

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Program Quality Assurance

EFFECTIVE DATE: May 26, 2016

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all programs delivered by Canadore College either directly or through an agreement.

2. PURPOSE AND PRINCIPLES

2.1 The purpose of this policy is to provide a process for the ongoing and cyclical formative and summative evaluation of College programs in all delivery modalities and the College services that support learning and impact academic delivery.

2.2 Principles

2.2.1 Program quality is an identified priority at Canadore College. The program quality assurance process assists the College to achieve this priority.

2.2.2 The College is committed to a philosophy of continuous improvement. The program quality assurance process supports this philosophy.

2.2.3 The College program quality assurance process promotes institutional learning and renewal, guides decision-making, and promotes accountability.

2.2.4 The program quality assurance process is aligned with Canadore College's vision and mission and with provincial requirements.

3. POLICY

3.1 Program quality assurance involves ongoing and cyclical formative and summative evaluation of College programs and services that support learning and impact academic delivery.

- 3.2 The program quality assurance process is designed to articulate with, and support, initiatives of the Ontario College Quality Assurance Service and the Postsecondary Education Quality Assessment Board.
- 3.3 The program quality assurance elements measure programs against established standards and develop plans to address identified gaps.
- 3.4 The program quality assurance process has six elements:
- 3.4.1 Program Development is an outcomes-based, stakeholder-driven process. This demand-driven process ensures new programs are consistent with the College's strategic priorities and government guidelines;
 - 3.4.2 Annual Curriculum Review is the process used to review and revise curriculum, on an annual cycle, based on the College's strategic direction, feedback from professors, students, and advisory committee members, and analysis of survey and other data (e.g. key performance indicator survey results);
 - 3.4.3 Faculty Performance Review is a formative process that incorporates feedback from students, administration and faculty with the explicit goals of continuous improvement and quality;
 - 3.4.4 Annual Program Mix Review is a review of program financial and statistical trend data, conducted annually by senior administration of the College, to determine if:
 - a) new programs should be established,
 - b) existing programs should be expanded,
 - c) existing programs should be reduced in size, or
 - d) existing programs should be suspended;
 - 3.4.5 Program Review is a comprehensive cyclical program quality review process normally conducted every five years for each program. The comprehensive review is a self-audit that analyzes programs against established criteria and incorporates feedback from industry, students, faculty, administration and other stakeholder groups as appropriate. Trend analyses of established criteria support this review; and
 - 3.4.6 General Education Course Review is a comprehensive cyclical review of each mandated and elective General Education course. The review ensures that General Education courses are consistent with Ministry requirements.
- 3.5 Recommendations resulting from all components of the program quality assurance process will be communicated and implemented in as timely a manner as possible and resourced in alignment with College priorities. Implementation of recommendations will be tracked on an annual basis until completion.

4. ROLES AND RESPONSIBILITIES

4.1 President

The President is responsible for the overall management and operation of the College. The President ensures that the policy is implemented and that compliance is monitored.

4.2 Vice President Academic

The Vice President Academic is responsible for the effective implementation of this policy and to resolve any disputes arising over policy interpretation.

5. EVALUATION

This policy will be reviewed every three years.