



## Board Governance Policy Manual

**POLICY CATEGORY: EXECUTIVE LIMITATIONS      POLICY NUMBER: D03**

**POLICY TITLE: PROGRAM QUALITY              EFFECTIVE: OCTOBER 12, 2005**

**REFERENCE (MOTION): 374.O.8.1 (EST. OCT. 2005)**

### **PURPOSE**

A Program of Instruction is a group of related courses that lead to the award of an Ontario College Certificate, an Ontario College Diploma, an Ontario College Advanced Diploma, an Applied Degree or Ontario College Graduate Certificate. The Board of Governors is responsible for approving Programs of Instruction. Programs of Instruction also include joint college-university programs that lead to the award of a degree by the university partner.

The President is directly accountable for the implementation of procedures to meet the program quality requirements identified in the *OCAAT Act*, the Minister's Binding Policy Directive – Framework for Programs of Instruction and Board Policy A03. This policy outlines the parameters of that responsibility and establishes limits on the authority of the President in addressing program quality issues.

### **APPLICATION AND SCOPE**

This policy applies to the President.

### **PRINCIPLES**

1. The President is responsible for ensuring that all College programming meets an identified economic or societal need and is consistent with Board-stated Outcomes policies, the College's Strategic Directives and the Minister's Binding Policy Directive – Framework for Programs of Instruction.

To further define this responsibility, 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:

- 1.1 strategic value and congruence with the strategic directives of the College
- 1.2 relevant employment opportunities, trends and/or employment measures
- 1.3 applicant demand for the program/enrolment
- 1.4 required capital investment/pressure on existing infrastructure
- 1.5 ongoing financial viability

- 1.6 requirement and/or benefits/risks of seeking accreditation from external accrediting bodies
- 1.7 consideration of transferability issues
- 1.8 key performance indicators.

2. The President will not fail to ensure:

- 2.1 that new Programs of Instruction or program modifications are endorsed by the designated Program Advisory Committee, in accordance with the *OCAAT Act*, the Minister's Binding Policy Directive and Appendix 3 of By-law No. 1.
- 2.2 that Programs of Instruction, where applicable, comply with all regulations and legislation pertaining to a regulated field of practice.
- 2.3 that Programs of Instruction meet the relevant program standards, where they exist, and any relevant generic skills and general education requirements.
- 2.4 that decisions regarding cancellation or suspension of existing Programs of Instruction are based on prior analysis of the factors identified in 1 above.

3. The President will not fail to ensure the approval of the Board for any proposals for new Programs of Instruction, presenting documentation in an approved format that includes the following:

- Background/Program Rationale
- Market Research
- Career Opportunities for Graduates
- Learning Outcomes/Program of Study
- Delivery Model – duration, location, proposed start date
- Admission Requirements
- Credential
- Transfer Opportunities
- Advisory Committee Support
- Financial Projections

4. The President will not fail to 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 MTCU for a funding decision.

5. The President will not fail to provide the Board annually with:

- An academic program scorecard (containing enrolment and retention data as well as graduation rates, student satisfaction and program financial performance metrics;
- A summary of annual program reviews; and
- A summary of comprehensive program reviews.

6. The President will not fail to ensure the completion of a **comprehensive program review** for each Program of Instruction or cluster of programs every 5 years according to a schedule approved by the Board.

## **MONITORING**

The President will present the Board with an annual monitoring report that demonstrates compliance with program quality requirements. At a minimum, this 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
- A list of alterations to programs or program groups, including new program development, program suspensions and cancellations

### **POLICY REVIEW DATE:**

**September 2013**

**Annual**

**Next Review – September 2014 (By Program Development & Renewal Committee)**