

# Academic Quality Assurance

## AC-001

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02	01/28/2021	01/28/2023	Second edition – no changes required
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<b>Policy Holder</b>	<b>Print Name</b>	<b>Date (01/28/2021)</b>	

Academic Council	
<b>Advising Body</b>	<b>Date Consulted (03/18/2021)</b>

Vice President, Academic	Kevin Weaver	
<b>Approver</b>	<b>Print Name</b>	<b>Date (03/18/2021)</b>

## Purpose

The purpose of this policy is to ensure a consistent and cyclical approach to academic quality assurance at Georgian College, in accordance with the criteria established by the Ontario College Quality Assurance Service (OCQAS) and the Postsecondary Education Quality Assessment Board (PEQAB). As a publicly supported postsecondary education institution, the College has a special responsibility to deliver relevant programs of exceptional quality. The quality of our programs is dependent on systematic quality assurance processes for academic program development, review and renewal.

## Scope

This policy applies to all new and existing credit programs leading to a Georgian College credential.

## Definitions

Word/Term	Definition
<i>Program Assessment</i>	<i>The process used to review program success based on college strategic priorities, stakeholder input, and the analysis of curriculum. This occurs annually and includes a mid-year follow-up to track implementation and progress of any changes or improvement plans.</i>
<i>Curriculum Information Management system (CIM)</i>	<i>Curriculum information management module of CourseLeaf software used to manage course and program approval processes and data entry. The CourseLeaf Curriculum and CourseLeaf Catalog modules work together to automatically update all catalogues with approved course, program and student information system (Banner) data.</i>
<i>Ministry of Colleges and Universities (MCU)</i>	<i>Provides funding approval to all postsecondary programs of instruction. It assesses all program proposals for determination of appropriate code classification, funding weights and parameters, and program titling.</i>
<i>Ontario Colleges Quality Assurance Service (OCQAS)</i>	<i>Body established to provide efficient tools that ensure specific quality and consistency standards are met by the Colleges of Applied Arts and Technology (CAAT) in Ontario. The OCQAS is responsible for ensuring quality at both the program level through the Credential Validation Service (CVS), as well as at the institutional level through the College Quality Assurance Audit Process (CQAAP).</i>
<i>Postsecondary Education Quality Assessment Board (PEQAB)</i>	<i>Makes recommendations to the MCU on applications for ministerial consent under the terms of the Post-secondary Education Choice and Excellence Act, 2000. All degrees offered at the College must meet PEQAB standards and benchmarks.</i>
<i>Program Renewal</i>	<i>A comprehensive, cyclical program quality review process, typically conducted every five years; includes Five-year Program Renewal for diploma and certificate programs, and Ministry Consent Renewal for degree programs.</i>
<i>Stakeholders</i>	<i>Include faculty, students, support staff, administrators, Steering Committee members, Program Advisory Committee members, industry partners, and any representatives from areas of the College whose input is critical to program quality (refer to Georgian's <a href="#">Integrated Planning and Stakeholder Consultation chart</a> for a complete list of internal and external stakeholders).</i>

## Responsibility

- The **President and Chief Executive Officer** is responsible for ensuring that the Georgian College Academic Quality Assurance (AQA) Policy is implemented college-wide, and that compliance is monitored.
- The **Vice President, Academic** is responsible for ensuring that the supports required to implement the AQA policy are in place and are adhered to, and that this policy is fully implemented.
- The **Dean of Academic Quality** is responsible for overseeing program quality, college-wide.
- The **Office of Academic Quality** is responsible for
  - providing support and resources for program teams and individual professors in the implementation of AQA processes across the College;
  - housing final documentation resulting from New Program Development, Program Renewal, and Course Development and Revision;
  - ensuring documentation is accurate in the Curriculum Information Management system (CIM).
- The **\*Dean** of the academic area is responsible for
  - assigning quality assurance work to faculty, and managing the process within his or her portfolio;
  - tracking and communicating curriculum and non-curriculum changes resulting from renewal or revision and ensuring implementation; and
  - overseeing faculty development and performance evaluation in the interest of continuous quality improvement.
  - *\*Note: The Dean may delegate responsibility to the Associate Dean as appropriate.*
- **Faculty** are responsible for engaging in continuous quality improvement in the design and delivery of courses and programs, and within their own professional development.
- The **Centre for Teaching and Learning** is responsible for supporting faculty in the instructional design and delivery of courses.

