revised policy (Resolution BoG Jan27-2016 #3) Outcome of the revision is consolidation of three policies (#2-206 New Program Development, #2-207 Program and Curriculum Review, #2-217 Program Suspension and Cancellation) into a <u>single</u> policy (#2-213)