

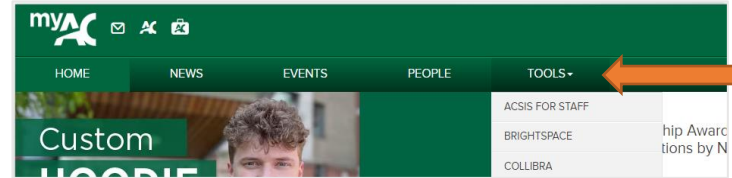
Program Lifecycle Management System (PLMS) User Guide: Program Quality Review (PQR) – Files and Actions

Last updated: October 16, 2023

You can access your PQR report and view/update your PQR actions in just a few clicks.

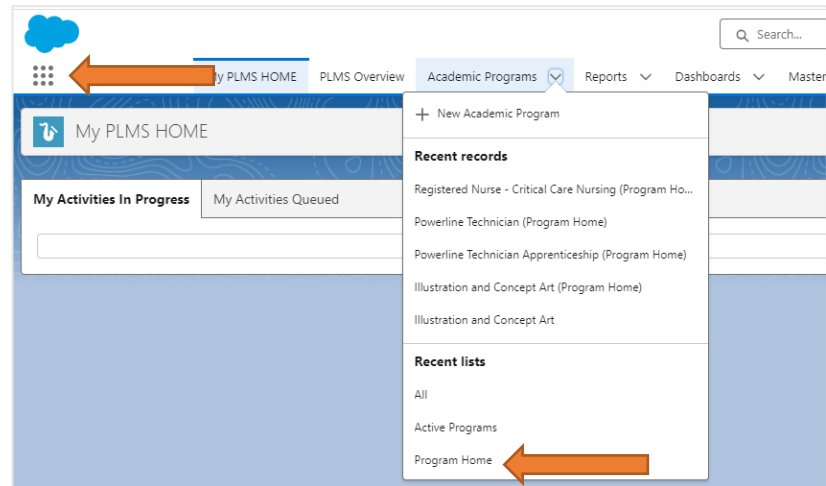
1. Login to Salesforce.com using your College network credentials

- Go to [myAC](#) and select “Salesforce” under the Tools menu
- Enter your College email address and password

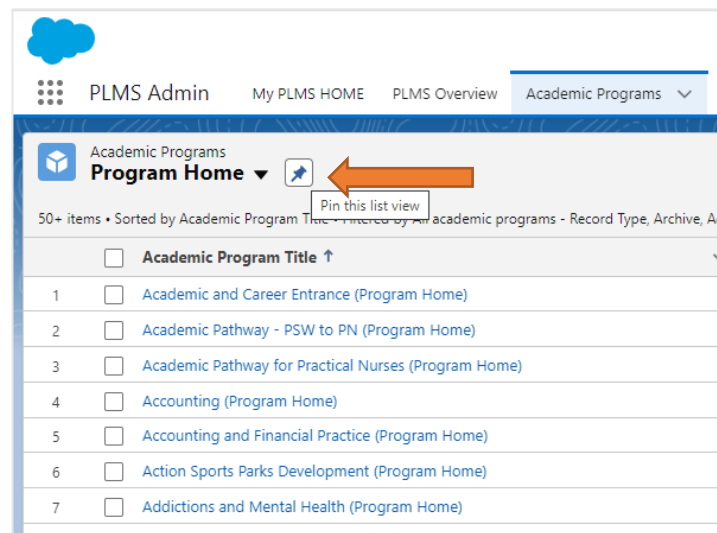


2. Find the Program Home list view under the “Academic Programs” tab

- If you aren’t in the PLMS app, click on the app menu (dots) to access it.
- If you don’t seem to have access to the PLMS app, contact the Program Quality Assurance Team



3. Pin the Program Home list view for easy access



4. Find your program by scrolling through the alphabetical list (program short title) or using the list search

- Click the “Academic Program Title” link to go to the Program Home

Academic Programs
Program Home

3 items • Sorted by Academic Program Title • Filtered by All academic programs - Record Type, Archive, Academic Program Title • Updated a few seconds ago

<input type="checkbox"/>	Academic Program Title ↑	Related Program Codes	Program Code	Credential	Program Home Status
<input type="checkbox"/>	Drawing Foundations for Animation and Illustration (Program Home)		1452	Ontario College Certificate	Active
<input type="checkbox"/>	GAS - Pre-Animation and Illustration (Program Home)	1438G	A035	Ontario College Certificate	Active
<input type="checkbox"/>	Illustration and Concept Art (Program Home)		1408	Ontario College Diploma	Active

5. Click on the “Files” link to view the PQR report or click on the “Program Actions” link to view your PQR actions (you can hover over the links to get a preview)

Academic Program
Illustration and Concept Art (Program Home)

Academic Programs (1) Related Programs (0) **Files (1)** External Requirements a... **Program Actions (10+)**

