



Policy Title:	Program Quality Assurance
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Manual Classification:	Academic Affairs
Approved by:	Board of Governors
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Contacts for Policy Interpretation:	Vice President Academic Experience

1.0 - Policy Overview

Fleming College is committed to promoting excellence in the development, design, delivery, and ongoing review of academic programming. Through program quality assurance processes, the College will demonstrate accountability to the Board of Governors, the Ministry, students, 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.

2.0 - Purpose

This policy, and the associated procedures, define the mechanisms of program quality assurance including new program development, program mix analysis, program review, program modification and revision, and program suspension/cancellation.

3.0 - Definitions and Acronyms

The following definitions apply in this policy and associated procedures:

Board: means the Board of Governors of Sir Sandford Fleming College.

Credential: defined by the Ontario Qualifications Framework and awarded by the Board of Governors for successful achievement of all requirements for the program of instruction.

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.

Graduate: Student who has achieved the approved learning requirements for the program of instruction.

Minister's Binding Policy Directive, Framework for Programs of Instructions: this binding policy directive applies to all colleges of applied arts and technology and defines expectations for all programs of instruction offered by colleges regardless of the funding source, except for ministry-funded apprenticeship training.

Ministry of Colleges and Universities (MCU): 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 academic programming is consistent with these standards and must assist students to achieve essential outcomes.

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

Ontario Qualifications Framework: The Ontario Qualifications Framework includes all non-religious postsecondary certificate, diploma and degree programs offered under the auspices of the Province of Ontario, including apprenticeship certificates, the qualifications awarded by private career colleges, the qualifications awarded by public colleges, and degrees offered by public universities and institutions authorized to award degrees by a consent of the Minister of Colleges and Universities of Ontario.

Program Efficacy Review: an evidence-based tool 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, suspended, or cancelled.

Program Mix Analysis: uses program efficacy methodology to assist the College decision-making to ensure that the program mix is guided by the strategic directions of the College anticipatory of local, provincial, national and international, social, political and economic development.

Program of Instruction: means a group of related courses leading to a degree, diploma or certificate awarded by the College.

Program Quality Assurance (PQA): is the process for the ongoing formative and summative evaluation of College programs, which aligns with standards of Ontario College Quality Assurance Service (OCQAS). PQA promotes institutional learning and renewal, guides decision-making, engages stakeholders and supports constructive governance by the Board of Governors. Mechanisms of program quality assurance include program review, program mix analysis, program modification and revision, and new program development.

Program Review: ensures that the six accreditation quality standards that have been developed from by the Management Board of OCQAS (Ontario Colleges Quality Assurance Service) have been achieved and/or exceeded. Program review occurs either annually or cyclically every 3-5 years. The process and instructions for program review are articulated and described in the Program Review Framework document.

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

Quality Assurance: is the mechanism used to assure and measure the level of or existence of quality. In Ontario, publicly funded colleges adhere to provincial quality standards developed by the Ontario College Quality Assurance Service, which provide credential validation, quality audits of College operations, and institutional accreditation.

4.0 - Scope

This policy applies to all new and existing credentials offered by Fleming College in accordance with the Minister's Binding Policy Directive, Framework for Programs of Instruction.

5.0 - General Principles

- 5.1** According to the College Charter, the Minister's Binding Policy Directive, and corporate by-laws, ultimate responsibility and oversight for program quality and program quality assurance processes resides with the Board of Governors.
- 5.2** Program quality assurance articulates Fleming College's commitment to continuously improve program quality, academic excellence, and student success.
- 5.3** Program quality is dependent on the program being designed to scaffold a student's growth of knowledge to meet the vocational learning outcomes described in provincial program standards or descriptions or Board approved curriculum.
- 5.4** Program quality assurance ensures program offerings align with the strategic, business and academic plans, and are in accordance with the requirements and standards of Ontario College Quality Assurance Service, Ministry of Colleges and Universities (MCU), and applicable industry standards or certifications.
- 5.5** Program quality assurance defines procedures that are transparent, consultative and evidence-based, with an identified accountability process and established roles and responsibilities.
- 5.6** All stakeholders will support implementation of the processes that will ensure the

successful launch of a new program, review of existing programs, and delivery of suite of programs consistent with the mandate and strategic plans for Fleming College.

6.0 - Related Documents

- *Ontario Colleges of Applied Arts and Technology Act (2002)*
- Minister's Binding Policy Directive: Framework for Programs of Instruction
- College Quality Assurance Audit Process (CQAAP) Standards of Quality
- Ontario Qualifications Framework (OQF)
- College Policy #2-220: Quality Assurance Policy
- OP #2-213A: Program Suspension and Cancellation
- OP #2-213B: Curriculum Change and Implementation
- OP #2-213C: Program Mix Analysis
- OP #2-213D: Program Review Procedure
- OP #2-213E: Program Standards/Descriptions Procedure
- OP #2-213F: Credentials Procedure
- OP #2-213G: New Program Development Procedure
- Fleming College Strategic Plan
- Fleming College Academic Plan

History of Amendments/Reviews

Original approved Feb 2006

Reviewed and Revised: Jan 2017; June 2019; Sept 2019; Feb 2021; Jun 2022