



## Program Quality Assurance Policy

Date Approved: May 16, 2018

Effective Date: June 1, 2018

Date Reviewed: February 2018

Replaces: Academic Quality Assurance Policy 2012

### Purpose

To provide a standardized mechanism for the continual improvement of Cambrian programs through cyclical formative and summative evaluation processes.

### Definitions

**Curriculum:** Course of study of the program

**Curriculum Revision:** Changes to program and course outlines identified through a regular cycle of review

**Program of Instruction:** A group of related courses leading to a college credential such as a certificate or diploma

### Application/Scope

All programs of instruction delivered by the College

### Policy Statements

1. Cambrian College assures program quality through the alignment and integration of its strategic and operational planning with its evaluation, accreditation and review processes.
2. The quality assurance process aligns with the College's strategic direction and Program Development Framework.
3. Program Quality Assurance (PQA) plays a critical role in ensuring sustainable and relevant programs by:
  - a. Defining relevant review and evaluation processes and criteria.
  - b. Ensuring a comprehensive and relevant manner for programs to investigate performance issues and to develop and implement program improvement strategies.
  - c. Ensuring the recording and monitoring of improvements stemming from the review process.
  - d. Laying out the process to guide actions related to program refocusing, repositioning, and suspension.
4. PQA upholds continual improvement, guides evidence-based decision-making, promotes accountability, and involves relevant internal and external stakeholders.
5. PQA has three main components:
  - a. **Annual Curriculum Review**
    - i. The process by which curriculum is reviewed and revised based on strategies and actions stemming from the annual program plan, accreditation or external certification requirements, released Program Standards, Program Advisory

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Committee recommendations, student feedback, General Education requirements, Prior Learning Assessment activities and data/analysis contained in the program plan and associated program scorecard.

- ii. This review results in the development of new iterations of curricula offered in the next academic year and ensures that curricula remain relevant and current in keeping with industry standards and expectations.
- iii. Faculty submit curriculum revisions to the Dean/Chair for review and approval.
- iv. Within the curriculum review period, faculty review, modify and/or create course outlines as per the College's Course Outline Operating Procedure.

### **b. Annual Program Planning and Review**

- i. The formation or revision of a Program Plan containing data and program specific information from which renewal strategies are developed and reported. Program plans enable critical review of factors that affect program performance – such as labour market projections, application trends, legislation, catchment, competition. For some of these, performance assessment involves established targets for a defined set of metrics (e.g., enrolment, retention, graduation rates and overall student and employer satisfaction).
- ii. Outcomes that emerge from this key planning process include enhanced marketing strategies/material, resource planning, equipment and academic space renewal, alternative delivery options and/or improvements to metric results.
- iii. The Dean/Chair submits a program plan for each program of instruction to the Vice-President Academic for review and approval.
- iv. The College makes available approved program plans to College staff and Program Advisory Committee Chairs.

### **c. Program Quality Review**

- i. A comprehensive analysis conducted once every five years for all programs. Building on program planning and curriculum review activities and outcomes, each program undergoes an intensive and collaborative curriculum mapping exercise. This exercise is the quality assurance process of evaluation how a program meets its program vocational learning outcomes with the goal of identifying potential gaps and misalignments.
- ii. Key components include faculty mapping sessions, Program Advisory Committee assessment and focus groups with graduating students and graduates of the program.
- iii. A summative report is formulated which outlines recommendations for improvement and proposed action items which become integrated into the Program Plan.



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- iv. Accountability for implementation of the recommendations rests with the Dean/Chair.
6. The College maintains a Program Performance Steering Committee to undertake the regular evaluation and updating of the program planning and program performance components.
7. The College maintains a Curriculum Review Committee to ensure effective quality assurance mechanisms govern the review, revision and documentation of College curricula.
8. The College ensures that documentation regarding the processes exists, is reviewed annually and available to all stakeholders.
9. The College's program review process integrates standards for professional accreditation and certification processes.
10. The College may modify components of the process in circumstances involving external accreditation, and non-postsecondary, apprenticeship and third party delivery programs.
11. The Planning and Institutional Research Department manages all process modifications.

## Responsibilities and Accountability

### Faculty

- Engage in curriculum review, program planning and curriculum mapping processes as required.
- Provide expertise and input to guide improvement to program quality ensuring relevancy and currency of curriculum.

### Deans/Chairs

- Clearly communicate information regarding program review in a timely fashion to their staff.
- Manage school curriculum review and revision in accordance with College policies and processes.
- Direct the development of program plans, approving each and submitting these on deadline to the Vice-President, Academic for review and approval.
- Assess recommendations, outcomes and potential impacts from review processes such as curriculum mapping.
- Action all necessary, relevant and impactful program review strategies related to improving the quality of the program.
- Review and consider all factors affecting the quality of a program – such as lab and equipment resources, facilities, stakeholder input, industry and market trends, faculty resources, and professional development – when making planning decisions.
- Provide feedback to aid the continual improvement of the College's Program Quality Assurance process.

### Planning & Institutional Research

- Administer the governing Program Quality Assurance process ensuring compliancy and cyclical



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review for continual improvement.

- Liaise with Ministry of Advanced Education and Skills Development (MAESD), Ontario Colleges Quality Assurance Service (OCQAS) and other external organizations updating College process in alignment with external requirements and standards.
- Facilitate components of the program quality assurance.

#### Office of the Registrar

- Facilitates curriculum review process and reporting.
- Maintains official College curricula records.

#### Vice-President Academic

- Ensure a Program Quality Assurance process is implemented, sustainable and effective in supporting a quality learning experience for students and providing programs that meet the needs of all constituents.
- Ensures overall compliance with the components of the Program Quality Assurance process.

#### Senior Team

- Has responsibility and accountability for overall quality assurance governing the effective stewardship of the College, staff and students. This accountability provides for the effective management of resources and programs through relevant and current policies and practices that align with the College's strategic plan and comply with the Ministry requirements.

#### Board of Governors

- Ensures an effective quality assurance system is in place and undergoes continual improvement to provide the student with a quality learning experience.

### Related Procedures

- Curriculum Review Committee Terms of Reference
- General Education Review Committee Terms of Reference
- Program Performance Steering Committee Terms of Reference
- Program Performance Operating Procedure
- Program Modifications Operating Procedure
- Program Suspension Operating Procedure
- Program Standards and Implementation Operating Procedure
- Curriculum Review Operating Procedure
- Course Outline Operating Procedure
- Course Syllabus Operating Procedure
- Curriculum Mapping Operating Procedure
- Program Advisory Council Operating Procedure

### Related Policies / Directives / Regulations

- Framework for Programs of Instruction (MAESD)



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- Colleges Quality Assessment Audit Process (OCQAS)
- Program Development Framework
- Policy Development Framework
- General Education Policy
- Prior Learning Assessment and Recognition Policy
- Program Delivery Policy