Details

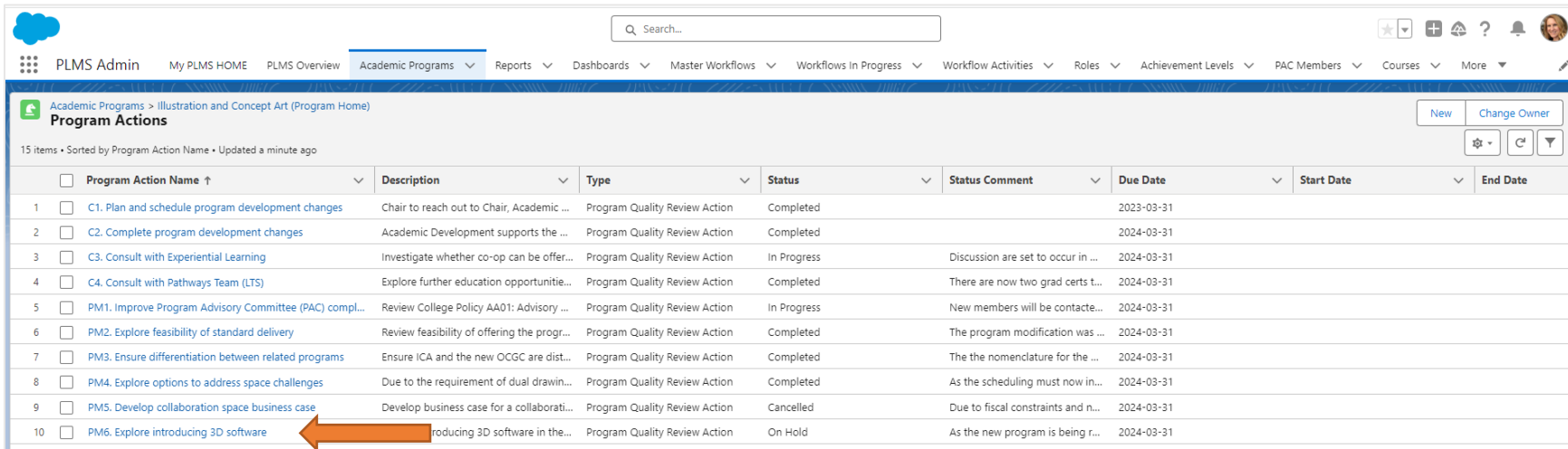
Program Idea Information

Academic Program Title	Illustration and Concept Art (Program Home)	Record Type	Program Home
Program Code	1408	Program Home Status	Active
Long Title	Illustration and Concept Art	Program Launch Date	01/09/2013
Short Title	Illustration and Concept Art	Last Program Modification Date	
Program Standard		Related Program Codes	
Program Standard Revised Date			
Last PQR Date	2020-2021		
Next PQR Date	2025-2026		
PQR Comments			

System Information

Created By: PLMS Integration, 19/12/2022 9:50 AM
Last Modified By: Laura Jarrell, 17/08/2023 3:22 PM

6. From the Program Actions tab, click on the “Program Action Name” link to view the all the action details



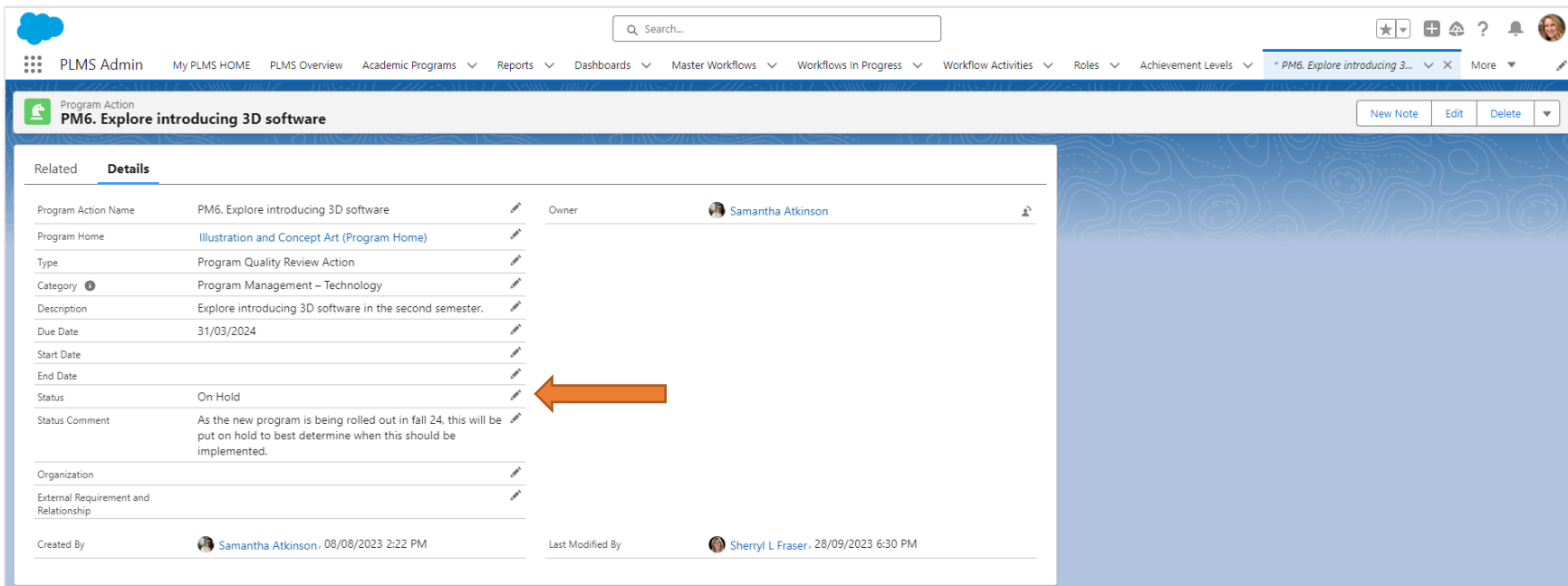
Academic Programs > Illustration and Concept Art (Program Home)

