



# NEW AND REVISED PROVINCIAL PROGRAM STANDARDS IMPLEMENTATION PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Executive Dean, Academic Administration

Reference Code: C2 V3

Effective Date: 11/1/2008

## **PROCEDURE STATEMENT:**

This procedure describes the process used to implement a new or revised provincial program standard when issued by the Ministry of Training, Colleges and Universities (MTCU).

## **SCOPE:**

This procedure refers to the MTCU process of issuing or renewing those provincial program standards that are applicable to new and current credentialed programs at Conestoga, and to the procedures followed at Conestoga to ensure programs at Conestoga align with MTCU expectations.

## **DEFINITIONS:**

### **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 of the program for student success.

**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.

**Credentials:**

Recognition which is awarded upon completion of a program of study as set out by the Ministry of Training, Colleges and Universities. Approved credentials include: Certificate, Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate, and Baccalaureate Degree.

**Credentials Validation Service (CVS):**

The Credential Validation Service (CVS) provides timely validation of programs of instruction to the colleges. The CVS service is consistent with the *Minister of Training, Colleges and Universities Minister's Binding Policy Directive, Framework for Programs of Instruction*.

**Major Course Change:**

Includes changes to any or all of the following in a course that would impact program requirements, delivery method or transferability: course code, description, credits, hours, title, pre and co-requisites, and/or 20% or more of the course learning outcomes. See degree procedures for separate requirements.

**Major Program Change:**

Refers to any of the following changes at the program level: title, funding, significant change to 20% or more of the program learning outcomes or hours, transferability, student enrolment, enrolled student completion and resources. Approval is required from internal committees and/or external agencies. This may result in a change in program code to manage clarity in admissions and pathway implications. A change to a credential requires development of a new program. See degree procedures for separate requirements.

**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.

**Minor Course Change:**

Minor course changes can be administered independently through the academic schools. Minor changes include any or all of the following: grammar, typos, formatting, changes to classroom materials (i.e. textbooks), additional information, and general refinement of the course or unit outcomes provided the

changes support achievement of the course learning outcomes. See degree procedures for separate requirements.

**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.

**Minor Program Change:**

Refers to changes which do not impact student enrolment, enrolled student completion or require external approval. These include changes in sequencing of delivery, and significant changes to less than 20% of the program learning outcomes. Programs continue compliance with existing provincial program standards. See degree procedures for separate requirements.

**MTCU Minister’s Binding Policy Directive: Framework for Programs of Instruction:**

This binding policy directive defines expectations for all programs of instruction offered by colleges regardless of the funding source.

**Program Advisory Committee (PAC):**

The Program Advisory Committee provides advice on academic program development, review and relevance, 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 Description:**

A document produced by the ministry that sets out the program purpose, program goals and the admission requirements. It is also identified by an MTCU code.

**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.

**Program Standard:**

A document produced by the ministry that sets out the essential learning a student must achieve before being deemed ready to graduate. A program standard applies to all programs of study with the same program title regardless of the funding source and, for most programs, consists of vocational learning outcomes, essential employability skills outcomes and general education requirements. Prior to graduation, students must achieve all three parts of the program standard.

**RESPONSIBILITIES:**

**Academic Schools:**

- Consider MPR schedule requirements based on the MTCU program standard review schedule in consultation with the program review & curriculum consultant.
- Begin or continue the APR or MPR process to use the information for participation in MTCU feedback activities (on line surveys, meetings, etc.).

- Work with the Curriculum Office to complete the process feed-back survey and submit it to the Office of Academic Administration within the indicated timeframe.
- Ensure the new provincial program standard is implemented by the agreed implementation date.

**MTCU:**

- Informs colleges of upcoming program standard publications and program standard review activities.
- Issues invitations to participate in the program standard creation or review process.
- Issues invitations to participate in the program standard review process survey.
- Publishes new/revised standards when complete.
- Informs colleges of new/revised standard publications.

**Office of Academic Administration:**

- Disseminates list of upcoming program standard review schedules from the MTCU to the Curriculum Office.
- Disseminates review and process survey communications to stakeholders as they are received from the MTCU.
- Obtains signed MTCU letter from academic school chair indicating the date the standard will be implemented.
- Obtains president's signature on the MTCU letter indicating the date the standard will be implemented for the MTCU.
- Forwards the MTCU letter indicating the implementation date to the MTCU.

