

**APPENDIX A - Loyalist College Program Quality Committees**

1. **Program Quality Assurance Committee**

The **Program Quality Assurance Committee** (under the auspice of the Office of the Vice-President Academic) comprised of the Chair, a Dean, up to four faculty members representing each academic area of the College, and a representative from the Continuing Education department, will receive and review the program team reports and electronic portfolios as per the established schedule.

Most importantly, the Committee will provide timely, formative feedback on the program’s quality assurance processes based on established benchmarks. Program teams will have an opportunity to respond to the Committee’s feedback and meet with the Committee for a debrief discussion to clarify any recommendations made.

If the Dean on the Committee is the Dean for a program scheduled for presentation, an alternate Dean will participate in the presentation as a committee member. Faculty members may recuse themselves of their committee duties pertaining to their program when their team is scheduled to present. Committee membership will be a three-year term to build capacity and ensure the College has a solid base of quality assurance practitioners.

1. **External Program Evaluation Committee (PEC) - for degree programs**

For degree programs, the program review process will include the assessment of internal quality assurance data, a site visit and a report completed by an external Program Evaluation Committee (PEC). The PEC will comprise senior academic peers, both scholars and administrators, with relevant expertise external and internal to Loyalist. The Loyalist member will be from outside the program under review, with no conflict of interest. The PEC review will conclude with a program evaluation report addressed to the Senior Vice-President Academic.

1. **Related Documents or Links**
* AOP 219 Program Quality Policy
* AOP 219 Program Quality Procedure
* AOP 221 Prior Learning Assessment and Recognition
* AOP 204 Course Outlines
1. **References**
* Ontario Colleges of Applied Arts and Technology Act, 2002
* Postsecondary Education Quality Assessment Board Manual for Ontario Colleges