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Approved by: Academic Advisory Council – December 3, 2012		
Approved by: Senior Executive Committee		
Title Program Delivery Policy	Effective Date December, 2012	Replaces N/A

Position Statement

The purpose of this policy is –

- a) To ensure quality assurance for program delivery and support of the learning experience for all Cambrian students.
- b) To set standards and principles for the distributed delivery of Cambrian’s post-secondary programs.

Scope

This policy encompasses all Cambrian approved programs, irrespective of program status at the main campus.

Definitions

Distributed Learning – refers to programs offered synchronously or asynchronously through non-traditional means. This type of learning encompasses third-party, off-campus (i.e. not on main campus) or technology enabled learning such as virtual or online.

Off-campus learners (students) – Students participating in their program of study at a site other than Cambrian’s main campus (e.g. satellite campus, third-party institution, access site for Contact North) or via a technological learning platform (e.g. elearning, virtual, web-conferencing or any combination thereof).

Standards

All academic program delivery, regardless of location and/or delivery agent, will –

1. Adhere to all of Cambrian College’s policies, protocols, and processes.
2. Utilize official curriculum (e.g. course outlines) as provided by the Program School.
3. Be marketed and promoted utilizing only Cambrian endorsed media and material.
4. Participate in program review as required, utilizing official instruments/tools as provided.
5. Provide students with opportunities to be appropriately engaged with the broader College community.

The College will –

1. Ensure full transparency in relation to the nature of the offer to students, including whether the program will be delivered by a third party provider, the site to which the student’s offer of admission applies, how the rights and privileges of students will be addressed at sites which may be lacking amenities on site (e.g., library resources, student services) and how the integration of students into the college community will be addressed.

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2. Exercise due diligence around the fiscal sustainability of the third party provider with whom they are entering into a contract for program delivery. Should the third party provider cease operations, the College will have a responsibility to ensure that the students can complete their current program of study.
3. Be in control of all communications materials provided by third party providers to students.
4. Conduct cyclical reviews/audits of third-party program delivery to ensure Cambrian’s quality standards are met.

Principles

1. Programs delivered by distributed learning methods to off-campus learners will adhere to the same principles of high academic standards and integrity as is required of on-campus programs.
2. Quality assurance is a pivotal foundation for all Cambrian programs. To ensure minimum standards are met, there will be mechanisms in place for the routine engagement of all parties involved in the administration of distributed learning of programs.
3. Students admitted to off-campus programs will be Cambrian College students and will have the rights and responsibilities of any such student.
4. Students shall have adequate access to library and student services.
5. Faculty and students have a right to know the modes of delivery and technological requirements of each course and program offered by the College. Students shall have access to this information prior to enrolling in a course/program.
6. Cambrian College has a responsibility, to both off-campus and on-campus students, to ensure that their programs and college learning experience be comparable. To this end –
 - a. The minimum entrance standards which apply to any student seeking admission must be maintained.
 - b. Course content, while adhering to College standards, may be adjusted to reflect ‘special requirements’ that may arise due to the changes in delivery modalities.
 - i. The dean, in consultation with the program coordinator/faculty, will determine the necessity for ‘special requirements’ and approve any subsequent adjustments to the official course outline.
7. It is expected that courses taught through off-campus programs would be eligible for consideration for inclusion in on-campus programs, and vice versa.
8. Off campus/online programs of study require the availability of adequate academic support. This pertains to providing necessary physical facilities and resources, such as laboratories, shops, classrooms, to ensure quality program delivery.
 - a. Access to needed specialized computer hardware/software and technical assistance should be assured.

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- b. Students taking programs at a distance or off-campus must be provided with regular opportunity to communicate with their faculty advisor/coordinator. A method must exist to assist students with particular academic issues.
- c. Provision must be made for continuous monitoring of student progress and the maintenance of appropriate academic records for that purpose.

