

LOYALIST COLLEGE
Board of Governors Policy

5. PROGRAM APPROVAL – THE BOARD

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 Board.

Policy

Consistent with the Minister’s “Framework for Programs of Instruction” Policy Directive, the Board will ensure that:

- a. Programs of instruction that are developed and implemented will maintain consistency with published program standards, provincial standards and titling principles where they exist.
- b. All new and modified post-secondary programs leading to an Ontario College Certificate, Diploma, Advanced-Diploma or Graduate Certificate conform to the Minister’s “Framework for Programs of Instruction” Policy Directive, the Ontario College Quality Assurance Service Credentials Framework, college system standards, programming principles and external accrediting bodies where applicable.
- c. Linkages/communication with the employer community are facilitated through the establishment of program advisory committees (“**PACs**”) made up of a cross section of persons external to the College who

have a direct interest in and a diversity of experience and expertise related to the particular occupational area addressed by the program.

- d. Protocols for grading, advancement and dispute resolution are established, available and publicly communicated to all students, academic staff members and administrative staff members.
- e. A regular program review cycle is implemented, including annual program quality reviews and comprehensive program quality reviews.
- f. Programs of instruction offered by the College are reviewed and revised, consolidated, suspended or cancelled as appropriate.

Monitoring

The authority to develop and administer policies and procedures to ensure program quality has been delegated by the Board to the President. Within that context, the Board will monitor compliance with the Minister's "Framework for Programs of Instruction" Policy Directive by:

- reviewing and approving new program proposals;
- annually reviewing enrolment management plans;
- reviewing and monitoring through various data sources including annual program reports and comprehensive program reviews and other appropriate indicators of programming performance; and
- annually reviewing summary reports of program reviews completed during the year.

Related Materials

Ontario Colleges of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03 http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_030034_e.htm

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