

ADMINISTRATIVE OPERATING PROCEDURE: Program Suspension and Cancellation

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Monitoring Responsibility:	Vice President Academic Experience
Linked to a College Policy:	#2-213 Program Quality Assurance

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

Cancelled program: A program the College is no longer offering and in which no students are enrolled.

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.

Program Suspension: A program that the college has determined not to admit first semester students. The College is responsible to inform the Ministry regarding the suspension of intake and can be reactivated without a new Ministry approval within five years of the suspension effectiveness date.

Suspended program intake: A program into which the College has decided not to admit first year for a particular intake due to low enrolment or other circumstances..

Operating Procedure

1.0 Decision to Suspend or Cancel a Program

- 1.1 All programs are assessed within the context of standard criteria as described in the Program Mix Analysis Operating Procedure 2-213C.
- 1.2 Programs that achieve low program rankings may be identified for suspension or cancellation by the Vice President Academic Experience in consultation with the Academic Quality Office.
- 1.3 When a program is recommended for suspension or cancellation, a suspension/cancellation plan must be developed by the Dean, approved by the Vice President Academic Experience and implemented.

2.0 Suspension of Intake

- 2.1 The Vice-President Academic Experience, in consultation with the Dean, the Registrar and Strategic Enrolment Management Committee decides when a program intake will be suspended due to enrolment considerations.
- 2.2 The decision to suspend an intake will be made with every effort to minimize impact on new students. This decision must occur eight weeks before the start date of the intake.
- 2.3 The affected school Dean will notify and update the following internal departments in order to effect required changes and system updates:
 - School Office
 - Office of the Registrar
 - Academic Operations
 - Student Recruitment
 - Communications and Marketing
 - Financial Aid and Awards
 - Finance
 - IT Services
 - International Student Office
 - Academic Quality Office
 - Bookstore
 - School of General Arts and Science

3.0 Program Suspension

- 3.1 The Vice-President Academic Experience, after consultation with the Academic Quality Office and appropriate Dean, will advise the Senior Management Team, the Registrar and Strategic Enrolment Management Committee when a program is being considered for suspension.
- 3.2 The recommendation to suspend the program is provided to the College President and for Board of Governors consideration and decision.
- 3.3 The Vice-President, Academic will update the Registrar, Strategic Enrolment Planning Committee, and affected school Dean of the decision from the Board of Governors.
- 3.4 Once approval to suspend a program is received, the Registrar will communicate the decision to:
 - All prospective applicants in an effort to allow the student to take appropriate action. Part of this process will be to develop, on a program-by-program basis, strategies for retaining these applicants by recommending other similar Fleming College programs; and
- 3.5 If the program for which suspension is recommended has a current cohort, then:
 - Students registered in a suspended program will be provided the opportunity to complete the program of study within the normal time.
 - The Dean will prepare a timeline and teach-out plan for currently enrolled students (if applicable) to support the opportunity to complete the program within a reasonable timeframe.
 - This plan will be communicated to all currently enrolled students.
- 3.6 The affected school Dean will notify and update the following internal departments in order to effect required changes and system updates:

- School Office
- Office of the Registrar
- Academic Operations
- Student Recruitment
- Communications and Marketing
- Financial Aid and Awards
- Finance
- IT Services
- International Student Office
- Academic Quality Office

3.7 The Academic Quality Office will inform the Ministry of Training, Colleges and Universities in writing of a decision to suspend a ministry-funded program of instruction at all campuses and all delivery modes.

4.0 Ministry Treatment of Dormant, Suspended or Cancelled Programs

4.1 In order to keep program lists used for the audit of enrolment current, the Ministry of Training, Colleges and Universities (MTCU) will automatically cancel any program that has not been in operation for five years (program is either suspended or dormant).

4.2 Cancelled Programs will require re-approval by the Ministry in order to be re-instated as per New Program Development process.

4.3 The MTCU provides the Vice-President Academic Experience with the Fleming College Dormant Program List on an annual basis.

4.4. The Vice President Academic Experience will review the Dormant Program List and identify programs that can be cancelled or must remain active in consultation with the Academic Quality Office and with appropriate Dean(s)

4.6. The Vice President Academic Experience will provide the updated status of the Dormant Program List to the MTCU within 30 days after original receipt. Failure to submit the updated status of the Dormant List may result in the automatic cancellation of active programs.

5.0 Program Cancellation

5.1 The MTCU will automatically cancel any program that has not been in operation for five years (program is either suspended or dormant).

5.2 Programs that Fleming Colleges designates for cancellation will be communicated to the MTCU after program suspension.

5.3 Cancelled Programs will require re-approval by the Ministry in order to be re-instated as per New Program Development Operating process.

6.0 Roles and Responsibilities

6.1 It is the responsibility of the school Dean and Academic Quality Office to identify programs for program review.

- 6.2 It is the responsibility of the school Dean to identify any human resources implications that may result from a program suspension or cancellation decision, and to formulate a proactive plan with Human Resources to address any implications, consistent with collective agreements.
- 6.2 It is the responsibility of the Vice-President Academic Experience to ensure that the Program Suspension and Cancellation Procedure is fully implemented.
- 6.3 It is the responsibility of the Vice President Academic Experience to recommend a program for suspension or cancellation in consultation with the Academic Quality Office and the appropriate Dean(s)
- 6.4 It is the responsibility of the Board of Governors to approve or deny the recommendation to suspend (or cancel) a program.
- 6.6. It is the responsibility of the Academic Quality Office to inform the MTCU of a decision to suspend or cancel a program.
- 6.7. It is the responsibility of the Office of Vice-President Academic Experience to identify and submit the updated Dormant Program List to the Ministry within the required timelines

Related Documents

College Policy #2-220, Quality Assurance
 College Policy #2-213, Program Quality Assurance

Appendices

History of Amendments/Reviews:

Section(s)	Date	Comments
New	Dec 2017	Approved by SMT
Revised	June 2019	Approved by SMT