

ADMINISTRATIVE OPERATING PROCEDURE: Program Suspension and Cancellation

Procedure ID:	#OP 2-213A
Approved by Executive Leaders Team:	<i>Original:</i> December 5, 2017
Revision Date(s):	New
Effective Date:	January 1, 2018
Next Review Date:	2020
Monitoring Responsibility:	Vice-President Academic (or designate)
Linked to a College Policy:	#2-213, <i>Program Quality Assurance</i>

Policy Statement

This operating procedure supports College Policy #2-213, *Program Quality Assurance* and outlines the elements and steps involved in the implementation of a program suspension or program cancellation. It is aligned with the Ministry of Advanced Education and Skills Development (MAESD) Program Suspension and Cancellation Operating Procedure.

Definitions/Acronyms

Suspended program: A program into which the College has decided not to admit first year or beginning level students.

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

Operating Procedure**Elements and Timing of Integrated Program Planning and Review Activities**

The decision to suspend or cancel a program is based on a comprehensive assessment of a variety of qualitative and quantitative factors. The following factors are reviewed annually as part of the College integrated program planning and review processes:

1. Student demand and enrolment trends
2. Retention and Graduation rate trends
3. Student satisfaction trends
4. Graduate satisfaction trends
5. Graduate employment trends
6. Industry trends and directions
7. Program advisory committee feedback
8. College strategic directions
9. Program revenue and expenses
10. Program faculty input

1. Annual Program and Curriculum Review

Typically within the May-June timeframe, program staff and administration review and analyze the elements identified above and make recommendations to make decisions regarding program changes necessary to ensure the relevancy and currency of a program.

2. Identification of At-Risk Programs

Concurrent with the Annual Program and Curriculum Review process, once per year (typically August) the Institutional Research Office compiles data on all programs relative to specific measures: enrolment; financial contribution; student satisfaction and graduate satisfaction; and overall graduate employment rates.

Based on this compilation, programs are assessed a weighted score and a report is generated that ranks programs and identifies programs that are performing below an acceptable threshold and are at risk of being suspended.

For the identified programs, the Dean of the School will prepare a Program Viability/Mitigation Report and submit recommendations to the Vice-President Academic. This Report will make one of three recommendations:

- 1) Continue to offer the program - implement recommended changes immediately to improve the program's viability into the future.
- 2) Suspend the program – to allow for appropriate time to address issues identified and implement changes to ensure the program's viability into the future. A decision to suspend the program is generally made prior to cancellation. As per Ministry procedure, a program can remain suspended for a period of 5 years prior to cancellation.
- 3) Cancel the program. This decision requires the approval of the Board of Governors, upon recommendation from the Executive Leaders Team.

3. Timing of Decisions

Note: This procedure does not apply to situations where for a program has multiple intakes and for strategic enrolment management purposes a decision is taken to 'suspend the intake' in a particular semester timeframe.

To minimize the impact on prospective candidates and to give them ample opportunity to apply for spaces in other post-secondary programs, the decision will be made as early as possible in the recruitment cycle. The timing will be contingent upon the start date of the program, and based on data presented regarding number of applications and historical patterns of conversion.

Start Date	Suspension	Cancellation
Fall (September)	January 15 when possible – or two (2) months prior in exceptional circumstances	No later than start of next recruitment cycle (typically Sept.1)
Winter (January)	November 1 – two (2) months prior to start of program	No later than start of next recruitment cycle (typically Sept.1)
Other start months	Two (2) months prior to start of program	No later than start of next recruitment cycle for intake

The College will provide students enrolled in the program the opportunity to complete the program within the normal time period.

4. Duration of Suspension

A program can remain suspended for a period of up to five years prior to a decision being made to cancel the program. When a program is cancelled, the College is no longer entitled to offer the program without submitting for a new approval.

5. Communication of Decisions

The Board of Governors must approve a program cancellation and will be notified of program suspensions for information only. It is the Dean's responsibility to effectively communicate, in the following order and in a timely manner, the decision to suspend or cancel the program to appropriate stakeholders as identified below:

- 1) Human Resources
- 2) Faculty and staff (who are impacted)
- 3) Program Advisory Committee members
- 4) Students currently enrolled the program
- 5) Registrar's Office
- 6) Marketing and Liaison
- 7) Student Administrative Council(s)
- 8) Academic Operations

6. Notification to the Ministry (MAESD)

The Vice-President Academic (or designate) will be responsible to ensure that the Ministry is informed of program suspensions and/or cancellations, through the electronic system *Program Funding Approvals and Administration Module* (PFAAM) in adherence to the detailed procedures outlined in their [Program Suspension and Cancellation Operating Procedure](#).

Related Documents

- Minister's Binding Policy Operating Procedure, *Program Suspension and Cancellation: Operating Procedure* under the Ministry of Advanced Education and Skills Development Policy Framework
http://www.tcu.gov.on.ca/pepg/documents/SuspensionCancellationOperatingProc_2007.pdf
- College Policy #2-213, *Program Quality Assurance*
- College Policy #4-426, *Integrated Planning*

Appendices

N/A

History of Amendments/Reviews:

Section(s)	Date	Comments
New procedure	Developed May-November 2017	• ELT approval of operating procedure (Dec. 5, 2017 meeting)