College Committee on Quality Assurance
Chair – Trudy Heffernan
January 29, 2016
2:00 pm – 3:00 pm
Sutherland Campus
Room: B3 330 (Schofield Boardroom)

Fleming College

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

AGENDA & NOTES

ITEM / Time	LEAD	PREPARATION FOR DESIRED OUTCOME	NOTES	ACTION
1. **Review of Business Arising from Minutes** *5 minutes*	Trudy	QA site link: https://department.flemingcollege.ca/quality-assurance/ Follow up from November 27, 2015 meeting.	Shelley Mantik's review of Standard 6 for HR can be found in the shared directory as follows: S:\shared data\Quality Assurance & SCWI\Quality Assurance\Ontario Quality Assurance Service\College Accreditation 2015\Standard_6	Please review Shelley's document and follow up with Trudy if you have questions.
2. **College Accreditation Update** *5 minutes*	Trudy	No preparation required.	The college Sector's move to Accreditation has been put on hold. Within the next year COP will determine whether or not the decision to move to an accreditation model will be reaffirmed.	Trudy will keep everyone updated.

| 3. | Policy / Procedures *45 minutes* | All | Review policies on QA website and come prepared to develop a work plan and timeline for the policies to be updated.

https://department.flemingcollege.ca/pcr/quality-assurance/college-policies/ | Two new policies (Quality Assurance; Integrated Planning) and the Program Quality Assurance policy has been updated and approved in January by the Board of Governors.

Committee members reviewed a chart that QA team is using to track all of the policy work that team is proposing to complete over the next year or so. | Please review this document ..\..\Policies & Procedures\PolicyReview2016_Tracking.docx and add in the title of any other policies from your area (or procedural documents) that you would propose revising or updating as they relate to the quality standards. You will note that the majority of this activity falls within the Academic Division, and as such we will spend more time on this with the full Chairs/Deans group. In addition asking the Finance, IT, Student Services and Facilities representatives to share and or begin to create procedural documents that describe our practices related to how we allocate resources at Fleming to ensure quality outcomes for students. For example, one place to start is to consider all of the work of the new College Budget Committee. Documentation of the membership, terms of reference, minutes and planning procedures can be used to demonstrate integrated planning. As discussed at the meeting, please refer also to the chart that Shelley Mantik as the HR lead for this committee has put together. |
| 4. | Adjourn | | | | |