

PROGRAM SUSPENSION OR CANCELLATION PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Executive Dean Academic Administration

Reference Code: C7 V1

Effective Date: 3/18/2015

PROCEDURE STATEMENT:

Conestoga may suspend or cancel a program and/or program intake in consideration of student, community and employer, college, agency and ministry factors. This procedure outlines Conestoga's commitment to students if a program is suspended or cancelled and the processes for due diligence in consideration of this decision.

SCOPE:

This procedure applies to all programs as well as applicants and students in programs offering a credential under the *Ministry of Training, Colleges and Universities Minister's Binding Policy Directive: Framework for Programs of Instruction*, excluding Conestoga Certificates.

DEFINITIONS:

Academic Coordinating Committee (ACC):

This senior academic committee provides a forum for Academic Planning and Operations within the framework of the Strategic Plan, and other goals and initiatives identified by the senior management and the College Board. The committee is responsible for this in context of overall college and academic quality. The committee also provides necessary interface with other college committees, departments and offices.

Advisory Committee on Academic and Student Affairs (ACASA):

This sub-committee of the Board of Governors has the responsibility to examine and discuss all program proposals approved by ACC and make a recommendation to the Board of Governors and to receive information and updates on key initiatives within Conestoga which affect the quality of its academic operations.

Academic Forum:

It is the responsibility of this college body to discuss all proposed program revisions.

Academic Level:

Refers to the level within the program for a specific cohort.

Academic Management Calendar:

Conestoga's calendar of critical dates used to manage the implementation of decisions related to new programs, development, delivery and change in programs. It also drives the communication of academic dates and activities for student enrolment (admission, billing, registration) and progression.

Academic Year:

The period from September 1 to August 31.

- Current Academic Year –refers to the start date of the academic year.
- Upcoming Academic Year – refers to the academic year subsequent to the current academic year.
- Following Academic Year – refers to the start date of the academic year occurring two years from the current academic year.

Academic Semester/Session:

Semester/session refers to the time periods for the fall semester (Sept. to Dec.), winter semester (Jan. to April) and spring/summer semester (May to Aug.).

Annual Program Reflection (APR):

Is a team-based reflection of the previous academic year to discuss and address opportunities for program enhancements and planning. The process is discussion based and documented to guide continual improvement in the program for student success.

Annual Program Performance Monitor (MONITOR OR APPM):

Is a high-level program overview which includes an analysis of program quality metrics, risks and opportunities, The APPM ensures attention is paid to key areas of program quality and risks and validates the timelines for anticipated the major program review or external accreditation.

Board of Governors:

The Board of Governors has the responsibility to establish the overall goals, objectives and strategic direction of Conestoga and to ensure Conestoga operates efficiently and effectively and is developing in ways that are congruent with the stated goals, objectives and strategic direction.

Cancelled Program:

A program Conestoga is no longer offering and in which no students are enrolled.

Comprehensive Program Review:

Comprehensive program reviews typically occur every five to seven years and refer to strategic assessments in support of ministry or accrediting bodies program requirements. Conestoga's comprehensive program reviews include the Major Program Review, the Degree Renewal Self Study and Program Accreditations.

Course:

A distinct and discrete teaching and learning framework, containing content that has been approved by an expert source, usually structured to be delivered over an identified period of time, with measurable learning outcomes, and formal student evaluation.

Credentials:

Awarded upon completion of a program of study as set out by the Ministry of Training, Colleges and Universities. Approved credentials are as follows: Certificate, Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate, and Baccalaureate Degree.

Degree Self-Study:

Process required by PEQAB to support renewal application for a degree and which requires assessment of continued program need and assessment of strengths/weaknesses/threats/opportunities plus assessment of

the extent to which degree expectations are met, followed by recommended program updates/changes to support the next renewal process.

Dormant Program:

A program approved for funding that has never been delivered or that has not been delivered for more than five years and has not been reported to the ministry as cancelled.

Major Program Review (MPR):

Formal process of review involving multiple stakeholders, a defined process, and documentation. It is conducted no less than every five to seven years.

Ministry of Training, Colleges and Universities (MTCU):

The MTCU has the function of assessing all program proposals for determination of appropriate code classification, funding weights and parameters, and program titling.

Post-Secondary Education Quality Assessment Board (PEQAB):

The Postsecondary Education Quality Assessment Board is an arms-length advisory agency that makes recommendations to the Minister of Training, Colleges and Universities of Ontario on applications for ministerial consent under the terms of the Post-secondary Education Choice and Excellence Act, 2000.

Program Advisory Committee (PAC):

Provides advice on academic program development, review and effectiveness, changes/trends in business and industry affecting programs, students and graduates, technological implications of changes/trends, employment prospects etc. Refer to PAC Guidelines for membership and terms of reference.

Program Cluster:

More than one program with similarities in program outcomes, courses and/or awarding of a credential.

Program Cohort:

The intake group for a particular group of students in an academic year that aligns with the program design for this group.

Program of Study:

A planned and coordinated selection of courses delivered to an identified student body leading to a certificate, diploma, degree or other document awarded by the Board of Governors.

