Program Renewal
AC-004

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Policy Holder	**Print Name**	**Date (03/18/2021)**

Academic Council	
Advising Body	**Date Consulted (03/18/2021)**
Vice President, Academic — Kevin Weaver	*signature*
Approver — **Print Name**	**Date (03/18/2021)**

Purpose

The purpose of this policy is to ensure that all programs of instruction at Georgian College undergo a comprehensive Program Renewal, typically every five years, in accordance with quality assurance criteria established by the Ministry of Colleges and Universities (MCU) Minister's Binding Policy Directive, the Ontario College Quality Assurance Service (OCQAS) and Credential Validation Service (CVS), or the Postsecondary Education Quality Assessment Board (PEQAB). As a publicly funded postsecondary institution, it is essential that programs maintain quality, relevancy and currency for the students and communities we serve.

Scope

This policy applies to Board Approved Certificate, Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate, and Honours Bachelor Degree programs at Georgian College, including new and existing programs offered full-time, part-time, or conjointly with other postsecondary institutions.

Definitions

Word/Term	Definition
Program Assessment	*The process used to review program performance 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.*
Capacity Assessment Committee (CAC)	*An internal committee responsible for the evaluation of resource requirements for any proposed programs or major changes. They review the preliminary and revised program costing analysis (Program Costing) that is attached to the program proposal in the Curriculum Information Management system (CIM).*
Catalogue (CAT)	*Catalogue module of CourseLeaf software used to manage program data and academic policies that are typically displayed in the college calendar.*
Curriculum Information Management System (CIM)	*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.*
Five-year Program Renewal	*A comprehensive, cyclical program quality review process for diploma and certificate programs.*
Key Performance Indicators (KPI)	*A type of measurement used to evaluate the performance of post-secondary institutions in the province. Data is collected and reported upon from five areas: student satisfaction, graduate satisfaction, employer satisfaction, graduation rate, and employment rate.*
Ministry Consent Renewal	*A comprehensive review process for degree programs, in accordance with PEQAB's guidelines, which occurs before the end of the consent period.*

Program Advisory Committee (PAC)	A committee made up of industry and community representatives responsible for guiding and contributing to the evolution of existing programs at the college. In particular, they provide guidance and advice to program teams regarding curriculum content and industry partnerships, ensuring relevance and responsiveness of each program.
Program Costing Changes/Renewal	A document used to provide a break-down of any costs associated due to changes to a program (i.e. increase/decrease in section size, addition/removal of a course, changes due to accreditation, capital equipment, space, changes to faculty).
Program Renewal Curriculum	Curricula that are revised or generated through the Program Renewal process including the Program Outline, curriculum mapping, and program tracking.
Program Renewal Summary	Part of the Program Renewal proposal in CIM where the recommendations and rationale for program changes resulting from the formal Program Renewal are documented.
Stakeholders	Include faculty, students, support staff, administrators, 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 *Integrated Planning and Stakeholder Consultation chart* for a complete list of internal and external stakeholders.

Responsibility

o The **Vice President, Academic** (VPA) is responsible for ensuring the implementation of this policy.
o The **Office of Academic Quality** (OAQ) is responsible for
  o notifying Academic Areas of the Program Renewal schedule;
  o acting as a resource to all program teams for curriculum support throughout the Program Renewal Process;
  o facilitating initial Program Renewal team meetings and curriculum mapping sessions; and
  o ensuring course data is synchronized with the Student Information System (SIS) and the program fields required for the program outline web display are migrated to the Catalogue (CAT).

o The ***Dean** of the academic area is responsible for
  o assembling and leading the Program Renewal team, which includes the Program Renewal Faculty Lead and additional program faculty;
  o consulting with internal stakeholders regarding academic and resource needs;
  o obtaining input and endorsement for the program renewal from the Program Advisory Committee (PAC), as documented in the PAC meeting minutes;
  o approving the Program Renewal curriculum on behalf of the academic area;

- o participating in degree Program Renewal site visits; and
- o producing the preliminary and final Program Costing as part of the CAC.

  *Note: The Dean may designate responsibility to the Associate Dean as appropriate.

