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| **Policy Number:** | **AS-** |
| **Policy Title:** | **Program Information Policy** |
| **Policy Owner:** | **Vice-President Academic** |
| **Effective Date:** | **xxx, 2014** |

1. **Purpose**:

This policy presents a framework for the creation, approval, maintenance, storage, retrieval and distribution of program information relative to all programs and courses offered by Mohawk College.

1. **Application and Scope:**

This policy applies to all degree, diploma and certificate programs offered by Mohawk College with the exception of collaborative programs. Collaborative program information may be presented in an alternative form that meets the requirements of the partner institution.

1. **Definitions:**
2. **Program Outcomes**: Program Outcomes (Standards) describe the essential learning that a student must achieve before being deemed ready to graduate. A program standard consists of a vocational standard, a generic skills standard, and general education requirements.
3. **Program of Studies**: A Program of Studies is an official list of all the required courses an approved diploma or certificate program,
4. **Course Outline** (Lisa, Eleanor, Jassi): The course outline is a contract between the college and the student that provides information on a unit of curriculum presented by the College as a learning experience. A course outline provides a description of the course, learning outcomes to be achieved, assessments, content, and learning resources.
5. **Learning Plan** (Lisa, Eleanor): The Learning Plan accompanies the course outline and provides details of the weekly themes and topics, learner engagement strategies and assessment techniques congruent with the course learning outcomes.
6. **Program Modification**: A Program Modification is any change to an existing approved program (including all Ontario credentialed programs and Mohawk College Certificates), in the following circumstances:
   1. program name change determined by the College or required by MTCU;
   2. revision of program standards or outcomes, resulting from Program Review or required by MTCU;
   3. revised program content and/or program duration, if beyond requirements defined in “Program of Studies”, Section 3.b.;
   4. revised program delivery;
   5. establishment of a new program stream with a program of studies that is different from the current program;
   6. reinstatement of a program which has been under intake suspension for 3 or more years;
   7. delivery of an existing program via a third party agent
7. Curriculum Map: Lisa
8. Program Standards Renewal: Program Standards Renewal is a regularly scheduled process initiated by MTCU, through which approved program standards are reviewed and updated, based on input from employers and representatives from Colleges which offer the respective program under review.
9. Course Learning Outcomes: Lisa & Eleanor
10. College Curriculum Committee: (include sub-committee of SEM)
11. **Principles:**
12. Program Information, including Program Outcomes, Programs of Study, Course Outlines, Learning Plans, Curriculum Maps and Admission Requirements, are recognized as critical tools within the quality framework for college programming, ensuring that staff, faculty and students are provided with a relevant overview of the learning to be achieved within specific programs and courses.
13. All Ontario College certificate, diploma, advanced diploma and graduate certificate programs offered by the College will conform to the Minister’s Binding Policy Directive Framework for Programs of Instruction, the Ontario College Quality Assurance Service Credentials Framework, college system standards and programming principles and external accrediting bodies where applicable.
14. Programs developed and delivered by the College will maintain consistency with published Ministry of Training, Colleges and Universities (MTCU) program standards and titling principles where they exist.
15. Program Information, including Program Outcomes, Programs of Study, Course Outlines, Learning Plans, Curriculum Maps and Admission Requirements, are considered as contractual agreements between the college and the student, and the college and faculty, that provides information on specific programs and courses presented by the College as a learning experience.
16. **Accountability and Compliance:**

The Vice President, Academic is responsible for monitoring compliance to this policy and updating the policy as required.

1. **Rules:**
2. **General Program Information**
3. A program information template will populated for all college programs and will be reviewed on an annual basis and updated as required (Appendix).
4. The wording of program and course descriptions must adhere to a set of established standards (Appendix)
5. The program information document will be a public document.
6. **Program Outcomes:**
7. Program Outcomes will be established for all programs at Mohawk College.
8. Program Outcomes must meet or exceed Program Standards set out by MTCU.
9. Changes to program outcomes, except those as a result of MTCU Standards Renewal, constitute a program modification and require the approval by the College Curriculum Committee and validation by the Credentials Validation Service.
10. Changes to program outcomes as a result of MTCU Standards Renewal will xxx.
11. **Programs of Study**
12. Changes to a Program of Studies will be considered during an annual review period to be determined by the Registrar.
13. A proposed change to a program of studies must be accompanied by a plan to support current students that are progressing at a reduced speed. Typically this is accomplished by identifying an equivalency.
14. A proposed change to a program of studies must consider the impact on other programs at the college and delivery of service courses.
15. Changes to a program of studies that constitute a program modification as defined above will be approved by the College Curriculum Committee.
16. Proposed changes under (iv.) must be supported with a rationale for the change and evidence that program standards will still be met.
17. Changes to a program of studies that do not constitute a program modification will be approved by the Dean.
18. **Course Outlines and Learning Plans**
19. A course outline, including a learning plan, will be developed and maintained for all courses offered by the college.
20. The Course Outline and Learning Plan will

* communicate expectations to learners concerning course requirements ;
* articulate the learning to be accomplished in the course, through a set of relevant, performance-based course outcomes
* provide information on how achievement of the learning outcomes will be measured for each component of the course; and
* provide a consistent perspective and framework for all faculty members engaged in teaching the course (too loose – what does it mean?)

1. The process for approvals of changes to course outlines and learning plans will depend on the nature of the change and will be defined in a procedure (Appendix).
2. The course outline document is property of the college.
3. **Policy Revision Date:**

This policy will be reviewed and updated every three years or earlier if required.

1. **Links:**

BoG Policy D03 – Program Quality  
AS-2000-2013 – Program Quality Policy  
Grading  
Assessment  
Student Rights and Responsibilities  
Student Code of Conduct  
Etc

**ALL:** *include additional appendices below as you deem appropriate.*

**Appendix A**  
Part 1 - Course Outline Template  
Part 2 - Course Outline Template Guide

**Appendix B**  
Part 1 - Course Outline Revision Procedures (including approvals process)  
Part 2 - Course Outline Review Checklist

Appendix X

Program Description and Course Description Standards