Program Actions

15 items • Sorted by Program Action Name • Updated a minute ago

<input type="checkbox"/>	Program Action Name ↑	Description	Type	Status	Status Comment	Due Date	Start Date	End Date
<input type="checkbox"/>	C1. Plan and schedule program development changes	Chair to reach out to Chair, Academic ...	Program Quality Review Action	Completed		2023-03-31		
<input type="checkbox"/>	C2. Complete program development changes	Academic Development supports the ...	Program Quality Review Action	Completed		2024-03-31		
<input type="checkbox"/>	C3. Consult with Experiential Learning	Investigate whether co-op can be offer...	Program Quality Review Action	In Progress	Discussion are set to occur in ...	2024-03-31		
<input type="checkbox"/>	C4. Consult with Pathways Team (LTS)	Explore further education opportunitie...	Program Quality Review Action	Completed	There are now two grad certs t...	2024-03-31		
<input type="checkbox"/>	PM1. Improve Program Advisory Committee (PAC) compl...	Review College Policy AA01: Advisory ...	Program Quality Review Action	In Progress	New members will be contacte...	2024-03-31		
<input type="checkbox"/>	PM2. Explore feasibility of standard delivery	Review feasibility of offering the progr...	Program Quality Review Action	Completed	The program modification was ...	2024-03-31		
<input type="checkbox"/>	PM3. Ensure differentiation between related programs	Ensure ICA and the new OCG are dist...	Program Quality Review Action	Completed	The the nomenclature for the ...	2024-03-31		
<input type="checkbox"/>	PM4. Explore options to address space challenges	Due to the requirement of dual drawin...	Program Quality Review Action	Completed	As the scheduling must now in...	2024-03-31		
<input type="checkbox"/>	PM5. Develop collaboration space business case	Develop business case for a collaborati...	Program Quality Review Action	Cancelled	Due to fiscal constraints and n...	2024-03-31		
<input type="checkbox"/>	PM6. Explore introducing 3D software	roducing 3D software in the...	Program Quality Review Action	On Hold	As the new program is being r...	2024-03-31		

7. Click the pencil icon to edit the “Status” and/or add “Status Comments”



Program Action

PM6. Explore introducing 3D software

New Note Edit Delete

Related **Details**

Program Action Name	PM6. Explore introducing 3D software	Owner	Samantha Atkinson
Program Home	Illustration and Concept Art (Program Home)		
Type	Program Quality Review Action		
Category	Program Management – Technology		
Description	Explore introducing 3D software in the second semester.		
Due Date	31/03/2024		
Start Date			
End Date			
Status	On Hold		
Status Comment	As the new program is being rolled out in fall 24, this will be put on hold to best determine when this should be implemented.		
Organization			
External Requirement and Relationship			
Created By	Samantha Atkinson - 08/08/2023 2:22 PM	Last Modified By	Sherry L Fraser - 28/09/2023 6:30 PM

Frequently Asked Questions (FAQs)

How do I know if I have a program with PQR Actions?

- Go to the [Program Home with Active PQR Actions PLMS report](#) for a complete list.

What do I do if I am unclear what a PQR Action means?

- Refer to the PQR report for more details or reach out to the Program Quality Assurance Team for help.

What do I do if an action is no longer feasible or is not a priority?

- You can change the status of the action to “Cancelled” or “On Hold”.
- Be sure to add a brief rationale in the Status Comments.

What do I do if I am new to my role and I don't know the status of the PQR Actions?

- Try to find out the status of the actions by talking to the Dean, Program Coordinator, faculty, and other program stakeholders and internal departments.
- When the program goes through its next PQR, updates are required on all actions resulting from the last PQR.

When are all my PQR Actions required to be completed? What happens if my PQR Actions are overdue?

- Ideally, all actions are completed or closed two years after the PQR is completed.
- If some PQR Actions are overdue, that's ok. Talk to your Dean and other program stakeholders to see if these actions are still relevant.

How are PQR Actions tracked?

- Progress on both PQRs and PQR Actions should be monitored and discussed through the Performance Management Plan (PMP) process.
- To facilitate PQR Action planning and completion, the Program Quality Assurance Team will send proactive reminders a few times per year.