A-13	CANADORE COLLEGE
	OPERATIONAL POLICY MANUAL

TITLE: **Program Quality Assurance Policy**

EFFECTIVE DATE: **January 7, 2020**

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1. SCOPE

1.1 Authority
This policy is issued under the authority of the President.

1.2 Application
This policy applies to all programs offered by Canadore College of Applied Arts and Technology (hereafter referred to as 'Canadore' or 'the College'), either directly or through an agreement.

2. PURPOSE AND PRINCIPLES

2.1 Purpose
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 in achieving 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. DEFINITIONS

3.1 Formative Evaluation
Ongoing activity intended to foster development and improvement. Formative evaluation typically summarizes development at a particular time.

3.2   Summative Evaluation
        Is used to assess whether the results of the object being evaluated (program, intervention, person, etc.) met the stated goals. Summative evaluation typically is cumulative in nature.

4.   POLICY

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

4.2   The program quality assurance process is designed to articulate and support initiatives of the Ontario College Quality Assurance Service and the Postsecondary Education Quality Assessment Board.

4.3   The program quality assurance elements measure programs against established standards and develop plans to address identified gaps.

4.4   The program quality assurance process has six elements:

4.4.1   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;

4.4.2   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 faculty, students, and advisory committee members as well as analysis of survey and other relevant data (e.g. key performance indicator survey results);

4.4.3   Faculty Performance Review is a formative process that incorporates feedback from students, administration and faculty with the explicit goals of continuous improvement and quality;

4.4.4   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;

4.4.5   Program Review is a comprehensive cyclical program quality review process normally conducted every three 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

4.4.6   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.

4.5   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.

5.   ROLES AND RESPONSIBILITIES

5.1   <u>President</u>
The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5.2   <u>Vice President, Academic</u>
The Vice President, Academic is responsible for the effective implementation of this policy and to resolve any disputes arising over policy interpretation.

6.   EVALUATION
This policy will be evaluated every five years or earlier if required.

7.   RELATED MATERIALS
Minister's Binding Policy Directive *Framework for Programs of Instruction*
Postsecondary Education Quality Assessment Board (PEQAB) Manual for Ontario Colleges