

COLLEGE POLICY: Program Quality Assurance

| | |
|--|---|
| Policy ID: | #2-213 |
| Manual Classification: | Academic Affairs |
| Approved by Board of Governors: | Original: February 22, 2006 Revision: January 27, 2016 |
| Effective Date: | September 1, 2019 |
| Next Policy Review Date: | 2024 |
| Administrative Contact for Policy Interpretation: | Vice President Academic Experience |
| Linked to Operating Procedures: | #2-213OPs A - F |

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, 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.

Purpose

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

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. 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.

Definitions/Acronyms

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.

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 deliver programs are consistent with these standards and must assist students to achieve essential outcomes.

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

New Program Development (NPD): is a multi-stage development process that ensures new programs are relevant, align with the College vision and strategic priorities, appropriate for the credential level, consistent with CVS requirements, as well as the appropriate MTCU program standard and/or description.

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.

Program Efficacy Report: 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 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.

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 and new program development.

Quality Assurance: is the mechanism used to assure and 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 provide credential validation, quality audits of College operations, and institutional accreditation.

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

General Principles

- 1.1 According to the College Charter and corporate by-laws, ultimate responsibility and oversight for program quality and program quality assurance processes resides with the Board of Governors.
- 1.2 Program quality assurance articulates Fleming College's commitment to continuously improve program quality, academic excellence, and student success.
- 1.3 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.
- 1.4 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 Training, Colleges and Universities (MTCU), and applicable industry standards or certifications.
- 1.5 Program quality assurance defines procedures that are transparent, consultative and evidence-based, with an identified accountability process and established roles and responsibilities.
- 1.6 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 consistence with the mandate and strategic plans for Fleming College.

Related Documents

Fleming College Strategic Plan 2019-2024

Fleming College Academic Plan 2019-2024
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
College Policy #2-220, Quality Assurance
College Policy #2-202, Program Advisory Committees

Appendices

N/A

History of Amendments/Reviews

| Section(s) | Comments |
|------------|---|
| New Policy | Board approval February 2006 |
| Revised | Board approval January 2017 - 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 single policy (#2-213) |
| Revised | Board of Governors approved revised policy June 2019 |