

Procedure Title:	Fleming College Toronto Quality Assurance Integration
Procedure ID:	2-213H
Manual Classification:	Academic Affairs
Linked to Policy:	2-213
Approved by Senior Management Team (SMT):	June 2023
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Contact for Procedure Interpretation:	Associate Vice President, Academic Operations

1.0 – Purpose

This procedure outlines the monitoring of quality assurance processes and consistency of program delivery between Fleming College and Fleming College Toronto.

2.0 – Definitions and Acronyms

The following definitions and acronyms apply to this procedure, in addition to those found in this Procedure's linked Policy 2-213 Program Quality Assurance.

Course Outline: An approved document outlining the course and unit learning outcomes, course title, course code, course description, credits, hours, prerequisites, co-requisites, resources, and evaluation methodology and associated grading allocation, for courses offered at Fleming College.

Curriculum: is the plan for learning that is coordinated and articulated in a manner designed to result in student achievement of specified learning outcomes. Curriculum encompasses the content, learning materials, delivery, and course resources, as well as the context and processes for evaluating the attainment of learning outcomes.

Curricular Compliance: refers to the process of ensuring that the learning outcomes, assessments, and depth and breadth of learning materials is and remains consistent between courses delivered at Fleming College Toronto and the courses that follow quality assurance review processes at Fleming College.

Fleming College Toronto (FCT): A third party private college operated by Trebas Institute Ontario that has entered into a contractual arrangement with Fleming College to deliver specified Ontario College credentials at its Toronto campus.

The Fleming College/FCT Partnership Agreement: The partnership agreement between Sir Sandford Fleming College of Applied Arts and Technology and Trebas Institute Ontario, Inc. dated June 18, 2021.

3.0 – Guiding Principles

- 3.1** According to Section I of the Minister’s Binding Policy Directive on Public College-Private Partnerships, and Section F of the Minister’s Binding Directive on the Framework for Programs of Instruction, public Colleges are responsible for the quality of programs delivered through partnership arrangements and must have mechanisms for review in place to ensure the ongoing quality, relevance, and currency of their programs. Public College policies on quality assurance must be made publicly available and must include programs offered through public college-private partnerships.
- 3.2** Fleming College Toronto will carry out all obligations, duties and responsibilities related to program quality assurance as prescribed by Fleming College’s policies and procedures. Quality assurance processes at all Fleming College campuses include ongoing Annual and Cyclical (3-5 year) program reviews in accordance with Policy #2-212: Program Quality Assurance and Operating Procedure #2-212D: Program Review and participation in Program Advisory Committees in accordance with Policy and Operating Procedure #2-202: Program Advisory Committees, in order to ensure currency, relevance, engagement with industry, and compliance with quality requirements.
- 3.3** Program Vocational Learning Outcomes and Essential Employability Skills are implemented through course Curriculum and course outcomes and articulated through the development of Course Outlines.
- 3.4** There must be Curricular Compliance and consistency in delivery between program offerings at Fleming College Toronto and Fleming College.
- 3.5** Regular meetings between representatives from the Academic Quality Office at Fleming College and the Quality Assurance department at Fleming College Toronto will take place at least once per semester, in order to ensure Curricular Compliance.

4.0 – Scope

This Operating Procedure establishes the process and responsibility for Fleming College to monitor quality assurance at Fleming College Toronto and prescribes the required documentation to be shared between parties.

5.0 – Operating Procedure

5.1 Curricular Compliance

- a)** Fleming College Toronto is responsible for maintaining Curricular Compliance with Fleming College, remaining consistent with the established program of study and all Course Outlines and Curriculum as provided annually by Fleming College.
- b)** Within Curricular Compliance, there is flexibility in the timing of learning activities and assessments within a course, and in the specific learning materials used to reach the

outcomes, but the assessments themselves must remain consistent and at the same valuation as the provided Course Outline.

- c) This procedure does not allow for flexibility when considering foundational course information which includes hours, title, pre/co-requisites, course learning outcomes, or assessments as they are described in the outline.

5.2 Process to Ensure Curricular Compliance

- a) In advance of each academic year, Fleming College will share all approved Course Outlines for programs being delivered at Fleming College Toronto, to the relevant Dean at Fleming College Toronto. Fleming College Toronto will ensure Curricular Compliance by being consistent with the Course Outline for the academic year, as established by Fleming College.
- b) Fleming College Toronto will maintain and ensure compliance with the internal procedures, including, classroom observations, faculty assessment, hiring practices, and other quality controls as described in articles 3.2-3.4 and Schedule B of the Fleming College/FCT Partnership Agreement.
- c) In order to ensure Curriculum compliance, Fleming College Toronto will provide documentation and information for review by Fleming College through the following three processes:
 - i. Submission of Course Portfolios
 - ii. Annual program report
 - iii. Institutional Audit
- d) Fleming College will provide annually, a report outlining any changes/modifications/improvements to courses/programs currently being delivered at Fleming College Toronto. This will provide insight into upcoming changes for Course Outlines delivered at Fleming College Toronto.
- e) Fleming College Toronto is responsible for implementing curricular changes in order to maintain Curricular Compliance and to remain consistent with the established program of instruction, and all Fleming College Course Outlines.