**Curriculum Office:**

- Reviews the MTCU list of planned provincial program standard review schedule.
- Advises program review & curriculum consultant of impending program standards review.
- Advises relevant academic school chairs of impending program standards review and obtains program contact information.
- Submits program contact information to the MTCU (chair, faculty and coordinator).
- Advises the academic school team of the need to participate in feedback activities (on line surveys, meetings, etc.).
- Participates in the program standard review process with the academic school teams.
- Works with the academic school chair to complete the process feed-back survey and submit it to the Office of Academic Administration within the indicated timeframe.
- Communicates to the Office of Academic Administration the applicability of the newly published standard, including program/school chair information.
- Confirms the agreed upon implementation date to the program review and curriculum consultant.

**Program review & curriculum consultant:**

- Considers the list of upcoming MTCU program standards in the review schedule when collaborating with schools to establish or refine the Master Comprehensive Program Review Schedule in consultation with the Curriculum Office.

- Ensures programs that have a new/revised program standard are included in the current Master Comprehensive Program Review Schedule so the implementation date is met.
- Communicates to the Curriculum Office the actual date when program outcomes have been updated according to the MTCU program standards.

#### **PROCEDURE:**

1. Communication regarding the intent to review a current provincial program standard or issue a new provincial program standard is initiated by the MTCU.
2. Once information about the initiation of a provincial program standard review reaches the Office of Academic Administration, the following are informed:
  - a. The Curriculum Office,
  - b. The academic school/chair, and
  - c. The program review & curriculum consultant.
3. The chair decides which faculty members participate in the standard review process and invites PAC members to contribute.
4. The chair is responsible for communication between these stakeholders and the MTCU during the standard review process.
5. The Office of Academic Administration can submit the Process Feedback Survey, following consultation between the Curriculum Office, the chair and a review of responses by the executive dean, academic administration. A single Process Feedback Survey is submitted by Conestoga, regardless of the number of individuals involved.
6. Once information about the release (publication) of a new or revised provincial program standard reaches the Office of Academic Administration, the Curriculum Office and executive deans/deans/designate are informed.
7. The Curriculum Office coordinates with the Office of Academic Administration, the academic chair and the program review & curriculum consultant for the following steps in the process:
  - a. The completion, signoff and submission of the MTCU letter indicating the implementation date for the standard, and
  - b. Determination as to how the change impacts the master program review schedule.
8. The academic chair ensures all elements of the new/revised provincial program standard (vocational learning outcomes, essential employability skills and general education requirements) are incorporated into the program design and delivery through:
  - a. The Annual Program Reflection (APR) or Major Program Review processes, or
  - b. Through informal program team meetings, where the program is revised using the usual mapping and redesign mechanisms, to implement required changes.
9. As a quality assurance measure, the chair informs the program review & curriculum consultant when the MTCU program standard has been implemented so the master program review schedule can be updated to reflect the incorporation of the new standard. The chair communicates the status of the program curriculum to PAC members.

#### **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. Program mapping templates for APR/MPR
10. Program Management and Curriculum Policy Schematic
11. APR and MPR Documents

**REFERENCES:**

*MTCU Memorandum, Sept. 10, 2004, Changes to Programs during the Period of Consent*  
 MTCU Provincial Program Standards Documents  
 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*  
 General Education Policy and Procedure  
 Essential Employability Skills Policy and Procedure  
 Curriculum Policy  
 Course Development and Revision Procedure  
 Program Development Procedure  
 Program Delivery Procedure  
 Program Revision Procedure  
 Program Cancellation or Suspension Procedure

**REVISION LOG:**

Nov 12, 2008            Approved by Academic Coordinating Committee

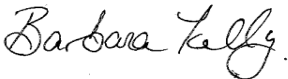
March 10 2015        Academic Forum - Approved

March 17 2015        Policy and Procedure Committee – Approved

March 18 2015        Academic Coordinating Committee - Approved

**REVIEW LOG:**

As Policy Owners, we certify that the **New and Revised Provincial Program Standards Implementation Procedure** is appropriate and provides an up-to-date framework in which decisions can be made and implemented.

  
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 Barbara Kelly  
 Executive Dean Academic Administration

September 20, 2012  
 Date