



POLICY:	Program Quality Assurance
APPROVED:	May 6, 2015
SUPERSEDES POLICY:	New
REVIEW DATE:	May 2020

PURPOSE:

Sault College is committed to ensuring that all academic programs meet and exceed standards and expectations for quality and relevance.

This policy is in place to ensure programs conform to the Framework for Programs of Instruction and meet the requirements set by Ontario Colleges Quality Assurance Service for program quality.

SCOPE:

This policy applies to all postsecondary programs leading to an Ontario College credential, regardless of the location of delivery, mode of delivery, or source of funding.

POLICY STATEMENT:

In accordance with this policy, the quality assurance process will ensure:

1. Program development, program review, and on-going program quality assessment involve faculty, students, industry representatives, and others as appropriate for the purpose of continual improvement.
2. The existence and communication of effective policies and practices related to academic issues that support program development and student achievement of program learning outcomes.
3. Program-level learning outcomes are established for all programs of instruction, they are consistent with the programs' intended purposes, and they are appropriate for the credentials offered upon successful completion of the programs.
4. Methods of program delivery, including the design, development, and execution of teaching and learning activities and student evaluation strategies, are consistent with the program learning outcomes.
5. All programs of instruction conform to current government policy related to the design and delivery of programs of instruction, are consistent with accepted college system nomenclature/titling principles, and maintain relevance.

6. Existence and availability of human resources, physical resources, financial resources, student support resources, and technological infrastructure to support student achievement of program learning outcomes wherever and however they are delivered.

PROCEDURE:

The following elements are imbedded in the program quality assurance process at Sault College:

- Annual curriculum review and renewal that includes current documentation validating the alignment of the program curriculum to MTCU program standards (vocational learning outcomes, essential employability skills, and general education requirements), review and revision of curriculum and course outlines based on college strategic directions and feedback from stakeholders, and analysis of survey and other data.
- Documentation of curriculum delivery including course outlines and teaching and learning plans.
- Thorough review of all academic programs, on a five-year cycle, through a systematic measurement of indicators incorporating input of all stakeholders that leads to evidence-based improvements.
- Student feedback mechanisms in place with opportunity to comment on program structure, relevance, and teaching effectiveness (i.e. Key Performance Indicators surveys, student feedback questionnaires, student focus groups).
- New program/course development which sets out processes for needs analysis, academic logistics, and approval framework.
- Systematic review of academic policies.

RELATED DOCUMENTS:

Framework for Programs of Instruction Minister's Binding Policy Directive
Program Quality Assurance Process Accreditation Standards (Ontario Colleges Quality Assurance Service)

MTCU Program Standards

Academic Policies Committee Terms of Reference