

Communication and Implementation Process for New MTCU Program Standard Releases

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 consists of vocational learning outcomes, essential employability skills outcomes and general education requirements. Prior to graduation, students must achieve all three elements of the program standard.

The vocational and essential employability skills components of program standards are expressed in terms of learning outcomes. Learning outcomes represent culminating demonstrations of learning and achievement. In addition, learning outcomes are interrelated and, as such should be viewed as a comprehensive whole. They describe performances that demonstrate that significant integrated learning by graduates of the program has been achieved and verified.

RESPONSIBILITIES

MTCU

The Ministry of Training, Colleges and Universities oversees the development and the review of standards for programs of instruction, in order to clearly identify the essential skills and knowledge that graduates of that program must acquire. Each college is required to ensure that its programs and program delivery are consistent with these standards, and must assist students to achieve these essential outcomes.

- 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.

President's Office/Office of the Senior Vice President Academic (SVPA)

Forwards to the Academic Development Office - Dean and Curriculum Administrator for distribution to Deans/Academic Chairs/Managers:

- List of upcoming Program Standard Review Schedules from the MTCU
- Communication on the Validation of the Program Standards Development Process - Survey and Implementation Compliance Response Form

Academic Development (Curriculum Administrator)

- Informs Academic Chair(s)/Manager(s) and Manager of Curriculum Services of Ministry communication, as well as outlines action items and completion due dates.
- Populates Validation of the Program Standards Development Process Survey in collaboration with the pertinent Academic Chair(s)/Manager(s) and copies Dean and SVPA on Survey submission
- The validation practice for a program that has multiple delivery options or multiple campus delivery is usually headed by a Chair/Academic Manager who spearheads the review /response process and elicits input and support from all stakeholders to ensure sought after collaboration and consistency across program deliveries.
- Completes Implementation Compliance Response Form subject to information provided by the Chair(s)/Academic Manager(s) ensuring agreement by all Chairs/Academic Managers when a program is delivered at multiple campuses or varying delivery modes and submits to the Ministry by specified due date.
- Ensures that revised Vocational Learning Outcomes are updated in GeneSIS for all program versions (campuses/delivery modes).

Curriculum Services

- Helps to inform faculty of the program standards process.
- Provides support to faculty during development and/or review of program standards.
- Works with faculty to implement program standards into curriculum.
 - Create new or update existing program of instruction to reflect program standard
 - Revise course descriptions and/or course learning requirements
 - Create new courses as necessary
 - Map program of instruction to new program standard