Process – Third-Party Providers

1. In cases where the College is contracting with a third-party for the delivery of a full program within Ontario, the College must enter into contracts only with third-party providers –
 - Who are recognized by MTCU to operate in Ontario.
 - Whose past conduct provides grounds for the belief that the organization will operate in accordance with the law and with honesty and integrity.
 - Who have adequate liability insurance.
 - Whose learning environment – e.g. laboratory, clinical or field placements – for Cambrian programs being delivered are consistent with the learning outcomes of the program that is being delivered.
 - Whose staff engaged to teach within the program are qualified to teach in the field of study and are subject to evaluation by the College at its sole discretion.
2. The development of a contractual relationship with a third-party provider must involve the participation of the appropriate Cambrian academic administrator, registrar, legal counsel, and Finance/Administration .
3. The contractual agreement will specifically embody the standards and principles stipulated in this policy.
4. Any such contractual agreements must receive endorsement minimally from the Vice President, Academic and be subject to review as per Cambrian’s administrative processes.
5. Any contractual relationships with a third-party provider for the delivery of a full program on behalf of the College must be approved by the College’s Board of Governors.

Guiding Documents

Framework for Programs of Instruction, MTCU

Program Management at Cambrian

Academic Quality Assurance Policy

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Roles and Responsibilities

Location	Home School	Wabnode	Satellite	Third-Party
Program on Campus	<ol style="list-style-type: none"> 1. Provides program management and quality assurance. 2. Manages hiring of instructional personnel. 3. Manages all aspects of program Delivery. 	<ol style="list-style-type: none"> 1. Supports academic activity. 2. Provides input to curriculum as it relates to First Nation content. 	None.	None.
Cambrian Delivery Off Campus	<ol style="list-style-type: none"> 1. Provides curriculum management and quality assurance. 2. In consultation with Satellite Administrator, makes decisions related to new program development opportunities, nature of program delivery (how, where, when), and program suspensions.* 3. Advises, as required, in selection of instructional personnel. 	<ol style="list-style-type: none"> 1. Where appropriate, develops and negotiates contracts with First Nation organizations/communities for community-based delivery. 2. Provides input, where appropriate, to curriculum as it relates to First Nation content. 3. Provides student support as identified by Satellite Campus. 	<ol style="list-style-type: none"> 1. Participates in divisional program planning sessions. 2. In consultation with the Program School, selects instructional personnel. 3. Rec's personnel (payroll). 4. Arranges for supply purchases. 5. Consults with the Program School for trouble-shooting program delivery issues and support services. 	None.

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Location	Home School	Wabnode	Satellite	Third-Party
	<ol style="list-style-type: none"> 4. Responds to requests for assistance in timely fashion. 5. Advises Satellite Administrator of any program delivery requests from satellite communities. 	<ol style="list-style-type: none"> 4. May be involved with the selection of instructional personnel depending upon the location and requirements. 5. Liaises with First Nations communities to determine training needs and works with Satellite Campus and Program School to facilitate the program delivery. 	<ol style="list-style-type: none"> 6. Provides input for program quality assurance review as required and where appropriated. 	
Third Party Delivery	<ol style="list-style-type: none"> 1. Reviews and endorses contractual agreements related to full/part program delivery with third-party provider. 2. Provides program management and quality assurance. 3. Manages curriculum development and review. 	<ol style="list-style-type: none"> 1. Develops and monitors the contract with the Third Party in consultation with the Program School Dean and/or Satellite Administrator where appropriate. 	<ol style="list-style-type: none"> 1. Develops and monitors the contract with the Third Party in consultation with the Program School Dean and/or Wabnode Administrator where appropriate. 	<ol style="list-style-type: none"> 1. Provides learning environments that are consistent with the learning outcomes of the program that is being delivered. 2. Hires and reviews faculty in consultation with Program School.

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	4. Participates in selection of instructional personnel. 5. Monitors program delivery. 6. Has input in faculty review process.	2. Participates with the Third Party and the Program School Dean in the selection of delivery personnel. 3. Assists in the recruitment and support of students. 4. May provide input, where appropriate, to curriculum as it relates to content (e.g. First Nation). 5. Markets and promotes program as per College process/policies.	2. Participates with the Third Party and the Program School Dean in the selection of delivery personnel. 3. Assists in the recruitment and support of students.	3. Ensures that all course learning objectives are met in alignment with Program School. 4. Provides input related to program and curriculum review. 5. Consults with the Program School for trouble-shooting program delivery issues and support services. 6. Follows appropriate Occupational Health and Safety protocols/procedures.

*The Vice President, Academic will make final decisions should consensus not be reached.