

ADMINISTRATIVE OPERATING PROCEDURE: Program Standard/Description

Procedure ID:	#2-213E
Approved:	Original: June 2019
Revision Date(s):	N/A
Effective Date:	September 1, 2019
Next Review Date:	September 2022
Monitoring Responsibility:	Vice President Academic Experience
Linked to a College Policy:	#2-213

Policy Statement

Fleming College is committed to promoting excellence in the development, design, delivery, and ongoing review of academic programs. Through program quality assurance processes, the College will demonstrate accountability to the Board of Governors, the Ministry, and the communities we serve, that there are mechanisms to ensure that all academic programs meet or exceed relevant quality standards and remain current, relevant, and innovative for students.

Definitions/Acronyms

College Determined Vocational Learning Outcome: are college decisions to apply a particular Vocational Learning Outcome to specific programs of instruction.

Course Learning Outcomes (CLO): are statements that represent the culminating demonstrations of learning and achievement at the end of a course. CLOs describe essential performance that students are expected to know, understand or do as a result of the learning experiences provided for in the course.

Credential Validation Service (CVS): has been established according to the Minister's Binding Policy Directive, Framework for Programs of Instruction. This service, along with the approval of programs of instruction by the Board of Governors, makes up a component of the self-regulatory mechanisms of the college system. The CVS is operated as a subsidiary of Colleges Ontario.

Elements of Performance: are descriptive phrases that expand the details of each program vocational learning outcome. These are found as part of the Program Standards and ensure there is clarity as to what level and quality of performance is required to meet the intended outcome. The elements of performance are not to stand alone, but collectively describe the VLOs. These can often be used to create the course learning outcomes.

Essential Employability Skills (EES): are skills that, regardless of a student's program or discipline, are critical for success in the workplace, in day-to-day living and for lifelong learning. The essential areas where graduates must demonstrate skills for knowledge: communication, numeracy, critical thinking, problem solving, information management, interpersonal and personal.

Learning Outcomes: are statements describing essential, complex performance that students are expected to know, understand or do as a result of a learning experience at a course or program level. All aspects of teaching (activities, instructional content/media, and assessments) should be designed with these outcomes in mind. Learning outcomes are inter-related and, as such should be viewed as a comprehensive whole. They describe performance that demonstrates that significant integrated learning by graduates of the program has been achieved and verified.**General Education Courses**

(GNED): are courses that contribute to the development of citizens who are conscious of the diversity, complexity and richness of the human experience, and the society in which they live and work. Specific themes for general education courses include arts in society, civic life, social and cultural understanding, personal understanding and science and technology.

Ministry of Training, Colleges and Universities (MTCU): is the governing body for the Ontario Colleges of Applied Arts and Technology and oversees the development and the review of standards for programs of instruction. Each college is required to ensure that its program delivery are consistent with these standards and must assist students to achieve these essential outcomes.

Minister's Binding Policy Directive, Framework for Programs of Instructions; Credentials Framework: defines in detail the different aspects related to the scope of the credential, hours of instruction, admission requirements and naming of each credential delivered by the college.

Program Description: for programs that have yet to have defined MTCU program standards, a program description can be used by program teams in constructing their program's vocational learning outcomes (VLO). During new program development, a search of the Credentials Validation Service (CVS) database will provide the foundation of the program' design.

Program Standard: is produced by the MTCU and articulate the essential learning a student must achieve before being deemed ready to graduate. A program standard applies to all programs of study with the same program title regardless of the funding source and consists of vocational learning outcomes (VLO), essential employability skills (EES) outcomes and general education requirements (GNED). Prior to graduation, students must achieve all three elements of the program standard. Expressing the program standards as vocational learning outcomes ensures consistency in the outcomes for program graduates. The College can determine whether additional learning outcomes will be required to reflect specific local needs or interests.

Program Team: includes individuals and faculty with knowledge and expertise in the specific field.

Ontario College Quality Assurance Service (OCQAS) Standards: A set of established standards and accompanying requirements that provide the framework for Ontario Colleges to use to create and assess quality assurance mechanisms and practices for the learning environment.

Vocational Learning Outcomes (VLO): also referred to as program learning outcomes, describe learning that is being done at the program level. These are broad statements that include a variety of levels and experiences and include the expectations of what students will achieve by the end of the program. VLOs are the foundation for the design, development and maintenance of all programs at Fleming College. VLOs must be measurable, relevant and reflect the MTCU program standard (if applicable), as well as meet the requirements of professional associations, the labour market, and the program's intended purpose.

Operating Procedure

1.0 Programs of Instruction with Program Standards

1.0 Program Standards are produced by the Ministry of Training, Colleges and Universities (MTCU) which determine the minimum standards of learning a student must achieve prior to graduation. Program standards apply to all programs of instruction with the same program name.

