

College Committee on Quality Assurance
Chair – Trudy Heffernan
Friday November 27, 2015
9:00 – 10:00 am
Sutherland Campus
Room: B2 345



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

AGENDA & NOTES

ITEM / Time	LEAD	PREPARATION FOR DESIRED OUTCOME	NOTES	ACTION
1. Review of Business Arising from Minutes <i>5 minutes</i>	Trudy	Clarification and/or additions?	none	
2. Terms of Reference and Membership <i>5 minutes</i>	All	For approval	Reviewed updated Terms of Reference, reminded committee members that this is a working committee and each member will be responsible for assigning staff within their area or personally collecting evidence and reviewing processes for applicable sections of the report.	Need to identify specific dates and assign responsibilities to team members for supporting documentation required to complete the report.
3. OCQAS Standards Review <i>30 minutes</i>	Trudy	All members to review of each of the six quality Standards and Requirements Focus for the meeting will be on	Members will have to take the lead in their respective areas and ensure that evidence of quality practices at Fleming College relative to the College Accreditation Standards that pertains to their area is collected and sent to Tracey/Trudy for the report.	Team requested that they receive a more detailed critical path with dates and names that align with final due date of report due August 2016 Send out the links for Quality Assurance website and PCR website for team to review and provide feedback. Link for Ontario Quality Assurance website - http://ocqas.org/

		<p>STANDARD 6 - Please read and come prepared with questions as well as ideas of evidence you may already have or want to collect over the coming year.</p>	<p>Team requested link to past PQAPA report and links for webpages created once we have them ready in draft form.</p> <p>Requested Comparison criteria – what has changed? http://ocqas.org/wp-content/uploads/2015/08/Comparison-Criteria-2006-2011-Criteria-2011-2015-and-Standards-2015-2016_August-20-2015.pdf</p>	<p>Link to policies that relate to QA process https://department.flemingcollege.ca/pcr/quality-assurance/college-policies/</p>
<p>4. Additional Policy / Procedures Review</p> <p><i>15 minutes</i></p>	Trudy	<p>Review relevant polices/procedures from your area and prioritize those that would benefit from updates this year.</p>	<p>Team had briefly reviewed policies, commented that there a number of policies that should be updated but did not assign responsibility to anyone at the meeting. Team commented that there are many steps in process in order for a policy to be updated and approved. Sandra reviewed the attached policies against the QUAAP standards and made comments on the policies.</p> <p>In summary:</p> <ul style="list-style-type: none"> • we need to identify and attach tools for assessment of policies. We reference reviewing policies but we should be documenting the reviews somehow/somewhere • we need a core person communicating processes and ensuring that we are meeting our commitments and following procedures of each policy; there are many gaps in process and understanding of the policies • how do we communicate policies and processes to the college community? • Consistency in the review language; some say three years and others indicate a date, such as 2018 	<p>Asked team to review policies and assign responsibility for policies that need to be updated and set up meeting dates for people that need to be involved.</p> <p>Team can use the list provided on the PCR website to find a list of all policies. https://department.flemingcollege.ca/pcr/quality-assurance/college-policies/</p>

			<ul style="list-style-type: none"> • PLAR is outdated (and did we include PLAR in the new academic appeal process?) • GenEd is outdated • A separate policy for Academic Integrity is being developed • Reference to 'accommodations' in the QUAAP standards but did not see any reference to this in any policy; should we have more language around AODA? <p>Comment that policies need to be consistent and follow same format.</p> <p>i.e. some have specific dates to be reviewed, other state to be reviewed in three years.</p>	
5. Adjourn			Angie is unable to attend on Dec 18th	