NEW AND REVISED PROVINCIAL PROGRAM STANDARDS IMPLEMENTATION PROCEDURE

Authorizer: Vice President Academic/Student Affairs & Human Resources

Version: V4

Effective Date: November 12, 2008

PROCEDURE STATEMENT
This procedure describes the process used to implement a new or revised provincial program standard when issued by the Ministry of Training, Colleges and Universities (MTCU).

SCOPE
This procedure refers to the MTCU process of issuing or renewing those provincial program standards that are applicable to new and current credentialed programs at Conestoga, and to the procedures followed at Conestoga to ensure programs at Conestoga align with MTCU expectations.

DEFINITIONS
Annual Program Reflection (APR)
A review process which requires a team-based discussion and evaluation of the previous academic year. The APR facilitates continuous improvement in the program to support student and program success. Program teams are required to document their reflection in the online APR system and are encouraged to identify planning opportunities for program enhancement for the upcoming academic year.

Comprehensive Program Review
Comprehensive program reviews require program teams to undertake a strategic assessment in support of Ministry and/or accrediting bodies program requirements. Most programs follow a five to seven-year review cycle unless external and/or internal circumstances identified through the annual reflections indicate the need for a revised review cycle. Conestoga's comprehensive program reviews include the Major Program Review, the degree self-study, degree renewals and program accreditations.

Credential
Recognition awarded upon completion of a program of study as set out by the Ministry.

Process Feedback Survey
A tool used by MTCU to collect information regarding the process of Program Standard review or development. Completed and submitted by the vice President, Academic Administration, the survey questions are answered based on information collected from the college team participating in the review and development process.

Ministry of Training Colleges and Universities (MTCU)
The MTCU has the function of assessing all program proposals for determination of appropriate code classification, funding weights and parameters, and program titling.

Program of Study
A planned and coordinated selection of courses delivered to an identified student body leading to a certificate, diploma, degree or other credential awarded by the Board of Governors.

Program Advisory Committee (PAC)
The Program Advisory Committee provides advice on academic program development, review and relevance, changes/trends in business and industry affecting programs, students and graduates, technological implications of changes/trends, employment prospects etc. Refer to PAC Guidelines for membership and terms of reference.

Program Description
A document produced by the ministry that sets out the program purpose, program goals and the admission requirements. It is also identified by an MTCU code.

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 parts of the program standard.

RESPONSIBILITIES
Academic Schools
- Participate, when solicited, in the feedback activities initiated by MTCU, such as the broad base consultation and program outcomes review, when a standard is revised or developed.
- Consider MPR schedule requirements based on the MTCU program standard review schedule in consultation with the program review consultant.
- Use information obtained during participation in MTCU feedback activities (on line surveys, meetings, etc.) for the review activities during APR and MPR.
- Work with Curriculum Planning and Operations to complete the process feedback survey and submit it to the Office of Academic Administration within the indicated timeframe.

- Ensure the new or revised provincial program standard is implemented according to the established timelines, or the request for appeal is communicated to Academic Administration inside the established timeframe.

MTCU
- Inform colleges of upcoming program standard publications and program standard review activities.
- Issue invitations to participate in the program standard creation or review process.
- Issue invitations to participate in the program standard review process survey.
- Publish new/revised standards when complete.
- Inform colleges of new/revised standard publications.

Academic Administration
- Disseminate list of upcoming program standard review schedules from the MTCU to the Curriculum Planning and Operations.
- Disseminate review and process survey communications to stakeholders as they are received from the MTCU.
- Obtain president's signature on the MTCU letter indicating the date the standard will be implemented for the MTCU.
- Forward the MTCU letter indicating the implementation date to the MTCU.

