



PROGRAM DEVELOPMENT POLICY

Approving Authority: Academic Coordinating Committee

Policy Owner: Vice President, Academic

Policy Lead: Director, Program Planning and Pathways

Effective Date: 2024-11-06

POLICY STATEMENT

Program development at Conestoga is central to the function of meeting the needs of Conestoga community. The development process considers Conestoga's Strategic Mandate Agreement and Strategic Plan, workforce needs, confirmation of program viability and sustainability, and regulatory/accrediting body requirements, as appropriate. This data driven and consultative approach strives to ensure that Conestoga's academic programs are responsive to community needs and support student success.

SCOPE

This policy specifies the requirements for program development from concept through to implementation at Conestoga for programs of study.

DEFINITIONS

Academic Coordinating Committee (ACC)

This senior academic committee provides a forum for academic planning and operations within the framework of the Strategic Plan, and other goals and initiatives identified by the senior management team and the Board of Governors. The committee is responsible for this in the context of overall college and academic quality. The committee also provides necessary interface with Conestoga's other committees, departments and offices.

Academic Forum

This academic committee oversees all academic activities that support quality and sustainability and the institutional priorities of the college related to improving teaching, learning and the quality of academic programs of study.

Academic Management Calendar

Conestoga's calendar of critical dates used to manage the implementation of decisions related to new programs of study, development, delivery and change in programs of study. The Academic Management Calendar drives the communication of academic dates and activities for student enrolment (admission, billing, registration) and progression.

Advisory Committee on Academic and Student Affairs (ACASA)

This sub-committee of the Board of Governors has responsibility for examining and discussing all program proposals approved by ACC, making recommendations to the Board of Governors, and receiving information and updates on key initiatives within Conestoga that affect the quality of academic operations.

Board of Governors (BOG)

The Board of Governors has responsibility for establishing the overall goals, objectives and strategic directions of Conestoga. The BOG ensures that the college operates efficiently and effectively and is developing in ways that are consistent with the stated goals, objectives and strategic direction.

Credential

Recognition awarded upon completion of a program of study as set out by the Ministry of Colleges and Universities (MCU) as per the OQF.

Credential Validation Service (CVS)

The Credential Validation Service (CVS) provides timely validation of programs of study to the colleges. The CVS service is consistent with the Minister's Binding Policy Directive, Framework for Programs of Instruction.

Labour Market Report

An academic and labour market scan done to research and prove viability within the region.

Essential Employability Skills (EES)

Non-vocational skills critical for success in the workplace, in day-to-day living, and for lifelong learning that students learn as part of the formal curriculum, and as stipulated by the Ministry of Colleges and Universities (MCU).

General Education Course

A course that engages students in learning beyond their vocational field of study. The course will fall into at least one of the following five MCU mandated themes: Arts in Society, Civic Life, Social and Cultural Understanding, Personal Understanding, and Science and Technology.

Learning Outcomes

Learning outcomes represent culminating demonstrations of learning and achievement. They are interrelated and, as a result, should be viewed as a comprehensive whole rather than in isolation. Learning outcomes describe performances that demonstrate that significant integrated learning by graduates of the program of study has been achieved and verified. Learning outcomes can also be referred to as graduate attributes, i.e., the knowledge, values and skills possessed and demonstrated by graduates.

The Postsecondary Education Quality Assessment Board (PEQAB)

The Postsecondary Education Quality Assessment Board is an Ontario agency that makes recommendations to the Minister of Colleges and Universities of Ontario on applications for ministerial consent under the terms of the Post-secondary Education Choice and Excellence Act, 2000.

Program of Study

An academic program that leads to issuance of a post-secondary credential or certificate for a particular area of study

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 of study, students and graduates, technological implications of changes/trends, employment prospects, etc.

Program Development Advisory Committee (PDAC)

The Program Development Advisory Committee (PDAC) provides advice and support for all new programs of study, including degree program of study development, in accordance with Ministry policy.

Program Planning and Review Committee

The program planning and review committee is a standing committee comprised of representatives from each department and school. The committee ensures that curriculum development and review are consistent with approved processes.

Semester

Refers to an established cluster of courses identified in the Program of Study.

POLICY:

1. Potential for new program development will be assessed in relation to:
 - 1.1. fit with the Conestoga's Strategic vision, mission and values and alignment with the Strategic Mandate Agreement.
 - 1.2. the strategic enrollment management plan for the institution and the School.
2. Demonstration of meeting workforce needs with viability and sustainability over the anticipated timeframe for delivery. Programs will be developed by the Academic School accountable for the program and in collaboration with the Program Planning and Pathways division.
 - 2.1. Programs with General Education and Breadth requirements will be developed in consultation with, and delivered in partnership with, the School of Interdisciplinary Studies.
 - 2.2. Programs with experiential learning components will be developed in consultation with, and delivered in partnership with, relevant Experiential Learning/ Work-Integrated Learning representatives.
3. Consideration of external accrediting/recognition bodies will be factored into the development of the program where applicable.

4. All program development will comply with the Ontario Qualifications Framework, and in accordance with the Colleges of Applied Arts and Technology Act, 2002 and/or Post-secondary Education Choice and Excellence Act, 2000 and associated Directives, Guidelines, and Operating Procedures.
5. Program approval follows a pre-determined process involving both internal and external committees and bodies.
 - 5.1. External validation and approval processes for credentials are managed by the Program Planning and Pathways division.
6. Formal approval of programs by Credential Validation Service (CVS) and the Ministry of Colleges and Universities must precede any related advertising, marketing, student advisement, or student intake.
7. Each new program at Conestoga will be developed in accordance with the Program Development Procedure.

RELEVANT LEGISLATION AND RELATED DOCUMENTS:

Colleges of Applied Arts and Technology (CAAT) Act, 2012
Minister’s Binding Policy Directive: Framework for Programs of Instruction
Ontario Qualifications Framework
Postsecondary Education Choice and Excellence Act, 2000
Postsecondary Education Quality Assessment Board Manuals & Guidelines.
 Course Development Procedure
 Course Revision Procedure
 Online Learning Technology Policy
 PAC Guidelines
 PAC Policy and Procedure
 Program Delivery Procedure
 Program Design Information for New programs of Study Form
 Program Summary Form (ACASA)
 Proposed Program Curriculum Changes Form
 Request for Approval to Proceed (RFAP) Template

REVISION LOG

2024-10-30	Academic Forum
2024-11-06	Academic Coordinating Committee