



Board Governance Policy Manual

POLICY CATEGORY: EXECUTIVE LIMITATIONS

POLICY NUMBER: D03

POLICY TITLE: PROGRAM QUALITY

EFFECTIVE: OCTOBER 12, 2005

LAST REVISED: NOVEMBER 7, 2018

PURPOSE

The Board of Governors is responsible for approving Programs of Instruction. The President is directly accountable for the implementation of procedures to meet the program quality requirements identified in 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.

DEFINITIONS

"Comprehensive Program Review" is a cyclical program quality review conducted every two to five years for all College programs. This review assesses each program against established quality criteria.

"Program of Instruction" is a group of related courses leading to a diploma, certificate, degree, or other document awarded by the Board of Governors, and includes joint college-university programs that lead to the awarding of a degree by a university partner.

PRINCIPLES

1. The President is responsible for ensuring that all College programs meet an identified economic or societal need and are consistent with Board-stated Outcomes policies, the College's Strategic Directives and the Minister's Binding Policy Directive – Framework for Programs of Instruction.
2. 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:

- 2.1. Links to the College's strategic plan, academic plan and brand;
- 2.2. Identification of key applicants, demographic needs analysis for industry sector and market need;
- 2.3. Relevant employment measures, opportunities, and trends;
- 2.4. Required capital investment/pressure on existing infrastructure;
- 2.5. Ongoing financial viability;
- 2.6. Requirement for, or benefits and risks, of seeking accreditation from external accrediting bodies;
- 2.7. Consideration of student pathways and transferability issues; and
- 2.8. Key performance indicators.

3. The President will ensure that:

- 3.1. New Programs of Instruction or program modifications are endorsed by the designated Program Advisory Committee.
- 3.2. Programs of Instruction, where applicable, comply with any regulations and legislation pertaining to a regulated field of practice.
- 3.3. Programs of Instruction meet any program standards, and any relevant generic skills and general education requirements.
- 3.4. Decisions regarding cancellation or suspension of existing Programs of Instruction are based on prior analysis of the factors identified in section two above.

4. The President will obtain the approval of the Board for any proposed new Programs of Instruction, presenting documentation in an approved format, including:

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

5. The President will 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.

6. The President will provide the Board annually with:

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

7. The President will 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, the 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; and
- A list of alterations to programs or program groups, including new program development, program suspensions and cancellations.

POLICY REVIEW DATE

Annual Review by Program Development & Renewal Committee

Next Review – November 2021 (Full Board)