



PROGRAM REVIEW POLICY

Approving Authority: Academic Coordinating Committee

Policy Owner: Vice President, Academic

Policy Lead(s): Director, Institutional Quality Management and Director, Program Planning and Pathways

Effective Date: 2024-11-06

POLICY STATEMENT:

The Conestoga College Institute of Technology and Advanced Learning ensures quality by maintaining annual and comprehensive program review frameworks that systematically facilitate continuous improvement and compliance of academic programs.

SCOPE:

This policy applies to all Ontario College Certificates, Ontario College Diplomas, Ontario College Advanced Diplomas, Ontario College Graduate Certificates, Baccalaureate Degrees, Honours Baccalaureate Degrees, Local College Certificates and Certificates of Achievement granted by Conestoga.

DEFINITIONS:

Academic Year

The period from September 1 to August 31.

- Current Academic Year –refers to the start date of the academic year.
- Upcoming Academic Year – refers to the academic year subsequent to the current academic year.
- Following Academic Year – refers to the start date of the academic year occurring two years from the current academic year.

Annual Program Reflection (APR)

A review process which requires a program 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 application 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 of their program ensuring continued support of the Conestoga community's needs, and

alignment with 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 review process includes Major Program Reviews, Degree Consent Renewals, and Program Accreditations.

Degree Consent Renewal

A process for degree teams to strategically assess their program's fit, viability and relevance, and identify opportunities for program update or renewal while considering multiple stakeholders' needs and feedback. A degree self-study is completed through this process to support Ministerial renewal of consent to deliver the program, accreditation/re-accreditation of the program, or both. Program teams are required to conduct a strategic assessment of their program and create a plan for update and renewal of the program. The degrees self-study is subject to external quality assurance review to support continuous program quality improvement and student success.

Major Program Review (MPR)

A process led by the Institutional Quality Management department which requires applicable non-degree program teams to strategically assess their program's fit, viability and relevance, and identify opportunities for program update or renewal; while considering the Conestoga community's needs and feedback on a 5-7 year cycle.

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.

POLICY:

1. All academic programs will be formally reviewed on a regular basis collaboratively with the academic team and the IQM Department/Program Planning & Pathways Department.
 - 1.1. Programs may be reviewed individually or in small clusters of related programs.
 - 1.2. These processes are designed to consider the institutional mandate, Conestoga's community's feedback and needs, and to meet or exceed professional bodies' and Ministry of Colleges and Universities (MCU) / Postsecondary Education Quality Assessment Board (PEQAB) requirements.
 - 1.3. Programs with General Education and Breadth requirements will be reviewed in consultation with, and changes implemented in partnership with, School of Interdisciplinary Studies.
 - 1.4. Programs with work integrated learning components will be reviewed in consultation with, and changes implemented in partnership with, service areas responsible for supporting Experiential and Work-Integrated Learning.
 - 1.5. Programs that have been suspended and made inactive for one academic year are required to undergo an APR for renewal.

- 1.6. Programs that have been suspended and made inactive for two or more years, and have not been canceled, are required to undergo an CPR for renewal.

Annual Program Reflections (APR)

1. All academic programs are required to undergo an Annual Program Reflection (APR).
 - 1.1. Ontario College Certificates, Ontario College Diplomas, Ontario College Advanced Diplomas, Ontario College Graduate Certificates, and Local College Certificates are exempt from an APR if they are completing an MPR during the applicable academic year.
 - 1.1.1. Degree programs are required to complete an APR annually regardless of their comprehensive review schedule.
 - 1.2. The APR cycle begins on May 1st and/or the first Monday in May and ends August 31st of that year.
 - 1.3. Academic Teams are required to complete all applicable sections of the APR application.
 - 1.4. Program suspensions, adjusted program mapping, program design changes, and action plans are recommended to be proposed through the APR system.

