

**IMPLEMENTATION PROCESS FOR NEW MINISTRY
OF COLLEGES AND UNIVERSITIES (MCU)
PROGRAM STANDARD RELEASES**

Academic Development, 2023-24

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PROGRAM STANDARD DEFINITION

A program standard is produced by the Postsecondary Education Quality Assessment Board (PEQAB), which is a branch of MCU, that sets out the essential learning a student must achieve before being deemed eligible for graduation. A program standard applies to all deliveries of a program with the same program title and MCU Code, and consists of Vocational Learning Outcomes (VLOs), Essential Employability Skills (EES), as well as 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 verifiable, culminating demonstrations of integrated learning and achievement.

PEQAB ROLLING SCHEDULE FOR PROGRAM STANDARD REVIEWS

The PEQAB Branch of MCU oversees the consultation, development, and review of standards for programs of instruction. On an annual basis, PEQAB provides an update on the review and development of program standards work to be led in collaboration with Ontario Colleges. This is primarily completed through the Coordinating Committee of Vice Presidents Academic (CCVPA) and Heads of Quality Management (HQM), and additionally may be communicated directly via email through VPA Offices. A draft plan is provided for feedback in advance of finalization. This update is presented in a rolling three-year program standard plan, which contains both a list of the confirmed program standards for review and development in the current year, as well as lists of program standards anticipated to be reviewed subsequently in the next two years.

Upon release of the rolling three-year program standards plan, PEQAB also requests an updated list of College contacts (program coordinators, faculty, staff, Program Advisory Committee members, and curriculum developers) to help build a database of contacts for participation in the consultation phase of the program standard review/development process.

TIMELINE FOR NEW PROGRAM STANDARD DEVELOPMENT/REVIEW, ATTESTATION, AND IMPLEMENTATION

ACTIVITY	RESPONSIBLE PARTY	TIMELINE (E.G. 2023-24)
Provide draft rolling 3-year program standards plan for feedback	PEQAB	Winter 2023

Release rolling 3-year program standards plan and confirm program standards for review in-year	PEQAB	Spring/Summer 2023
Collect program contacts from relevant departments and submit to PEQAB	Curriculum Administrator, Academic Development and Deans/ Chairs/Academic Managers	Spring/Summer 2023
Communicate kickoff of program standard consultation phase and schedule consultation meetings and activities	PEQAB	Fall 2023
Participate in program standard consultation phase and identify recommendations/concerns as appropriate	Academic departmental contacts	Fall 2023
Develop draft new/revised program standard	PEQAB	Fall 2023 & Winter 2024
Release draft program standard and open link for validation survey	PEQAB	Spring 2024
Coordinate with academic department to draft validation survey responses and submit to PEQAB	Curriculum Administrator, Academic Development and Chairs/Academic Managers	Spring 2024
Review impact of new/revised program standard on existing program of study and course outlines and support curriculum work to prepare for implementation	Chair, Academic Development	Spring/Summer 2024
Release new/revised program standard for implementation in next academic year. Create attestation record in PFAAM.	PEQAB	Fall 2024

Coordinate with academic department to confirm attestation to implement new/ revised program standard in next academic year and submit in PFAAM.	Curriculum Administrator, Academic Development and Chairs/Academic Managers	Fall 2024
Identify curriculum revisions and program title change, if required, resulting from the new/ revised program standard during the Annual Curriculum Review (ACR)	Program Coordinator, Academic Department(s)	Fall 2024
Implement revised Vocational Learning Outcomes (VLOs) and curriculum revisions, and program title change, if required, in the Student Information System (SIS) to take effect for the upcoming academic year.	Curriculum Administrator, Academic Development	Winter 2025
Update program outcomes mapping and course outlines in COMMS	Program Coordinator and Faculty, Academic Department(s)	Spring 2025
Update website to reflect program title change (if required)	Marketing	Spring 2025

LOGISTICS AND RESPONSIBILITIES FOR PROGRAM CHAIRS AND CONTACT(S) IN NEW/REVISED PROGRAM STANDARD CONSULTATION PHASE
CHAIRS/ACADEMIC MANAGERS

Chairs and Academic Managers are responsible to ensure that current and appropriate program contacts are put forward for confirmed, as well as expected, program reviews identified in the rolling three-year program standards plan. PEQAB maintains that “the success of the program standards review and development process depends on gaining a wide range of stakeholder contacts: employers, graduates and importantly college staff - including faculty and curriculum developers”.

Chairs and Academic Managers should also ensure that faculty who have been put forward as program contacts for standards that are confirmed for review in-year, are allocated time on their SWF for the Fall term when the consultation phase takes place with PEQAB. PEQAB has recommended **1 hour per week for typically 8 weeks in the**

Fall term. On occasion, the consultation phase may extend into the winter term, with the expectation of no more than 1-2 hours of work in the term reviewing notes from the consultation phase in a shared document and identifying any additional feedback if relevant.

PROGRAM CONTACTS

Program contacts are responsible to participate in all consultation meetings scheduled in the Fall term, as well as engage in any assigned activities related to the program standard review. Program contacts should leverage their experience and discipline-specific knowledge to put forward any recommendations for the new/revised standard during the consultation phase, as well as raise any concerns about proposed standard language. Updates from the consultation process should be shared back with the department regularly to help program administrators and faculty prepare for the eventual release of the revised standard.

