

**MANAGEMENT REPORT**

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| *Report Title:* | **Program Quality Policy** | | | | | | | | | | | |
| *Report Number:* | **A.13.04.154** | | | ***Date to Committee:*** | | | **April 10, 2013** | | ***Date to Board:*** | | **April 10, 2013** | |
| *Report To:* | **AUDIT, FINANCE & INFRASTRUCTURE**  **GOVERNANCE**  **PROGRAM DEVELOPMENT & RENEWAL**  **STUDENT SERVICES**  **NOMINATING**  **OTHER:** | | | | | | | | **BOARD**  **MEG**  **SMT** | | | |
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| *Item Class:* | CLOSED |  | OPEN | |  | DECISION | |  | | INFORMATION | |  |

1. **RECOMMENDATION:**

**THAT** the Board of Governors receives for information Report # A.13.04.154: *Program Quality Policy* representing completion of the objective set out in the strategic priority action approved by the Board.

1. **Purpose & EXECUTIVE SUMMARY:**

Staff have developed a new Program Quality policy as well as procedures covering three key academic responsibilities:

* Exciting New Programs - Program Development
* Quality Programs – Program Review
* Program Closure and Consolidation.

This report provides the Board of Governors with an overview of the new policy and procedures.

1. **BACKGROUND:**

In June 2012, the Board of Governors approved the following annual strategic plan priority actions:

Key Project 1.1.1 - “Exciting Programs" - Establish revised policies and procedures by March 2013 that will ensure relevant and vibrant programs are developed for Board approval on an ongoing basis.

Key Project 1.1.2 - "Quality Programs" - (a) Revised policies and procedures by March 2013 to ensure that existing programs undergo enhanced quality assurance; (b) Develop metrics to allow easy monitoring of the process by the Board.

Key Project 1.1.3 - “Closure and Consolidation" - Establish revised policies and procedures by March 2013 that will ensure outdated or unsustainable programs are recommended for closure or consolidation on an ongoing and timely basis.

These three key academic quality initiatives form the subgroups of the overall program quality policy.

1. **RELATIONSHIP TO STRATEGIC PLAN:**

| **STRATEGIC PRIORITY** |  |
| --- | --- |
| **QUALITY** |  |
| Quality Programs and Strategic Enrolment Management | √ |
| Quality Employees |  |
| Quality Facilities, Equipment, and Services |  |
| **INNOVATION** |  |
| Future Ready Students | √ |
| Future Ready College |  |
| Future Ready Community |  |
| **SUSTAINABILITY** |  |
| Social Inclusion |  |
| Greening Mohawk |  |
| Financial Well-Being | √ |

1. **DISCUSSION:**

In February 2013, the Board received Report #A.13.02.140 – Program Policy Development Update. This report provided an overview of the principles being used to develop the Program Quality Policy.

The policy and associated procedures have been developed collaboratively, with discussion and input from the Strategic Enrolment Management Enrollment Planning Committee, Senior Management Team, Academic Management Team, President’s Advisory Council, and Faculty Advisory Committees. The Policy is divided into three subsections: Program Development, Program Review and Program Consolidation and Closure.

The Program Development subsection provides a framework and defines the principles and direction for new program development. The design phase of new program development will be guided by the principles outlined in the Academic Plan. The Academic Plan is founded on the Strategic Plan and our Branding strategy, and sets forth guiding principles around the characteristics of Mohawks delivery platform, and the skills and attributes of our graduates. This is an important foundation on which to build the framework of new program development. As stated in the February Board report, staff intends to focus exclusively on directed program development until a more strategic balance of programs and credentials is achieved.

The Program Review Principles for quality assurance are based on the procedures developed and implemented by our own academic staff in the Faculty of Health Sciences for external accreditation by licensing bodies. The Health Sciences programs at Mohawk College consistently receive the highest level of accreditation, for the maximum terms allowed within the external accreditation policies and practices. The faculty members within these programs have been using the proposed process for their own internal program review, and it is seen as a best practice in the College by the Vice President Academic. The review process follows many of the steps given for the proposed Program Development process. The new model includes a comprehensive review process, and also introduces a new, compressed annual review process. The latter will enable staff to improve any aspect of the program that should not be delayed by a formal review cycle. Programs that demonstrate high levels of quality will require less frequent reviews while programs requiring improvement will have more frequent reviews, which will be specified in the review report. All programs will have at least one review every seven years. Program review will cover all college programs, including programs offered through continuing education and part time studies.

The Program Closure and Consolidation component of the policy is designed to ensure that programs not meeting College standards in quality and sustainability are closed or consolidated with other programs. This subsection of the policy, following the same process as the program review, provides a framework that allows the college to make evidence based decisions regarding the allocation of resources to programs that are of the highest quality, sustainable, and aligned to the Academic Plan and the College’s brand. Decisions will be made following the annual and comprehensive schedules outlined in the procedures for program review.

This subsection of the policy will also serve the College well in times of government restraint and cutbacks, anticipated next year and subsequent years.

The Program Quality Policy is given in Appendix A: Program Quality Policy. High level flow charts illustrating the procedures that will be used to implement the policy are given in Appendix B: Program Quality Procedures.

1. **STUDENT IMPACT:**

Students will benefit from an intentional focus on quality and data based decisions regarding new program development, program review and program closure and consolidation. The policy adheres to all Ministry binding policy requirements regarding completion of programs and communication to students.

1. **FINANCIAL IMPACT:**

The financial sustainability of programs is a key component of all three subsections of the Program Quality Policy.

1. **Human resources IMPACT:**

The new policies will adhere to requirements of college collective bargaining agreements.

1. **ENVIRONMENTAL IMPACT:**

N/A

1. **COMMUNICATION IMPACT:**

A comprehensive communication plan for the new policy will be created, implemented and managed with the support of the College’s Communications team. The policy will be posted on the College’s web site.

1. **legal IMPACT:**

N/A

1. **GOVERNMENT/REGULATORY IMPACT:**

The new policy will comply with all provincial binding policy requirements.

1. **CONCLUSION:**

The new policy and procedures for program development, review and consolidation and closure will enhance innovative academic programming at the college, and ensure an effective development and review process. Evidence-based decisions for program development as well as for closure and consolidation will allow for a program mix that is sustainable and aligned with the College’s Strategic and Academic Plans.

Respectfully Submitted, Approved for Submission,

**ORIGINAL SIGNED BY CHERYL JENSEN ORIGINAL SIGNED BY ROB MACISAAC**

Cheryl Jensen Rob MacIsaac

Vice President, President

Academic

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| ***Appendices:*** | Appendix A: Program Quality Policy  Appendix B: Program Quality Procedures Flowcharts | |
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| ***Staff & Others Consulted:*** | Name | Telephone |
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| ***Notifications:*** | Name | Mailing or E-mail Address |
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