



PROGRAM DEVELOPMENT AND REVIEW POLICY

Approved by: Academic Coordinating Committee

Authorizer: Executive Dean, Academic Administration

Reference Code: C2_V2

Effective Date: 11/1/2008

POLICY STATEMENT:

Conestoga recognizes that program development and program review are central to the function of meeting community, employer, government, and student needs. Therefore, the process of developing and reviewing College programs must be subject to a rational approach that takes into account all administrative areas and operational functions of the College that are affected by and contribute to program design and delivery.

Program development and review must be developed within a context of internal and external scrutiny, and must follow a well-defined path from initial discussion to final implementation.

SCOPE:

This policy applies to all Conestoga programs except for Applied Degrees. Program development and review for degrees is governed by PEQAB.

DEFINITIONS:

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

ACC: Academic Coordination Committee. It is the function of ACC to recommend program development through a two stage process: first, by the examination and discussion of the Approval to Proceed document; second, by the examination and discussion of the Program Documents (Data Pack, PDI chart, VPO and EES mapping as required).

ACASA: Advisory Committee on Academic and Student Affairs. This sub-committee of the Board of Governors has the responsibility to further examine and discuss program proposals that have been approved by ACC., and to make a recommendation to the Board of Governors. Schools are to present and defend their program proposals to ACASA, and are to act on any recommendations that are forthcoming from this body.

Approval to Proceed: This initial document outlines the various aspects of the proposed program, for analysis and discussion by the ACC.

Board of Governors: The final internal approval stage is that of the Board of Governors. According to provincial legislation, 2002, Boards of Governors have the final internal responsibility to approve college programs.

Credentials Framework: The Credentials Framework sets out the various aspects of program design that must be adhered to for all college certificates, diplomas, and degrees.

Credentials Validation Service: The function of CVS is to vet all program development and revision proposals from Colleges. The CVS examination includes an analysis of Program Description, Program Curriculum, and VPO and EES mapping (as required).

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

PAC/PDAC: Program Advisory Committee or Program Development Advisory Committee recommendation is required for all program development and revision, in accordance with MTCU policy.

Program: A program is a planned and coordinated selection of courses delivered to an identified student body, at the successful conclusion of which an appropriate credential will be awarded.

Program Documents: Data Pack, PDI chart, VPO and EES mapping.

POLICY ELABORATION:

1. Each new College program will be developed in accordance with the defined procedure.

2. Each College program will follow the defined renewal procedure on a regular schedule, the maximum time limit not to exceed seven years.

REFERENCES:

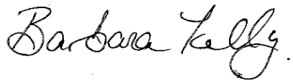
College Organisational Chart
College Goals and Objectives
Program Development Procedure
Program Review Procedure

REVISION LOG:

Revision Date	Summary of Changes
Nov 12, 2008	Approved by Academic Coordinating Committee

REVIEW LOG:

As Policy Owners, we certify that the **Program Development and Review Policy** is appropriate and provides an up-to-date framework in which decisions can be made and implemented.



Barbara Kelly, Executive Dean
Academic Administration

September 20, 2012
Date