

College Committee for Quality Assurance
 Chair – Trudy Heffernan
 October 16, 2015
 1:00-2:00 PM
 Sutherland Campus, Room B3 330



Present:	Brian Bates Tracey Bell Sandra Dupret Roger Fitch Trudy Heffernan Kristi Kerford	Shelley Mantik Trish O'Connor Angie Sims Linda Skilton Molly Westland Terry Williams
Regrets:	James Boesch	Brenda Pander-Scott

AGENDA & NOTES

ITEM / Time	LEAD	DESIRED OUTCOME	NOTES	ACTION
1. Review of Agenda <i>5 minutes</i>	Trudy	Clarification and/or additions?	No additions	
2. Terms of Reference and Membership <i>10 minutes</i>	All	Any recommended adjustments? Approval at next meeting.	<p>Terms of Reference– change “In this vein” to “with this purpose in mind”.</p> <p>Some members asked for clarification about their role regarding this process</p> <p>Key link to their area and to communicate and engage their staff in development of quality mechanisms as well as gathering evidence associated with the Standards and Requirements of the CQAAP.</p> <p>Faculty development documents – who is responsible for providing information for the Self Study report as it is not flowing through HR anymore.</p>	<p>Updated Terms of Reference to be distributed to members.</p> <p>Members asked to read and analyze the OCQAS Standards/Requirements that were distributed, and are attached here as well, to think through how their area can contribute to demonstrating how we meet these standards and/or activities we are engaged in to improve (e.g. evidence gathering).</p> <p>Shelley M. to follow up with Judith Limkilde.</p>

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3. Background OCQAS Materials – Discussion and Q &A <i>25 minutes</i>	Trudy All	<p>Awareness, and development of ongoing clarity and context for quality assurance in post-secondary education in Ontario. Accreditation versus previous Program Quality Assurance Process Audits (PQAPA)</p> <p>Recommendation to ELT regarding timeline.</p>	<p>Created this College Standing Committee to evolve the culture of quality across the College and act as a mechanism to review and update quality frameworks across areas. The Committee is not intended to be solely as a mechanism to prepare for Accreditation, however that will be a large part of the work in Year 1.</p> <p>Will be using committee meeting dates as milestones to meet the specific requirements of the College Accreditation process</p> <p>CQAAP Site Visit tentatively booked for November 7, 2016</p>	ELT meeting in November to confirm this date.
4. New Policy Review and Feedback: a) Quality Assurance b) Integrated Planning <i>15 minutes</i>	Trudy	Final revisions prior to submission to Board of Governors this fall.	<p>Consistency in how we list related documents – use same name for same document in all references</p> <p>Contacts for Policies reviewed:</p> <p>QA – President & VPA IP – HR & Student Services & Director & VPA</p>	Trudy to update policies as per feedback received.
5. Homework – other policy updates required? <i>5 minutes</i>	All	Members to identify any college policies from their areas that require updating this year.	Admissions Policy, Issuance of Diplomas and Certificates as well as components of the Academic Regulations need to be reviewed	Members to review policies and procedures within their area to identify any updates are required.
6. Adjourn				