

College Committee on Quality Assurance  
Chair – Trudy Heffernan  
May 27, 2016  
9:00 am – 10:00 am  
Sutherland Campus  
Room: C2 102.3



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

## AGENDA

ITEM / Time	LEAD	PREPARATION FOR DESIRED OUTCOME	NOTES	ACTION
1. Discussion of Evidence Collection for CQAAP 45 minutes	Trudy And All Members	<p>Trudy will share previous evidence collected from past audits.</p> <p>All members please come prepared to share one best practice that you think demonstrates your areas contribution to meeting the quality standards.</p> <p>Discussion of process for ongoing collection of evidence.</p>	<p>James – section 4.2 Best practices</p> <ul style="list-style-type: none"> <li>Accounting has re-designed the program's applied learning component that takes place in semesters five and six. Students will now complete a 14 week work placement, a learning approach backed by PAC and industry.</li> <li>Engaging new ways of learning Partnered with Aramark to deliver a sandwich bar in cafeteria for Culinary students to practice skills in real work environment</li> <li>Work integrated learning and applied learning – what does that look like across the institution and demonstrate continuous improvement and instructional change</li> </ul> <p>Ultimately we will be choosing 6 programs that demonstrate college wide practices across all quality standards.</p>	<p>Team members can send documentation that demonstrates "Best Practices" for their area to Trudy or Tracey to store in central depository for further review by the Committee and or working groups as we prepare for QA accreditation.</p> <p>More comprehensive and systemic examples needed as opposed to 'one off' or 'random samples'.</p> <p>Need examples to be provided from each of the schools. Working sessions to be held at ALT/Chairs/Deans tables next year as well as compiling outcomes from program reviews.</p>

			<p>Financial – what changes have we made to improve processes and accountability</p> <p>Added budget review committee and capital committee</p> <p>Adherence to Broader sector purchasing directives?</p> <p>Student Services Team to collect evidence as part of the IP for Service process underway</p>	<p>There will need to be discussion about how we select these programs for accreditation process Angie will provide documentation that addresses some of the identified gaps</p> <p>Trudy to follow up with Trish to align expectations of QA and IP for Service</p>
<p><b>2. Policy / Procedures</b> 10</p>	All	Updates with regard to status of policy / procedure work	<p>Brenda – Recommending that Academic Regulations will be replaced with 4 policies</p> <p>Working through process with Academic Council, developing 4 separate policies – high level with procedural details (in progress)</p> <ol style="list-style-type: none"> <li>1. Registration and withdrawal policy</li> <li>2. Academic Standing and grading Policy (in progress)</li> <li>3. Academic Integrity Policy (in progress)</li> <li>4. Academic Appeal Policy # 2-219 (completed )</li> </ol> <p>With development of new policies and procedures, Administration will be able to make procedural changes more quickly.</p> <p>Need to increase effectiveness of communicating policies to students and staff. Need to do communication audit – where can students and staff find information Improve search process and how information is displayed on D2L and portal.</p> <p>Policy – must be approved by the Board Procedure – is an administrative process</p>	<p>Key stakeholders and Academic Council are working are these separate policies that will replace Academic Regulations policy document.</p> <p>Communication strategy is needed for dissemination of policy and procedural information to staff and students.</p>

			<p>Increase in use of FDR resources</p> <p>Standards on product development</p> <p>Section 6 – academic advising – need to document what we’ve done to improve this process</p> <p>Good evidence would include: Consolidating information about student perspectives Participation rates Feedback mechanisms</p> <p>What is taking the place of faculty evaluation committee?</p> <p>How has recruitment process changed?</p> <p>Gaps last time about how we make decisions about space – provide document that describes process space committee, master space plans</p> <p>Trudy provided example of new Program and Curriculum Review website for all programs - transparent, on- going process about program improvements and changes to the program</p> <p>Standard 2.0 Program VLO's will be on program pages. Many contract teachers are creating course outlines, need clear instructions about Program VLO's and how they relate to course delivery.</p> <p>How do we communicate to students that they are achieving program vocational outcomes for their programs?</p>	<p>Brian and Committee will need to review process and provide documentation for Product development process for QA accreditation.</p> <p>Kristi and her team will provide documentation about new academic advising framework.</p> <p>Shelley and key stakeholders will provide documentation about what process will replace past faculty evaluation process.</p> <p>Angie will provide documentation about space planning and formation of new committees to support space planning, capital and budget planning.</p> <p>Website will be shared with Audit team for Quality Assurance Accreditation as evidence that we have improved the process.</p> <p>This is currently being worked on, all program pages will have program vocational learning outcomes listed on their program page. This should be reviewed as part of Program and Curriculum review process.</p> <p>Further discussion is required.</p>
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			Every service going through IPP for Student Services – can this be tied into Quality Assurance Process	The information collected for the IPP process for Services needs to be tied into the QA process. Trudy will discuss with Trish.
<b>3. Schedule of Meetings for Next Year</b>	Trudy	Decision to be taken with regard to frequency of meetings and focus for next year.	<p>Twice in Fall term and twice in Winter term.</p> <p>Trudy will meet with departments regarding Quality Assurance Process No news from Provincial body about Accreditation process, Trudy thinks we may hear in Septemeber.</p>	<p>Tracey will set up meetings for QA team for Fall and Winter in consultation with Trudy.</p> <p>Trudy will connect with leaders about attending school meetings. Trudy will provide updates as they are received.</p>