

# LOYALIST COLLEGE

## Board of Governors Policy

### 4. PROGRAM EVALUATION – THE PRESIDENT

**Date Last Approved:** May 29, 2025

**Next Review Date:** 2029

#### Background

In this policy, capitalized terms used but not defined herein shall have the respective meanings ascribed to them in the Definitions Schedule.

According to the *OCAAT Act*, the College’s 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 local and diverse communities.

The Minister’s “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

College programming shall be consistent with the College’s commitment to quality assurance and evidence-based decision-making, the Minister’s “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 quality reviews (“**APQRs**”) and comprehensive program quality reviews (“**CPQRs**”). These reviews involve the organized collection, dissemination and interpretation of information and opinion to assist the Board, the administration, Program Advisory Committees (“**PACs**”) and the faculty in making valid judgments about the effectiveness, quality and direction of the College’s programs of instruction.

Program quality is continuously monitored through regular data collection, consultation, and alignment with institutional goals to ensure programs remain relevant and effective. APQRs and CPQRs ensure that curriculum, student outcomes, and industry alignment are consistently assessed, with action plans developed to drive ongoing improvements. Each program will be monitored to ensure its quality, relevance, and alignment with industry and community needs.

## 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 "Framework for Programs of Instruction" Policy Directive.
- b. The President will ensure that all decisions regarding the implementation of new programs or the continuation of existing programs are based on prior analysis of the following factors:
  - the College's strategic plan, academic plan and brand;
  - key applicants, demographic needs analysis for industry sector and market need;
  - relevant employment measures, opportunities, and trends;
  - required capital investment/pressure on existing infrastructure;
  - ongoing financial viability;
  - requirement for, or benefits and risks, of seeking accreditation from external accrediting bodies;
  - consideration of student pathways and transferability issues; and
  - key performance indicators.
- c. The President will ensure that:
  - new programs or program modifications are endorsed by the designated PAC;
  - programs, where applicable, comply with any regulations and legislation pertaining to a regulated field of practice;
  - programs meet any program standards, and any relevant generic skills and general education requirements; and
  - decisions regarding cancellation or suspension of existing programs 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, presenting documentation in an approved format, including the following topics:
  - background/program rationale;
  - alignment to the Strategic Mandate Agreement between the Ministry and the College;
  - market research;
  - career opportunities for graduates;
  - learning outcomes/program of study;
  - delivery model — duration, location, proposed start date;
  - admission requirements;
  - proposed credential;
  - pathway opportunities;
  - PAC support; and
  - financial projections.
- e. The President will ensure that program proposals for new programs are forwarded to the Credentials Validation Service using the format established for that purpose, and to the Ministry for funding approval.

- f. The President will provide the Board annually with:
- an academic program report that contains enrolment and retention data, graduation rates and student satisfaction and program financial performance metrics;
  - a summary of the APQR; and
  - a summary of the CPQR.
- g. The President will ensure the completion of a CPQR for each program, or cluster of programs, every five (5) years according to a schedule set by the Centre of Leadership, Learning, and Academic Excellence and approved by the Board.

### **Monitoring**

PACs shall report through the President to the Board regularly on its program quality and report annually on its key performance indicators.

The College will also present the review schedule to the Board 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*, S.O. 2002, c. 8, Sched. F  
<https://www.ontario.ca/laws/statute/02o08f>

Ontario Regulation 34/03, General [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_030034\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_030034_e.htm)

Ministry of Colleges and Universities, “Framework for Programs of Instruction” - 2009  
<https://www.tcu.gov.on.ca/pepg/documents/FrameworkforPrograms.pdf>