Comprehensive Program Reviews (CPR)

2. Comprehensive reviews of active programs will be conducted every five to seven years, or more frequently as required based on internal /external changes that may affect the program's performance or based on a request from the Dean or Chair.
 - 2.1. Major Program Review
 - 2.1.1. Ontario College Certificates, Ontario College Diplomas, Ontario College Advanced Diplomas, Ontario College Graduate Certificates, and Local College Certificates are required to complete Conestoga's MPR meeting framework for their comprehensive review. New programs are required to undergo an MPR after three consecutive years of delivery.
 - 2.1.2. Other Conestoga College document programs such as Certificates of Achievement and Micro-credentials, are exempt from CPRs.
 - 2.1.3. The IQM department manages the college's MPR schedule.
 - 2.1.4. Where an appropriate external accreditation or program recognition process exists, this may be used in lieu of major program review process, provided a gap analysis is completed and any gaps are addressed by the IQM department.
 - 2.2. Degree Consent Renewal
 - 2.2.1. Degrees are required to complete a degree self-study on a cyclical basis per Ministry requirements and timelines
 - 2.2.2. The Program Planning & Pathways department manages degree self-study process and schedule.
 - 2.2.3. Where an external accreditation process exists, this may be used in lieu of or in conjunction with the degree self-study, provided a gap analysis is completed and any gaps are addressed by the Program Planning & Pathways department to meet all external review requirements.

RELEVANT LEGISLATION AND RELATED DOCUMENTS

Ontario College Quality Assurance Service (OCQAS) Accreditation Standards
Postsecondary Education Quality Assurance Board (PEQAB), Manual for Ontario Colleges
APR & MPR Online System
APR/MPR Program Mapping Templates
Course Development Process
New Course Request Form
New Program Approval Process
PAC Guidelines
Program Design Information for New Programs Form
Proposed Program Curriculum Changes Form
Program Review Procedure
Course Development Procedure
Course Revision Procedure
New and Revised Provincial Program Standards Implementation Procedure
Program Advisory Committee Policy and Procedure
Program Development Policy
Program Development Procedure
Program Quality Appendix A: College/Credentials Documents Chart
Program Quality Appendix B: General Education Course Requirements
Program Suspension and Cancellation Procedure

REVISION LOG

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

Appendix A: College/Credentials Documents Chart

Approving Authority: Vice President, Academic

Effective Date: 09/01/2010

Revision Date: XX/XX/2024

Credential	Typical Number of Hours	Typical Program Length	Recorded on Transcript	Highest level of Approval Granted by	Credential Issued by	Signatures on Credential
ONTARIO COLLEGE CREDENTIALS						
Degree	2400-3200	8 academic semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar
Ontario College Graduate Certificate	600-700	2 academic semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar
Ontario College Advanced Diploma	1800-2100	6 academic semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar
Ontario College Diploma	1200-1400	4 academic semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar
Ontario College Certificate	600-700	2 academic semesters	Yes	MTCU	Registrar's Office	Chair BOG President Registrar
CONESTOGA COLLEGE CREDENTIALS						
College Certificate	168- 600	A minimum of three courses	Yes	Board of Governors	Registrar's Office	Chair BOG President Registrar

OTHER CONESTOGA COLLEGE DOCUMENTS						
Certificate of Achievement	Less than 180	Must be approved as a program	Yes	ACC	Registrar's Office	Registrar
Micro-credential	Less than 136	N/A	No	Program Department	Registrar's Office	Registrar
Affirmation	Awarded for an individual graded course	NA	No	Program Department	Registrar's Office	Registrar
Statement of Participation	Awarded for an individual non- graded course	NA	No	Program Department	Registrar's Office	Registrar
Recognition of Learning	College determined	College determined	No	Program Department	Program Department	Executive Dean/ Director or Chair of the Program Department

Appendix B: General Education Course Requirements

Approving Authority: Vice President, Academic

Effective Date: XX/XX/2024

Revision Date:

Post-secondary diploma and certificate programs at Conestoga College will comply with Ministry of College and Universities (MCU) policies. General education and breadth requirements are delivered as follows:

Requirement	Program Credential				
	Ontario College Certificate	Ontario College Diploma	Ontario College Advanced Diploma	Ontario College Graduate Certificate*	Honours Baccalaureate Degree
General education courses required	1	3 - 5	3 – 5	-	-
Degree breadth courses required	-	-	-	-	20% of program hours
Elective courses required	-	-	-	-	1
Advanced level courses required	-	-	-	-	1

*Ontario College Graduate Certificate programs do not require general education elective courses, degree breadth courses, elective courses or advanced level courses.