- o The **Program Renewal Faculty Lead** is responsible for
  - o convening stakeholder focus groups, including students, industry and community partners;
  - o analyzing data (including annual Program Assessments) and incorporating the results of the analysis in the final Program Renewal Summary;
  - o completing and submitting the final renewal curriculum and summary to the Dean and Academic Council; and
  - o for degree programs, completing and submitting to the OAQ the PEQAB Consent Renewal documents.
- o **Program Faculty** are responsible for providing program perspective regarding the Institutional Research data, and for contributing to continuous program improvement plans.
- o The **Program Advisory Committee (PAC)** is responsible for
  - o providing industry and employer feedback throughout the renewal process regarding program relevance and responsiveness, curriculum content and industry partnerships; and
  - o providing a motion of support for the proposed renewed curriculum.
- o **Institutional Research** is responsible for providing Program Renewal Research, including data regarding KPI, enrolment, market share, and retention.
- o The **Executive Assistant to the Vice President, Academic** is responsible for scheduling meetings between the academic areas and the Capacity Assessment Committee if there are financial implications from the program renewal.
- o The **Capacity Assessment Committee (CAC)** is responsible for determining and recommending the college's capacity to deliver major program changes from a financial, space, equipment, student service, human resource and marketing perspective.
- o The **Director, Financial Planning** is responsible for
  - o reviewing the costing analysis as part of the CAC process; and
  - o signing off on the revised/final Program Costing where relevant.
- o **Academic Council** is responsible for
  - o reviewing renewal curriculum in advance of approval meeting (including the Program Outline, program mapping, and program tracking); and
  - o approving the final curriculum.
- o The **Office of the Registrar** is responsible for operationalizing the new or revised course and program offerings as they relate to admissions, registration, and graduation.

Policy

1.1 All postsecondary programs must undergo a comprehensive program renewal, typically every five years in accordance with Policy AC-001: Academic Quality Assurance. For diploma programs this is called the Five-year Program Renewal, and for degree programs, this is called the Ministry Consent Renewal.

1.2 Program renewal includes assessment of the continuing consistency of the program with the Minister's Binding Policy Directive: Framework for Programs of Instruction; the Ontario Qualification's Framework; Georgian College's Strategic Mandate Agreement, Strategic Plan, and Academic Plan; assessment of the continuing appropriateness of the method of delivery and curriculum for the program's educational goals and standards, and industry demands; appropriateness of admission requirements; appropriateness of program structure; continuing adequacy of methods used to evaluate student progress and achievement; and utilization of physical, technical and financial resources.

1.3 Changes to academic programs and/or courses will reflect provincial standards, including the criteria established by OCQAS or PEQAB, as well as relevant professional body requirements, and take into consideration recommendations arising from Program Assessment.

1.4 The program renewal process includes mechanisms to consider evidence that program outcomes are being met, and to consider the views of relevant stakeholders (students, employers, professional and/or trade bodies, program advisory committees and academic communities). The program renewal process for degrees includes indicators of faculty performance and review of student work that demonstrates credential level standards.

1.5 Program renewal requires a minimum working group of three faculty, with sufficient time allocated to conduct the development work, in accordance with Georgian's SWF guidelines for Administrators. The team is assigned a member of the OAQ who will consult with them throughout the process.

1.6 All program renewal documentation is created, revised, and formally approved via the Curriculum Information Management system (CIM).

1.7 Changes to courses and program outcomes will be structured and communicated to all relevant stakeholders so as to maintain the currency and relevance of the program.

1.8 Once implemented, the renewed program is reviewed on an annual basis via the Program Assessment process (refer to policy AC-008: Program Assessment).

Procedures

Program Renewal

2.1 Five-year Program Renewal for Diploma and Certificate Programs

    2.1.1   Preparation for Program Renewal

        2.1.1.1 In January, the Office of Academic Quality (OAQ) notifies the academic areas of programs undergoing Five-year Program Renewal in the following academic year. The academic areas work with the OAQ to ensure the appropriate programs are included, and the program renewal schedule is finalized. The Dean assigns a faculty working group to the renewal and determines their workload accordingly.

