



PROGRAM DEVELOPMENT & RENEWAL COMMITTEE Terms of Reference

Preamble:

Under the *Ontario Colleges of Applied Arts and Technology Act, 2002* (known as the College Charter), boards of governors are responsible for *all* aspects of program approval including approval of new programs, major program modification and program cancellation. Responsibility for funding of post-secondary programs remains with the Ministry.

The board of governors of a college is to approve programs of instruction consistent with the Minister's Binding Policy Directive: Framework for Programs of Instruction resulting in a comprehensive program of career-oriented post-secondary education and training, consistent with the college's mandate and overall strategic direction, the economic needs of its local and diverse communities, and government directions and priorities.

Responsibilities:

1. Review Strategic Enrolment Management Plan based on community needs, niche program opportunities and employment opportunities on an annual basis.
2. As per the College Charter, develop a policy to ensure programs meet government requirements.
3. Recommend new programs and program modifications to the Board of Governors for approval, ensuring that:
 - 3.1 The program is consistent with the Minister's Binding Policy Directive on Framework for Programs of Instruction including the Credentials Framework it describes and any applicable program standards.
 - 3.2 There is a demonstrated labour market or societal need.
 - 3.3 There is a demonstrated student demand.
 - 3.4 A relevant Program Advisory Committee has recommended the program.
 - 3.5 The program content and delivery complies with all requirements of regulatory bodies responsible for the field of study or other regulatory bodies related to the field of study.
3. Receive for information programs recommended for suspension that are no longer considered responsive to student and/or employer need. Such programs can be reactivated as deemed appropriate according to student and/or employer need and will be received for information at that time.
4. Recommend to the Board of Governors programs that have been dormant for a period of more than five years where a final decision is required for suspension or cancellation.

Membership (minimum):

- Chair of the Board (ex officio)
- College President (ex officio)
- Three external governors
- One internal governor
- Vice President, Academic (Resource)
- Additional resources as required

Quorum:

A simple majority of Program Development & Renewal Committee members.

Meetings:

A minimum of three times in an academic year. Additional meetings will be called if necessary.

Record Keeping:

The Program Development & Renewal Committee shall keep records and minutes that accurately reflect the proceedings. Minutes will be formally approved by agenda at the next Program Development and Renewal Committee meeting and forwarded to the Board of Governors for information purposes. The records and minutes shall be retained in the President's Office.

Last Approved: September 14, 2011
Excerpt from Board Policy B10 - Committees