1.1 Each program standard (VLOs, EES, and GNEDs) is communicated to students through program handbooks, the program website, and through dialogue with program faculty.

- 1.2 During program review, each program team will examine all VLOs, EES, and GNEDs during curriculum mapping to verify compliance of the program curriculum with the program standard.
- 1.3 If there is a recommendation by the program team to add vocational learning outcome(s) to the existing program standard, the proposed change must be recorded on the 'Major Program Change Form' and sent for the required levels of approval as described in the Curriculum Changes and Implementation Procedure 2-213B.
- 1.4 To review the requested change, the Academic Quality Office shall generate a table that cross-references the original standard with the proposed additions to ensure that the approved Ministry standard is not compromised.
- 1.5 If the addition of vocational learning outcome(s) is/are approved, the Academic Quality Office will generate a report to send to the CVS as a courtesy, and this document will become a part of the historical record of the program.
- 1.6 When the MTCU modifies programs (standards and/or titles) through a provincial standard memo, the Academic Quality Office will support the College response and implementation plan by contacting the appropriate Dean/Designate to review and confirm the attestation to the new standard/title (this activity may include curriculum mapping).
- 1.7 Notifications of the approved changes will be in accordance with the timelines of the Academic Planning Cycle as described in Curriculum Changes and Implementation Procedure 2-213B.
- 1.8 The Dean/Designate will ensure that the program team implements the newly developed or revised program standards within the designated timelines established by MTCU.
- 1.9 All review, historical, and current VLO information regarding the standard is stored centrally in the Academic Quality Office, including additions or changes to the program standard.

2.0 Programs of Instruction with Program Descriptions

- 2.1 If there is no approved program standard for a program, the program team will develop a set of VLOs that follows the closest MTCU Program Description where they exist, at the level appropriate to the credential.
- 2.2 Each program description (program VLOs) is communicated to students through program handbooks, the program website and through dialogue with the program faculty.
- 2.3 Employers, industry, professional associations, and employees currently working in the field, may be involved in the development of the VLOs as described in the College's New Program Development process.
- 2.4 After its formation, the Program Advisory Committee will review the set of program VLOs for accuracy, currency, and relevancy, and thereafter on an ongoing annual basis.
- 2.5 During program review, each program team will examine all VLOs, EES, and GNEDs during curriculum mapping to ensure they represent current trends, developments, and requirements to verify compliance of the program with the MTCU program description.
- 2.6 If there is a recommendation by the program team to modify the program description/VLOs, the proposed changes must be recorded on the 'Major Program Change Form' and sent for the

required levels of approval as described in Curriculum Changes and Implementation Procedure 2-213B.

- 2.7 To review the requested change, the Academic Quality Office shall generate a table that cross-references the original VLOs with the proposed modifications to ensure that all changes are recorded.
- 2.8 Once approved, the Academic Quality Office will generate a report to send to the CVS as a courtesy, and this document will become a part of the historical record of the program.
- 2.9 All review, historical and current program VLO information is stored centrally in the Academic Quality Office

3.0 Roles and Responsibilities

- 3.1 It is the responsibility of the Vice-President Academic Experience (VPAE) to ensure this procedure is fully implemented with reporting to the Board as necessary. The VPAE is also responsible for the designation of College Determined VLOs.
- 3.2 It is the responsibility of the Academic Quality Office to ensure the tracking and central storing of all documentation relating to the review and updating of VLOs for all programs at Fleming College.
- 3.3 It is the responsibility of the Dean or designate to provide the resources and supervision to ensure that requests for VLO changes review of VLOs and consultation with Program Advisory Committee is accomplished.
- 3.4 It is the responsibility of the program team to ensure the VLOs of their program are relevant to the industry, are compliant with MTCU program standards, and are taught and evaluated throughout the courses in their program.
- 3.5 It is the responsibility of the Teaching and Learning Consultant to provide curriculum-related expertise to program teams as required, such as course outline support, program mapping and analysis support, course and VLO development and the development of authentic assessments aligned to course learning outcomes.
- 3.6 It is the responsibility of the Program Advisory Committee to review any program learning outcomes presented to them for currency and relevancy, and make recommendations to the program Dean/Designate

Related Documents

- 2-220 Quality Assurance
- 2-213 Program Quality Assurance
- 2-212 General Education
- Ontario College Quality Assurance Service (OCQAS) Standards
- MTCU Minister's Binding Policy Directive: Frameworks for Programs of Instruction.
- Curriculum Changes and Implementation Procedure 2-213B

Appendices

History of Amendments/Reviews:

Section(s)	Date	Comments
New	June 2019	Approved by SMT

