

Board Governance Policy

BG II-01

Programs of Instruction

Policy Type:	Board Directives		
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PURPOSE

The Ministry of Training, Colleges and University (MTCU) recognizes that a college, through its Board of Governors (the Board), is best positioned to determine the Programs of Instruction it should offer based on the College’s own strategic direction, the needs of the communities the College serves and government directions and priorities. This policy sets out the process for program approval, program quality assurance and program suspension/cancellation in compliance with the MTCU Minister’s Binding Policy Directive *Framework for Programs of Instruction* (the “MTCU Programs Framework Directive”), the MTCU Minister’s Binding Policy Directive *Funding Approval of Programs of Instruction* and the MTCU Minister’s Binding Policy Directive *Program Suspension and Cancellation: Operating Procedures*.

DEFINITIONS

Word/Term	Definition
Program of Instruction (Program)	A group of related courses leading to a bachelor’s degree, graduate certificate, advanced diploma, diploma, certificate or other document awarded by the Board
Program-at-risk	Program that is not meeting the financial and/or quality performance indicators.
Program Intake Deferral	Program intake is deferred for a specific term based on low student demand and financial viability, and program intake is to be offered in a subsequent term.
Program Suspension	Program recommended to the Board for suspension by management as the intent is to ultimately cancel the program, based on consistently not meeting performance indicators.
Program Cancellation	Program cancelled once all students have completed the Program of Instruction.
Academic Administrator	Administrative staff who is a Program Chair, Academic Manager, or Dean.

POLICY

1. PROGRAM APPROVAL

1.1 The Board shall approve new Programs that :

- a. align with the College mission and strategic plan;
- b. address the economic and social needs of the communities the College serves;
- c. respond to government directions and priorities;
- d. comply with the MTCU Programs Framework Directive.

1.2 The Board shall be informed of joint college-university programs that lead to the awarding of a degree by the university partner as approved by their Senate.

1.3 The Board shall be informed of new apprenticeship programs to be offered by the College.

2. PROGRAM QUALITY ASSURANCE

2.1 The Board, through the President, shall implement a Program Quality Assurance process conducted on a regular basis to ensure ongoing quality, relevance, currency and financial viability of all Programs. The Program Quality Assurance Process will consist of the following:

- a. Annual Curriculum Review: annual process used to review and revise curriculum based on College strategic directions, feedback from professors, advisory committee members, program councils, and analysis of survey and other data. This results in the development of a new version of the curriculum to be offered in the next academic year.
- b. Annual Program Mix Review: annual review of the Quality Index and Financial Contribution of all full-time College programs against established benchmarks.
- c. Program Quality Review: a five-year comprehensive program quality review process which assesses each program against established quality criteria including the College strategic directions and results in recommendations for program improvement, and an implementation plan.

3. PROGRAM INTAKE DEFERRAL

3.1 The Board shall delegate to the President the authority to defer the intake of a program for a specific term as a result of low student demand and financial viability, with the program intake to be offered in a subsequent term.

4. PROGRAM SUSPENSION/CANCELLATION

4.1 The Board shall approve a program suspension with the intent to cancel all delivery modes of the Ministry funded program, based on consistently not meeting performance indicators reflected by the Quality Assurance Process.

4.2 The Board will make reasonable efforts to provide students in the suspended program the opportunity to complete the program within the normal allotted time period, usually twice the length of the program.

PROCEDURE

1. PROGRAM APPROVAL

1.1 In its analysis of new Program proposals submitted for approval, the Board shall review elements such as the:

- a. strategic alignment of the new program;
- b. background and program rationale;
- c. employment demand for the graduates;
- d. applicant demand for the program;
- e. program of study, delivery model and credential to be awarded;
- f. capital investment requirements;
- g. space, technology, learning resources requirements;
- h. ongoing financial viability;
- i. accreditation or regulatory requirements of external bodies, if applicable;
- j. consideration for internal laddering and transferability to other postsecondary institutions;
- k. advisory committee support.

1.2 Following Board approval, the President's Office will forward the new Program proposal to:

- a. the Credentials Validation Service for validation that the new program aligns with the MTCU Programs Framework Directive and is consistent with accepted college system nomenclature.
- b. MTCU for a funding decision, if applicable.

2. PROGRAM QUALITY ASSURANCE

2.1 Normally, Programs shall undergo a comprehensive review every five years. This review builds on the results of the Program annual reviews of the past five years, and the feedback of stakeholders, including the Program Advisory Committee and students in the Program. Based on the findings, recommendations shall be made to maintain and improve the Program over the next five years or to suspend and ultimately cancel the Program. The President, through the Vice-President, Academic, is responsible for ensuring that Program Quality Reviews are undertaken in a timely and thorough manner as stated in the Administrative Policy AA 38 *Program Quality Assurance*.

3. PROGRAM INTAKE DEFERRAL

3.1 The Academic Administrator, as part of the Enrolment Management process, will monitor admission data for low enrolment on a regular basis and at least one month prior to the program start date. Where a program intake will not meet its enrolment projection, the Academic Administrator will recommend to the Dean, and ultimately to the Vice-President, Academic and President to defer the program intake. The President will inform the Board of Program Intake Deferrals.

4. PROGRAM SUSPENSION /CANCELLATION

4.1 On an annual basis, Academic Administrators will review financial and/or quality performance indicators for all Programs under their jurisdiction to identify Programs-at-risk. Programs-at-risk normally will be given a two to three year period to address their deficiencies.

- 4.2 Where a Program-at-risk is unsuccessful in addressing its deficiencies within the timeline specified above, a recommendation will be brought forward to the Board for suspension/cancellation following consultation with appropriate stakeholders.
- 4.3 Once students enrolled in the program at the time of the suspension have completed their studies, the Board will inform the Ministry of Training, Colleges, and Universities of the program cancellation.

MONITORING

No monitoring required by the Board.

RELATED MATERIALS

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

<http://www.algonquincollege.com/programDevelopment/Documents/Framework%20ProgramsOfInstructionJuly2009.pdf>

MTCU Minister's Binding Policy Directive *Funding Approval of Programs of Instruction Procedures*

http://www.algonquincollege.com/programDevelopment/Documents/Funding_Approval_for_Programs_of_Instruction-Oct_2006.pdf

College Administrative Policy AA 38 *Program Quality Assurance*

<http://www2.algonquincollege.com/directives/policy/program-quality-assurance/>

College Administrative Policy AA 30 *Program Suspension*

<http://www2.algonquincollege.com/directives/policy/suspension-of-programs/>

[MTCU Minister's Binding Policy Directive *Program Suspension and Cancellation: Operating Procedures*](#)

[MTCU Minister's Binding Policy Directive *Funding Approval of Programs of Instruction*](#)