        2.1.1.2 Institutional Research is notified of the programs going through renewal, and compiles supporting research for the process.

        2.1.1.3 The OAQ assigns a Curriculum Advisor to each renewal team, and schedules a preliminary meeting between the team and the OAQ. During this meeting, faculty are provided with their most recent Program Standard or Description, Institutional Research, and other documentation and resources in support of the program renewal. Teams are provided with a date for Academic Council, where the final renewal documentation will be discussed and approved.

    2.1.2   Curriculum Renewal

        2.1.2.1 Faculty meet with relevant internal and external stakeholders to discuss the current state of the program.

        2.1.2.2 Teams conduct an in-depth analysis of the program and supporting data to make decisions regarding potential changes (data is gathered from a variety of sources including Annual Program Assessments, KPIs and Institutional Research, students, faculty, employers, Program Advisory Committees, and Industry). Program teams consult with the OAQ for support and resources as necessary.

        2.1.2.3 Based on stakeholder input and analysis, teams review the required revisions to the program curriculum. If the revisions result in financial implications, the Dean advises the OAQ who schedules a meeting between the CAC and the academic area. The committee conducts a full evaluation of resource requirements for the proposed changes and reviews the final Program Costing.

        2.1.2.4 The VPA reviews the Program Costing, and, if appropriate, gives approval to proceed with the program changes.

        2.1.2.5 Teams generate revisions to the program curriculum, including the Program Outline, course outlines, and curriculum mapping.

        2.1.2.6 Formal meeting minutes are provided documenting PAC endorsement of the renewed curriculum.

        2.1.2.7 A Program Renewal Summary is drafted in order to summarize the process and analysis of the renewal, and to highlight subsequent recommendations.

2.1.3 Program Renewal Approval Process

2.1.3.1 The Program Renewal Faculty Lead initiates the approval workflow in CIM by submitting the draft curriculum to the OAQ for review, no later than three weeks prior to the Academic Council (AC) meeting at which the revised curriculum will be presented for approval.

2.1.3.2 The OAQ reviews the renewal curriculum to ensure that it meets college system requirements and Ministry standards, and returns it to the faculty to make changes as necessary.

2.1.3.3 The final Program Renewal is forwarded to the Dean for approval, and submitted back to the OAQ for distribution to the members of AC (no later than one week prior to the scheduled renewal approval meeting).

2.1.3.4 The Dean and the Program Renewal Faculty Lead and/or faculty designates from the academic area present the proposed revised program at AC for discussion and approval. Program renewals may be sent back to the academic area for clarification and reviewed again by AC, once the questions are addressed.

2.1.3.4.1 If changes have been made to the program title, CVS and MCU approvals are required.

2.1.3.4.2 If the program hours have increased or decreased significantly, MCU approval is required.

2.1.3.5 Once both internal and external approvals are obtained, the approved renewal curriculum is entered into the system. Course data is synchronized with the Student Information System (SIS) and the program fields required for the program outline web display migrated to the Catalogue (CAT).

2.1.3.6 All relevant stakeholders are notified of the final program changes via CIM, including the Office of the Registrar who update any revised graduation requirements.

2.1.4 Renewed Curriculum Launch

2.1.4.1 The approved, revised curriculum, typically launches in the fall semester of the following academic calendar year. For example, a program renewal that is approved in May of 2021 will launch its new curriculum in the fall semester of 2022.

2.1.4.2 After launch, the renewed program is reviewed annually via the Program Assessment process (refer to policy AC-008: Program Assessment).

2.2 Ministry Consent Renewal for Degrees

2.2.1 Preparation for Curriculum Renewal

2.2.1.1 Applications for consent renewal are due to the Ministry one year prior to the end of the consent period.

2.2.1.2 Two years prior to the end of a degree program's Ministerial consent, academic areas prepare for Consent Renewal. The Dean of the academic area assigns the work of the renewal to faculty in the area. Additionally, program teams determine

whether a Comprehensive or Expedited renewal process (see 2.2.2) will be undertaken.