Strategic Enrolment Management Committee:

The Strategic Enrolment Management (SEM) Committee is responsible for the coordination of the College's Strategic Enrolment Management Plan and efforts to assist the College to establish, achieve, and maintain optimum enrolments and program mix and quality. The committee includes representation from all functional areas of the college who contribute to achieving the college's enrollment goals. The committee makes recommendations to ACC and the functional areas regarding all matters relating to SEM.

Suspended Program:

A program of instruction into which Conestoga has decided not to admit a first year of beginning level students.

RESPONSIBILITIES:

The responsibilities are outlined according to the type of program suspension or cancellation outlined below.

Suspension of a first semester/level program intake due to enrolment considerations:

1. The executive dean/dean/designate will advise the Office of Academic Administration of recommendations to suspend a program intake and present to the Strategic Enrolment Management Committee prior to the confirmation of enrolment date in order to minimize impact on new students.
2. The Strategic Enrolment Management Committee will review and approve requests for the suspension of a program intake.
3. The executive dean/dean/designate will notify the Admissions Office when a program intake is suspended/cancelled.
4. The Academic Scheduling and Administration Office will update the Student Information System.
5. The Admissions Office will advise student applicants of the program suspension during the application cycle and, where possible, offer the student registration into another program.

Recommendation of suspension/cancellation through comprehensive program reviews and/or an Annual Program Reflection (APR):

1. The chair/designate will consider program review information from history accumulated through the APR process, monitoring trends in the Annual Program Performance Monitor (APPM) and potential recommendations coming from a Major Program Review (MPR), Degree Self-Study or program accreditation.
2. The chair/designate makes a suspension or cancellation recommendation to the executive dean/dean/designate.
3. The executive dean/dean/designate makes a suspension or cancellation recommendation to the Strategic Enrolment Management Committee.
4. The recommendation of the Strategic Enrolment Management Committee, supported by the executive dean/dean/designate, is brought to the Office of Academic Administration. The recommendation is then tabled for the Academic Coordinating Committee (ACC) for approval and subsequently to the Advisory Committee on Academic and Student Affairs (ACASA) for Board of Governors approval.
 - a. If the program for which suspension/cancellation is recommended has a current cohort offering, then:
 - i. Students registered in a cancelled or suspended program will be guaranteed the opportunity to complete their program within the normal time period.
 - ii. The chair/designate will prepare a timeline and teach-out plan for currently enrolled students (if applicable) to support the opportunity to complete the program within a reasonable timeframe.
 - (1) This plan will be communicated to Office of Academic Administration, Admissions Office, currently enrolled students, PAC members and related stakeholders.
 - iii. In exceptional circumstances where it is not possible for registered students to complete the program at Conestoga, Conestoga will assist the students in locating an equivalent or similar program offered by another college that is within a reasonable distance from Conestoga, or that offers the program online.
5. The chair/designate informs the Curriculum Office and the program review & curriculum consultant of the recommendations, regardless of the outcome.
6. Upon ACC and ACASA approval, the Office of Academic Administration informs the MTCU of the final decision to suspend or cancel a ministry funded program of instruction, at all campuses and all delivery modes, using the established and published procedures in the MTCU Program Suspension and Cancellation: Operating Procedure.
 - a. The executive dean/dean/designate will notify the following groups: Admissions Office, Registrar's Office, Scheduling Office, Marketing Department, Curriculum Office, and the degree program consultant (as applicable) when a program intake is approved for suspension and/or cancellation.
 - b. The Curriculum Office will inform the MTCU in writing of a final decision to suspend or cancel a ministry funded program of instruction at all campuses and all delivery modes.
 - c. The degree program consultant will inform PEQAB of the recommendation to suspend or cancel a degree program, with documentation from the president.
 - d. The Academic Scheduling and Administration Office will update the student information system.
7. As a quality assurance measure, the Office of Academic Administration will review or bring forward programs which have been suspended for four years to ACASA or ACC in advance of the ministry's five year review.

- a. Each year the Office of Academic Administration will rationalize the MTCU Suspension report to Conestoga's suspended programs, and advise academic chairs of any discrepancies.
- b. Programs suspended for more than 5 years will be cancelled upon notification and approval of MTCU.

RESOURCE DOCUMENTS:

1. Course Outline Development Process
2. Course Development Process
3. New Course Request Form
4. Assignment of Course Code Work Instructions
5. Existing Course Change Approval Form
6. New Program Approval Process
7. Program Design Information for New Programs Form
8. Proposed Program Curriculum Changes Form
9. APR/MPR Documents and Processes
10. Program Management and Curriculum Policy Schematic

REFERENCES

Ministry of Training, Colleges and Universities Minister's Binding Policy Directive: Framework for Programs of Instruction

MTCU Post-secondary Education Choice and Excellence Act, 2000.

Ontario College Quality Assurance Service (OCQAS) Accreditation Standards

Postsecondary Education Quality Assessment Board (PEQAB), *Handbook for Ontario Colleges: Applying for Ministerial Consent under the Post-secondary Education Choice and Excellence Act, 2000, 2014*

Admissions Policy and Procedures

Curriculum Policy

Course Development and Revision Procedure

Program Development Procedure

Program Delivery Procedure

Program Review Procedure

New and Revised Provincial Program Standards Implementation Procedure

Revision Log:

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| March 10 2015 | Academic Forum - Approved |
| March 17 2015 | Policy and Procedure Committee – Approved |
| March 18 2015 | Academic Coordinating Committee - Approved |