## Policy

- 1.1. AQA at Georgian is an ongoing cyclical process that consists of New Program Development, annual Program Assessment, annual review of Key Performance Indicators (KPI), Program Renewal, Course Development and Curriculum Revision, and Faculty Performance Review and Professional Development.
- 1.2. All Georgian College programs must be consistent with the College's Strategic Plan and Academic Plan, and conform to the Ontario Qualifications Framework as defined in the Ministry of Colleges and Universities (MCU) Minister's Binding Policy Directive: Framework for Programs of Instruction or the PEQAB Handbook for Ontario Colleges – degree level standards.

- 1.3. All diploma, advanced diploma, Ontario college certificate and graduate certificate programs must meet the requirements for program development, review and ongoing program quality assessment as outlined in the Ontario College Quality Assurance Service (OCQAS) quality standards and requirements: [www.ocqas.org](http://www.ocqas.org).
- 1.4. All Georgian College degree programs must meet the requirements for program development, review and ongoing program quality assessment as mandated by the PEQAB Program Evaluation Standard and its benchmarks: [www.peqab.ca](http://www.peqab.ca).
- 1.5. Course development, including delivery and student assessment, must stem from the Program Vocational Learning Outcomes (certificates and diplomas) or Program Learning Outcomes (degrees), and ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA) according to [Policy AC-005: Curriculum Revision](#).
- 1.6. Recommendations resulting from all parts of the AQA process must be communicated and implemented in as timely a manner as possible and resourced in alignment with College priorities. Implementation of recommendations, including the allocation of resources, are tracked on an annual basis until completion.
- 1.7. Recommendations resulting in the suspension or cancellation of a program must be tracked and implemented according to [Policy AC-002: Program Suspension or Cancellation](#).

## Procedures

### ***Academic Quality Assurance***

- 2.1 New programs are approved for development based on evidence of student and employer demand, and are developed in consultation with academic and industry/sector advisors, both internal and external to Georgian College. Refer to [Policy AC-003: New Program Development](#).
- 2.2 Academic programs are reviewed annually, through Program Assessment, to ensure the systematic measurement of indicators that program outcomes have been met and that the views of stakeholders are considered.
- 2.3 Annual Program Assessment is also used to ensure enrolment stability and program viability. Should a program's sustainability be at risk, relevant parties meet to discuss data and make necessary recommendations (refer to [Policy AC-002: Program Suspension or Cancellation](#)).
- 2.4 All postsecondary programs undergo a comprehensive program review and renewal, typically conducted every five years. For degree programs, renewal may be required every five to seven years, based on conditions of ministerial consent. The Program Renewal process may be modified in some circumstances, for example for programs receiving external accreditation, or for non-postsecondary, apprenticeship and college certificate programs. Refer to [Policy AC-004: Program Renewal](#).
- 2.5 Changes to academic programs and/or courses as a result of Program Renewal reflect provincial standards, including the criteria established by OCQAS and the PEQAB Program Evaluation Standard, as well as relevant professional body requirements, and take into consideration recommendations arising from previous annual Program Assessments.

- 2.6 Recommendations and changes resulting from any AQA process are communicated to all relevant stakeholders, implemented in a timely manner, and tracked on an annual basis until completion (refer to [Policy AC-008: Program Assessment](#)).
- 2.7 Academic quality is also dependent upon faculty, whose expertise within their fields and as educators, enables them to support student learning through the duration of the program, and effectively measure student success in meeting the program learning outcomes. As such, the AQA process also includes the ongoing assessment and professional development of faculty.
- 2.7.1 Qualified professors are hired according to Policy HR-125: Recruitment and Selection Procedure, and student feedback is collected on an ongoing basis through the Student Feedback Survey (feedback is collected once per semester for non-full time and once per academic year for full-time teaching faculty). A formal review of full-time faculty occurs every three years (Policy HR-135: Performance Development Procedure for Professors).
- 2.7.2 All faculty are provided with opportunities for professional development in order to maintain currency and expertise in their fields of study, as well as in their teaching practice. This may be offered internally or externally according to the CAAT-A Collective Agreement and Policy HR-122: Academic Professional Development Leave.

## Related Materials

**MCU Minister's Binding Policy Directive: Framework for Programs of Instruction**

**Ontario Qualifications Framework**

**MCU Provincial Program Standards**

**Postsecondary Education Quality Assessment Board (PEQAB) program standards**

**Postsecondary Education Choice and Excellence Act, 2000**

**CAAT-A Collective Agreement**

[Policy AC-002: Program Suspension or Cancellation](#)

[Policy AC-003: New Program Development](#)

[Policy AC-004: Program Renewal](#)

[Policy AC-005: Curriculum Revision](#)

[Policy AC-008: Program Assessment](#)

**Policy HR-122 Academic Professional Development Leave**

**Policy HR-125: Recruitment and Selection Procedure**

**Policy HR-135: Performance Development Procedure for Professors**

[Integrated Planning and Stakeholder Consultation chart](#)