

Board Governance Policy

BG II-01

Programs of Instruction

Policy Type:	Board Directives		
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PURPOSE

The Ministry of Colleges, Universities, Research Excellence and Security (MCURES) 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 MCURES Minister's Binding Policy Directive *Framework for Programs of Instruction* (the "MCURES Programs Framework Directive"), the MCURES Minister's Binding Policy Directive *Funding Approval of Programs of Instruction* and the MCURES Minister's Binding Policy Operating Procedure *Program Suspension and Cancellation: Operating Procedures*.

DEFINITIONS

Word/Term	Definition
Annual Curriculum Review	Annual process used to review and revise curriculum based on College strategic directions, evidence-informed drivers for change, including recommendations from Program Quality Review reports and/or accreditation reports, updates to provincial program standards, feedback from professors, advisory committee members, program councils, and analysis of survey and other data.
Annual Program Performance Review	Annual health review of programs focused on financial contribution against established benchmarks, quality score, enrolment and labour market information. In exceptional circumstances, ad hoc and/or informal program analysis may be introduced which would supersede the regular APPR process.
Ontario College Credential	An Ontario College Credential Program is an Ontario College Certificate, Diploma, Advanced Diploma, Graduate Certificate or Degree program as outlined in the Ontario Qualifications Framework by the Government of Ontario.
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 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.
Program Suspension of all Deliveries with the Intent to Cancel	A program suspension with the intent to cancel is inclusive of all deliveries of a program at all campuses. Program suspension with intent to cancel is based on a decision to cancel a program formally with the Ministry of Colleges, Universities, Research Excellence and Security, such that the program is no longer advertised in any modalities or campuses at the College. The program is considered suspended while enrolled students are being taught out. Once the program has completed the teach out, the program is officially cancelled.
Program Offering Cancellation	The decision by an academic department to cancel a program offering such that it will no longer be offered at a specific campus, with no plan to deliver the program offering again at that campus in the future, but leaves intact at least one offering of the program at one campus with an active intake. A program offering cancellation is based on a decision to permanently close a program offering, informed by program offering performance factors.
Program Cancellation	Program cancelled once reasonable efforts have been made to ensure students have completed the Program of Instruction and the program has been cancelled with the Ministry of Colleges, Universities, Research Excellence and Security.
Academic Administrator	Administrative staff who is a Program Chair, Academic Manager, Associate Chair, Dean, or other designated-decision maker.

POLICY

1. PROGRAM APPROVAL

1.1 The Board shall approve new programs that lead to the awarding of an Ontario College Credential, irrespective of funding type. These programs:

- a. Are career-oriented;
- b. Assist individuals in finding and keeping employment;
- c. Meet the needs of employers and the changing work environment;
- d. Support the economic and social development of the communities the College serves;
- e. Align with the College mission and strategic plan;
- f. Respond to government directions and priorities;
- g. Comply with the Ministry of College, Universities, Research Excellence and Security Directives.

1.2 The Board, through the President, shall implement a program approval process for all other non-Ontario College Credential programs, including College-approved Certificates, apprenticeship

programs or micro-credentials. The Board shall be informed of any new or cancellation of non-Ontario College Credentials, as appropriate.

- 1.3 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.

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 be published and made available publicly.

3. PROGRAM OFFERING INTAKE SUSPENSION

- 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 OFFERING CANCELLATION

- 4.1 The Board shall delegate to the President the authority to cancel a program offering at a specific campus or delivery mode, leaving intact an active offering at a different campus or delivery mode.

5. PROGRAM SUSPENSION WITH THE INTENT TO CANCEL

- 5.1 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 Annual Program Performance Review.
- 5.2 The President 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. competitive analysis;
 - d. employment demand for the graduates;
 - e. applicant demand for the program;
 - f. program of study, delivery model and credential to be awarded;

- g. capital investment requirements;
- h. space, technology, learning resources requirements;
- i. ongoing financial viability;
- j. accreditation or regulatory requirements of external bodies, if applicable;
- k. consideration for internal laddering and transferability to other postsecondary institutions;
- l. advisory committee support.

- 1.2 In its review of new program proposals that replace existing programs, the Board shall review the related program suspensions/cancellations concurrently, such that the implementation of new programs coincide with the suspensions and eventual cancellations of the existing programs.

2. PROGRAM QUALITY ASSURANCE

- 2.1 Normally, programs shall undergo a comprehensive review every five to seven years. This review utilizes evidence and data in alignment with 1.1, including input from the Program Advisory Committee and students in the program. Based on the findings, recommendations shall be made that supports continuous improvement of the program.
- 2.2 During the Annual Program Performance Review, some programs may be identified as 'at risk'. Programs undertake performance improvement plans to improve the program health expectations. Program at risk will normally be given two to three years to reach satisfactory program health expectations. Outcomes of this process may lead to the suspension and cancellation of the program.

3. PROGRAM OFFERING INTAKE SUSPENSION

- 3.1 Management of program offerings and intakes in an academic year are at the discretion of the Academic Administrator, with approval subject to the Senior Vice-President, Academic informed by program quality assurance processes. The Academic Administrator, as part of the Enrolment Management process, will monitor admission data for low enrolment on a regular basis. Where a program intake will not meet its enrolment projection, the Dean will recommend to the Senior Vice-President, Academic to suspend the program offering or intake.

4. PROGRAM OFFERING CANCELLATION

- 4.1 The Dean will review program health information and identify any programs for program offering cancellation in advance of the activity projections deadline for the upcoming application cycle. The Dean will make the recommendation for program offering cancellation to the Senior Vice-President, Academic, who, if endorsed, will bring the recommendation to the Algonquin College Executive Team for approval. Program Offering Cancellations of programs at regional campuses will be presented to the Academic and Student Affairs Committee of the Board of Governors for information.

5. PROGRAM SUSPENSION WITH THE INTENT TO CANCEL

- 5.1 The Dean will review program health information and identify any programs for program suspension of all deliveries with the intent to cancel in advance of the activity projections deadline for the

upcoming application cycle. The Dean will make the recommendation for program suspension of all deliveries with intent to cancel to the Senior Vice-President, Academic, who, if endorsed, will bring the recommendation to the Algonquin College Executive Team. If endorsed, the recommendation will be presented to the Board of Governors for approval, via the Academic and Student Affairs Committee. If approved by the Board, the President will notify the Ministry of Colleges, Universities, Research Excellence and Security of the decision to suspend all deliveries of the program with the intent to cancel.

- 5.2 Once students enrolled in the program at the time of the suspension have completed their studies, the Board will inform the Ministry of Colleges, Universities, Research Excellence and Security of the program cancellation.

MONITORING

No monitoring required by the Board.

RELATED MATERIALS

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

<https://www.ontario.ca/page/framework-programs-instruction-colleges-applied-arts-and-technology>

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

<https://www.ontario.ca/page/colleges-applied-arts-and-technology-procedures-funding-approval-programs-instruction>

MCURES Minister's Binding Policy Directive *Program Suspension and Cancellation: Operating Procedures*

<https://www.ontario.ca/page/operating-procedure-program-suspension-and-cancellation-colleges-applied-arts-and-technology>

Ontario Qualifications Framework

<https://www.ontario.ca/page/ontario-qualifications-framework>

College Academic Policy AA38 *Program Quality Assurance*

www.algonquincollege.com/policies/aa38/

College Administrative Policy AA30 *Program Suspension and Cancellation*

www.algonquincollege.com/policies/aa30/