

LOYALIST COLLEGE
Board of Governors Policy

B2	B. Outcomes B2. PROGRAM QUALITY
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Date Last Approved: April 2019

Next Review Date: 2023

Background

In this policy, unless otherwise defined herein or the context requires otherwise, words have the same meaning as they do in By-Law 1 of the College.

According to the OCAAT Act, the colleges' objective is to offer a comprehensive program of instruction of career-oriented, post-secondary education and training to:

- Assist individuals in finding and keeping employment;
- Meet the needs of employers and the changing work environment; and,
- Support the economic and social development of their local and diverse communities.

The "Framework for Programs of Instruction" Policy Directive states as follows:

"Colleges are to establish mechanisms for the review of their programs of instruction to ensure ongoing quality, relevancy, and currency. A college's policy on quality assurance for programs of instruction is to be publicly available."

The College is committed to ensuring its academic programs meet and exceed standards and expectations for quality and relevance and that they meet the needs of our community.

This policy applies to the President.

Policy / Procedure

The College is committed to ensuring its academic programs meet and exceed standards and expectations for quality and relevance and that they meet the needs of our community. College programming shall be consistent with the College's commitment to quality assurance and evidence-based decision-making, the Framework for Programs of Instruction Policy Directive, and, where applicable, with all legislation, regulations, and provincial and/or industry standards. Educational quality at the College is primarily assured through annual program reports and comprehensive program reviews. These involve the organized collection, dissemination and interpretation of information and opinion to assist the Board, the administration, Program Advisory Committees and the faculty in making valid judgments about the effectiveness, quality and direction of the College's programs of instruction.

Program quality will be monitored on an annual and ongoing basis through Key Performance Indicators (KPIs), Program Advisory Committees, curriculum review, enrolment and retention rates, and other indicators.

The College is committed to reviewing its programs of instruction regularly and effectively, and it is the policy of the College that all programs leading to a credential undergo a comprehensive review every five (5) years, according to a schedule approved by the Board.

Program Proposals and Modifications

It is the policy of the Board that proposals for new programs of instruction and significant modifications to existing programs of instruction shall be submitted to the Academic Committee, which would then review the proposals and make recommendations with respect to the same to the Board.

Modifications to existing Ministry-funded programs of instruction, and requests for approval of funding for new programs of instruction are to be submitted to the Ministry.

Principles

- a.** The President is responsible for ensuring that all College programs meet an identified economic or societal need and are consistent with the College's Strategic Mandate and the Minister's Binding Policy Directive – Framework for Programs of Instruction
- b.** The President will ensure that all decisions regarding implementation of new Programs of Instruction or the continuation of existing programs of instruction are based on prior analysis of the following factors:
 - i.** Links to the College's strategic plan, academic plan and brand;
 - ii.** Identification of key applicants, demographic needs analysis for industry sector and market need;
 - iii.** Relevant employment measures, opportunities, and trends;
 - iv.** Required capital investment/pressure on existing infrastructure
 - v.** Ongoing financial viability
 - vi.** Requirement for, or benefits and risks, of seeking accreditation from external accrediting bodies;
 - vii.** Consideration of student pathways and transferability issues; and,
 - viii.** Key performance indicators

- c.** The President will ensure that:
 - i.** New programs of instruction or program modifications are endorsed by the designated Program Advisory Committee.
 - ii.** Programs of instruction, where applicable, comply with any regulations and legislation pertaining to a regulated field of practice.
 - iii.** Programs of instruction meet any program standards, and any relevant generic skills and general education requirements.
 - iv.** Decisions regarding cancellation or suspension of existing programs of instruction are based on prior analysis of the factors identified in section b above.

- d.** The President will obtain the approval of the Board for any proposed new programs of instruction, presenting documentation in an approved format, including:
 - i.** Background/program rationale
 - ii.** Alignment to the Strategic Mandate Agreement
 - iii.** Market research
 - iv.** Career opportunities for graduates
 - v.** Learning outcomes/program of study
 - vi.** Delivery model – duration, location, proposed start date
 - vii.** Admission requirements
 - viii.** Proposed credential
 - ix.** Pathway opportunities
 - x.** Program advisory committee support
 - xi.** Financial projections

- e.** The President will ensure that program proposals for new programs of instruction are forwarded to the Credentials Validation Service using the format established for that purpose, and to the Ministry of Training, Colleges and Universities for funding approval.

- f.** The President will provide the Board annually with:
 - i.** An academic program report that contains enrolment and retention data, graduation rates and student satisfaction and program financial performance metrics;
 - ii.** A summary of annual program reports; and,

iii. A summary of comprehensive program reviews

- g. The President will ensure the completion of a comprehensive program review for each program of instruction, or cluster of programs, every five (5) years according to a schedule approved by the Board.

Monitoring

The College shall report regularly through its Academic Committee its program quality and report annually on its KPIs. The College will also present the review schedule to the Board of Governors annually for affirmation.

The President will present the Board with an annual monitoring report that demonstrates compliance with program quality requirements. At a minimum, the report will include:

- A summary of program reviews completed or initiated during the year under review;
- A list of program reviews planned for the next year
- A discussion of major themes, trends and changes arising from program reviews; and,
- A list of modifications to programs or program clusters including new program development, program suspensions, and/or cancellations.

Related Materials

Ontario Colleges of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03
Ministry of Training, Colleges and Universities Binding Policy Directive on Frameworks for Programs of Instruction - 2009