IMPLEMENTATION OF THE NEW/REVISED PROGRAM STANDARD CHAIRS/ACADEMIC MANAGERS

Chairs and Academic Managers are responsible to review draft validation survey responses provided by the Curriculum Administrator, Academic Development and identify any required revisions to the responses within the designated timeframe. Chairs should validate that program contacts participated in the consultation phase of the new/revised program standard, and raise any major impacts to the program delivery that may result from the implementation of the standard. Once Chair/Academic Manager approval for the validation survey responses is provided, the Curriculum Administrator submits the survey responses to SVPA for approval and enters the responses in the PEQAB survey portal.

Following the release of the new/revised program standard, Chairs and Academic Managers are responsible to approve attestation that the program standard will be implemented in their program in the upcoming academic year. Upon receiving Chair/Academic Manager approval for attestation, the Curriculum Administrator escalates the attestation for SVPA approval, and then submits the attestation in the PFAAM portal on behalf of the SVPA.

PROGRAM CONTACTS

Program contacts (primarily Program Coordinators and faculty), with the support of Academic Development, are responsible to identify any required changes to program curriculum resulting from the new/revised program standard. For programs with deliveries at multiple campuses, program contacts ensure collaboration and consistent implementation of the standard across all program deliveries.

Following the Chair/Academic Manager's confirmation of attestation to the program standard, program contacts should ensure that required curriculum revisions are identified during the Annual Curriculum Review (ACR) process, for implementation in the upcoming academic year. Implementation of the new/revised program standard includes any revisions to the program of study (new and revised courses), as well as revised mapping of courses to the new/revised VLOs in COMMS 3.0.

ROLES AND RESPONSIBILITIES

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

- Forward PEQAB's rolling three-year program standards plan, and any subsequent updates, to the Dean, Academic Development and Curriculum Administrator, Academic Development
- Forward PEQAB's request to complete the Program Standard Validation Survey (including background document and survey link) to the Dean, Academic Development and Curriculum Administrator, Academic Development
- Provide approval on behalf of the College President for the Program Standard Validation Survey responses (developed by the Curriculum Administrator in consultation with the program Chair)
- Forward Program Standard Releases to the Dean, Academic Development and the Curriculum Administrator, Academic Development
- Provide approval as well as the College President's delegated signature for new/revised Program Standard Attestation Response Letters

Academic Development

Dean, Academic Development

- Review and advise on rolling three-year plan in collaboration with the Deans
- Cascade rolling three-year plan to Deans of programs identified in the plan
- Approve and submit Program Standard Validation Survey responses to SVPA for review and approval
- Approve and submit the new/revised Program Standard Attestation Response Letter to SVPA for review and approval
- Share PEQAB's rolling three-year program standards plan, and any subsequent updates, with the Academic Development management team.

Curriculum Administrator

- Collect program contacts from relevant departments and submit to PEQAB
- Coordinate with Chair, Program Quality and Renewal, and Chair, Academic Development to ensure that rolling three-year program standards plan informs Program Quality Review schedule and other planned curriculum renewal activities

- Draft responses to the new/revised Program Standard Validation Survey in collaboration with Chairs/Academic Managers and submit to Dean, Academic Development for approval
- Request email conformation from Chairs/Academic Managers (copy Deans), to document commitment to implement the new/revised program standard by the effective date
- Draft the new/revised Program Standard Attestation Response Letter using the PEQAB template, and forward to the Dean, Academic Development for review and approval
- Attach College President's delegated signature and submit the response letter in PFAAM by the specified due date. File the response letter in the Academic Development shared drive for record keeping
- Update Program Title and/or Vocational Learning Outcomes in the Student Information System (SIS) for all program versions (campuses/delivery modes) for implementation by the effective date

Curriculum Consultants

- Support a gap analysis to determine the impact of the draft new/revised program standard on the existing program outcomes and curriculum
- For programs undergoing a Program Quality Review, ensure that new/revised program standard is included as part of the curriculum review
- Work with faculty to implement the new/revised program standard in the program curriculum.
- Support updates to existing program of study to ensure mapping against the outcomes in the new/revised program standard
- Support revisions to the course descriptions and/or course learning requirements as needed
- Support the creation of new courses as needed
- Support mapping of the program courses to new/revised program standard

Academic Departments

- Deans, Chairs/Academic Manager(s) confirm appropriateness of rolling three-year program standard plan, and identify any program standards that require more urgent review
- Chairs/Academic Managers identify program contacts (program coordinators, faculty, staff, Program Advisory Committee members, and curriculum developers) to participate in the consultation phase of the program standard review. Faculty to be provided 1 hour on the SWF during the consultation period (typically occurring in the Fall term).

- Program contacts participate in the consultation phase of the program standard review, and communicate regularly with Chairs/Academic Managers to provide updates on activities
- Chairs/Academic Managers review draft validation survey responses provided by the Curriculum Administrator, Academic Development and identify any required revisions to the responses within the designated timeframe
- Chairs/Academic Managers attest (via email confirmation to the Curriculum Administrator) to implement the new/revised program standard by the effective date.
- Chairs/Academic Managers and Program Coordinators, with the support of Academic Development, identify any required changes to program curriculum resulting from the new/revised program standard.
- For programs delivered at multiple campuses, Chairs/Academic Managers from all deliveries (with the support of Academic Development) ensure collaboration and consistency across all program deliveries.
- Chairs/Academic Managers Identify and assign faculty to revise the curriculum (with the support of Academic Development) for alignment to the new/revised program standard.