5.3 Course Portfolio Submission

- a) Per the Fleming College/FCT Partnership Agreement, each course that is taught at Fleming College Toronto will have a course portfolio maintained annually. The faculty will provide the content of the portfolio and the Fleming College Toronto administration will manage the records and the process of the collection and send portfolios to the Academic Quality Office at Fleming upon request during Annual Curricular Compliance Review. The course portfolio includes (see Appendix B Course Portfolio Checklist):
 - Course Lead CV
 - Approved Course Outline
 - Approved Learning Plan
 - Teaching Materials (handouts, PPTs, rubrics, e-learning materials etc.)

- Examples of student work for each assessment (one from the top third of the class, one from the middle, and one from the bottom)
 - Grade sheet for all assessment for the whole class
 - Summary of faculty recommendations for course improvement
- b) Annually, Fleming College will randomly select a representative sample of Fleming College Toronto Course Portfolios for review, to be submitted after the conclusion of each academic year.
- c) The Academic Quality Office at Fleming College, in conjunction with the relevant Fleming College Academic Chairs, will evaluate the submitted Course Portfolios for Curriculum compliance and provide feedback, including any required changes, to the relevant Dean at Fleming College Toronto within two months of submission.
- d) The Academic Quality Office will include the results of its review of Course Portfolios in an annual report on quality at Fleming College Toronto to the Senior Management Team of Fleming College.

5.4 Annual Program Report

- a) Fleming College Toronto will submit an Annual Program Report for each of its delivered programs. Fleming College will provide a template for this report, which will include reflection on the delivery of the program and the courses within that program, including references to student feedback, classroom visits, and student performance, using the information gathered from the internal procedures and other quality controls of Fleming College Toronto as described in Schedule B of the Fleming College/FCT Partnership Agreement.
- b) Reports for each program will be submitted to Fleming College by the date indicated on the Annual Program Report template provided by Fleming College. . These reports will be shared with the Fleming College Program Advisory Committee for that program.
- c) The Academic Quality Office at Fleming College, in conjunction with the relevant Fleming College Academic Chairs, will evaluate the submitted Annual Program Reports and provide feedback, including any required changes, to the relevant Dean at Fleming College Toronto within two months of submission.
- d) The Academic Quality Office will include the results of its review of Annual Program Reports in an annual report on quality at Fleming College Toronto to the Senior Management Team of Fleming College.

5.5 Institutional Audit

- a) Every 3-5 years, Fleming College will conduct a more thorough Audit process, including a site visit, that will include a review of all academic operations at FCT, including student support services.
- b) Fleming College will appoint a site visit delegation to observe operations at Fleming College Toronto, interview faculty, staff and students, review FCT's Policies, Procedures, Course Portfolios, and other documentation pertaining to academic

delivery, and produce a final report.

- c) Fleming College will notify FCT at least six months prior to the site visit, and will provide FCT with a list of requirements for the events of the site visit. FCT will provide Fleming College with a draft schedule of events at least one month prior to the site visit and will incorporate changes as requested by Fleming College.5.5.4 During the site visit, Fleming College Toronto will provide necessary information and access to facilities and personnel.
- d) The site visit delegation will provide a report within three months of the site visit. This report may include recommendations for improvements to be made to support academic quality at Fleming College Toronto.
- e) Fleming College Toronto will provide Fleming College with a response within three months of receipt of the report. This response will include a plan to address the recommendations in the report.
- f) Fleming College Toronto will provide Fleming College with a report within eighteen months of the site visit outlining progress on the implantation of this plan.

5.6 Curricular Compliance Issue Resolution

- a) In cases where the Academic Quality Office identifies a lack of compliance in FCT Curriculum, these issues will be communicated to FCT, and FCT will collaborate with the Academic Quality Office to develop a plan to resolve any identified issues. This plan will be completed within three months of the initial report and will include specific timelines for issue resolution.
- b) In cases where lack of compliance cannot be resolved through this process, the Academic Quality Office will refer issues to the Management Committee as defined by Article 3.8 of the Fleming College/FCT Partnership Agreement.

6.0 – Roles and Responsibilities

- 6.1** - Fleming College ensures continuous improvement of the program and courses of instruction, through collaboration with Program Advisory Committees, and Program Review processes.
- 6.2** - The Academic Quality Office ensures compliance with Curriculum delivered by Fleming College Toronto and the regulated program at Fleming College.
- 6.3** - Academic Chairs at Fleming College are responsible for reviewing FCT course portfolios and Annual Program Reports for programs within their Schools.
- 6.3** - Fleming College Toronto is responsible for implementing curricular changes, remaining consistent with the established program of study and all Course Outlines, and ensuring Curriculum compliance.
- 6.4** - The Management Committee will resolve any issues regarding Curricular Compliance that

cannot be adequately addressed through collaboration between the Academic Quality Office and Fleming College Toronto.

7.0 – Related Documents

- Fleming College/FCT Partnership Agreement
- Fleming College/Fleming College Toronto Project Charter
- College Policy 2-213 Program Quality Assurance

8.0 – History of Amendments & Reviews

Date	Action
June 2023	Original Approved