2.2.2 Curriculum Renewal

The procedures of Curriculum Renewal (2.1.2) above are followed.

2.2.3 Internal Program Renewal Approval

The procedures of Program Renewal Approval (2.1.3) are followed up to and including 2.1.3.4.2

2.2.4 Program Evaluation Committee and PEQAB application

Program teams choose one of two types of PEQAB renewal processes: Comprehensive **or** Expedited (current procedures for each are available on the PEQAB website: www.peqab.ca).

2.2.4.1 Comprehensive Renewal Process

2.2.4.1.1 An external Program Evaluation Committee (PEC) that meets PEQAB requirements is recommended by the program area to the SLT for approval.

2.2.4.1.2 The Program Renewal Summary (see 2.1.2.6 above) is submitted to the PEC for review, and PEC site visit preparation.

2.2.4.1.3 Based on the site visit and the Program Renewal Summary, the PEC submits a report to the program area. The program team writes a formal response to the PEC report.
- If any changes to the program outline, mapping, or tracking are necessary as a result of the report, the changes must be presented to Academic Council for information.
- If there are any financial implications they need to be reviewed by the CAC and the Program Costing revised.

2.2.4.1.4 Program teams consult with the OAQ for support and resources to complete the PEQAB Consent Renewal Application.

2.2.4.1.5 The PEQAB Consent Renewal Application, PEC Report, and program team response are submitted to the Ministry for consent renewal by the OAQ

2.2.4.1.6 The program team prepares for the PEQAB site visit with the support of the OAQ.

2.2.4.1.7 The program team prepares a response to the external assessors' report, which is submitted to PEQAB by the OAQ.

2.2.4.2 Expedited Renewal Process

2.2.4.2.1   An external Program Evaluation Committee (PEC) that is constituted in accordance with PEQAB requirements, is recommended by the program team to the SLT for approval.

2.2.4.2.2   The program team consults with the OAQ for support and resources to complete the PEQAB Consent Renewal Application.

2.2.4.2.3   The PEQAB Consent Renewal Application Document is submitted to the PEC and PEQAB by the OAQ.

2.2.4.2.4   With the support of the OAQ the program team prepares for a site visit attended by the PEC and a PEQAB Senior Policy Advisor.

2.2.4.2.5   The program team receives a report from the PEC based on the PEC/PEQAB site visit, and responds to the report in writing.

- If any changes to the program outline, mapping, or tracking are necessary as a result of the report, the changes must be presented to Academic Council for information.
- If there are any financial implications, they need to be reviewed by the CAC and the Program Costing revised.

2.2.5   Renewed Curriculum Launch

2.2.5.1 Upon receipt of the letter granting consent renewal by the MCU, finalized renewal documentation is communicated to all relevant areas, and housed in the CIM.

2.2.5.2 Deans/Associate Deans assign the course syllabus work (including assessment design and weekly schedule) to program faculty who are teaching the courses. This work is assigned during the non-contact period for full-time faculty, and by contract for non-full-time faculty.

2.2.5.3 The approved, revised curriculum typically launches in the fall semester of the following calendar year. For example, a program renewal that is approved in May of 2021 will launch its new curriculum in the fall semester of 2022.

2.2.5.4 After launch, the renewed program is reviewed annually via the Program Assessment process (refer to policy AC-008: Program Assessment).

Related Materials

Minister's Binding Policy Directive: Framework for Programs of Instruction
Ontario Qualifications Framework
MCU Provincial Program Standards and Descriptions
PEQAB Degree Level Standards
PEQAB Submission Guidelines for Ontario Colleges: Applying for Renewal of Ministerial Consent under the Postsecondary Education Choice and Excellence Act, 2000
College Quality Assurance Audit Process Criterion
Strategic Mandate Agreement
Strategic Plan
Academic Plan

Georgian College Quality Framework
[Policy AC-001: Academic Quality Assurance](#)
[Policy AC-005: Curriculum Revision](#)
[Policy AC-007: Course Outline](#)
[Policy AC-008: Program Assessment](#)
[Policy AC-010: Program Advisory Committee](#)
Capacity Assessment Committee Terms of Reference