Curriculum Planning and Operations
- Review the MTCU list of planned provincial program standard review schedule.
- Advise program review consultant of impending program standards review.
- Communicate to the Office of Academic Administration the applicability of the newly published standard, including program/school chair information.
- Advise relevant academic school chairs of impending program standards review and obtains program contact information.
- Submit program contact information to the MTCU (chair, faculty and coordinator).
- Advise the academic school team of the need to participate in feedback activities (online surveys, meetings, etc.).
- Participate, when solicited, in the program standard review process with the academic school teams.
- Work with the academic school chair to complete the process feedback survey and submit it to the Office of Academic Administration within the indicated timeframe.
- Obtain signed letter from academic school chair indicating the date the standard will be implemented.
- Confirm the agreed upon implementation date to the program review consultant.

Program Review Consultant (PRC)
- Consider the list of upcoming MTCU program standards in the review schedule when collaborating with schools to establish or refine the Major Program Review Schedule in consultation with Curriculum Planning and Operations.

- Ensure the APR and MPR systems reflect the new/revised program standards to support the program teams review of the compliance and alignment between the program's outcomes and the program standard.
- Review compliance of program standards annually through the APR and MPR, and advises Curriculum Planning and Operations and School Chairs if a program is not compliant with the program standard.

PROCEDURE
1. Communication regarding the intent to review a current provincial program standard or issue a new provincial program standard is initiated by the MTCU.
2. Once information about the initiation of a provincial program standard review reaches the Office of Academic Administration, the following are informed:
   a. Curriculum Planning and Operations
   b. The program review consultant
3. The chair decides which faculty members participate in the standard review process and invites PAC members to contribute.
4. The chair is responsible for communication between these stakeholders and the MTCU during the standard review process.
5. The Office of Academic Administration can submit the Process Feedback Survey, following consultation between Curriculum Planning and Operations, the chair and a review of responses by the executive dean, academic administration. A single Process Feedback Survey is submitted by Conestoga, regardless of the number of individuals involved.
6. Once information about the release (publication) of a new or revised provincial program standard reaches the Office of Academic Administration, Curriculum Planning and Operations is informed.
7. Curriculum Planning and Operations coordinates with the Office of Academic Administration, the academic chair and the program review consultant for the following steps in the process:
   a. The completion, signoff and submission of the MTCU letter indicating the implementation date for the standard,
   b. The update in SIS of the new program outcomes resulted from standard adoption for the program version corresponding to the implementation date, and
   c. Determination as to how the change impacts the master program review schedule.
8. The academic chair ensures all elements of the new/revised provincial program standard (vocational learning outcomes, essential employability skills and general education requirements) are incorporated into the program design and delivery through:
   a. The Annual Program Reflection (APR) or Major Program Review processes, or
   b. Through informal program team meetings, where the program is revised using the usual mapping and redesign mechanisms, to implement required changes.
9. As a quality assurance measure, the chair informs the program review consultant when the MTCU program standard has been implemented so the master program review

schedule can be updated to reflect the incorporation of the new standard. The chair communicates the status of the program curriculum to PAC members.

RESOURCE DOCUMENTS
1. New Program Approval Process
2. Program Design Information for New Programs Form
3. Proposed Program Curriculum Changes Form
4. Program mapping templates for APR/MPR
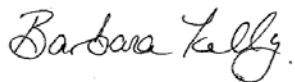5. APR and MPR Online System

REFERENCES
- Course Development Procedure
- Course Revision Procedure MTCU Memorandum, Sept. 10, 2004, Changes to Programs during the Period of Consent
- MTCU Provincial Program Standards Documents
- Ontario College Quality Assurance Service (OCQAS) Accreditation Standards
- Program Suspension and Cancellation Procedure
- Program Development Procedure
- Program Review Procedure
- Program Quality Policy

REVISION LOG
Nov 12, 2008   Academic Coordinating Committee
March 10 2015   Academic Forum
March 17 2015   Policy and Procedure Committee
March 18 2015   Academic Coordinating Committee
March 4, 2019   Academic Forum
March 20, 2019   Academic Coordinating Committee

REVIEW LOG
As Policy Owners, we certify that the **New and Revised Provincial Program Standards Implementation Procedure** is appropriate and provides an up-to-date framework in which decisions can be made and implemented.

_____   September 20, 2012
Barbara Kelly   Date
Executive Dean Academic Administration