

PROGRAM SUSPENSION AND CANCELLATION PROCEDURE

Authorizer: Vice President Academic/Student Affairs & Human Resources

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PROCEDURE STATEMENT

Conestoga may suspend or cancel a program and/or program intake in consideration of student, community and employer, college, agency and ministry factors. This procedure outlines Conestoga's commitment to students if a program is suspended or cancelled and the processes for due diligence in consideration of this decision.

SCOPE

This procedure applies to all programs as well as applicants and students in programs offering a credential under the Ministry of Training, Colleges and Universities Minister's Binding Policy Directive: Framework for Programs of Instruction, excluding local college certificates and certificates of achievement.

DEFINITIONS

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

Academic Forum (AF)

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 Level

Refers to the level within the program of study for a specific cohort.

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.

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.

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.

Board of Governors

The Board of Governors has the responsibility to establish the overall goals, objectives and strategic direction of Conestoga and to ensure Conestoga operates efficiently and effectively and is developing in ways that are congruent with the stated goals, objectives and strategic direction.

Cancelled Program

A program Conestoga is no longer offering and in which no students are enrolled.

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 renewals and program accreditations.

Course

A distinct and discrete teaching and learning framework, containing content that has been approved by an expert source, usually structured to be delivered over an identified period of time, with measurable learning outcomes, and formal student evaluation.

Credential

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

Degree Self-Study

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. It supports 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. It is subject to external quality assurance review to support continuous program quality improvement and student success.

Dormant Program

A program approved for funding that has never been delivered or that has not been delivered for more than five years and has not been reported to the ministry as cancelled.

Major Program Review (MPR)

A framework which requires 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. Every 5-7 years, program teams are required to conduct a strategic assessment of their program and create a plan for update and renewal of the program. The process is documented within the MPR system and encourages improvement in the program to support student and program success

Ministry of Training, Colleges and Universities (MTCU)

The Ministry of Training, Colleges and Universities 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)

Provides advice on academic program development, review and effectiveness, 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 Cluster

More than one program with similarities in program outcomes, courses and/or awarding of a credential.

Program Cohort

The intake group for a particular group of students in an academic year that aligns with the program design for this group.

Suspended Program

A program of instruction into which Conestoga has decided not to admit a first year of beginning level students.

RESPONSIBILITIES

The responsibilities are outlined according to the type of program suspension or cancelation described below.

Suspension of a first semester/level program intake due to enrolment considerations:

1. The executive dean/dean/designate will advise the Office of Academic Administration of recommendations to suspend a program intake and present to the Academic Forum in order to minimize impact on new students.
2. Academic Forum will review and approve requests for the suspension of a program intake.
3. The executive dean/dean/designate will notify Admissions when a program intake is suspended/cancelled.
4. Curriculum Planning Operations will deactivate the program.
5. Admissions will advise student applicants of the program suspension during the application cycle and, where possible, offer the student registration into another program.
6. Conestoga College will make every effort necessary to advise applicants of a program suspension in a timely manner in order to minimize the impact it will have on their education. Whenever possible, a program will be suspended before students accept the offer.

Recommendation of suspension/cancellation through comprehensive program reviews and/or an Annual Program Reflection (APR):

1. The chair/designate will consider program review information from history accumulated through the Annual Program Reflection (APR) process, monitoring trends and potential recommendations coming from an APR or comprehensive program review.
2. The chair/designate makes a suspension or cancellation recommendation to the executive dean/dean/designate.
3. The executive dean/dean/designate makes a suspension or cancellation recommendation to Academic Forum.
4. The recommendation of the Academic Forum is tabled for the Academic Coordinating Committee (ACC) for approval and subsequently to the Advisory Committee on Academic and Student Affairs (ACASA) for Board of Governors approval.
 - a. If the program for which suspension/cancellation is recommended has a current cohort offering, then:
 - i. Students registered in a cancelled or suspended program will be guaranteed the opportunity to complete their program within the normal time period.
 - ii. The chair/designate will prepare a timeline and teach-out plan for currently enrolled students (if applicable) to support the opportunity to complete the program within a reasonable timeframe.
 - This plan will be communicated to Admissions, currently enrolled students, PAC members and related stakeholders.
 - In exceptional circumstances where it is not possible for registered students to complete the program at Conestoga, Conestoga will assist the students in locating an equivalent or similar program offered by another college that is within a reasonable distance from Conestoga, or that offers the program online.
5. The chair/designate informs Curriculum Planning and Operations and the program review consultant of the recommendations

6. Upon ACC and ACASA approval, Curriculum Planning and Operations informs the MTCU of the final decision to suspend or cancel a ministry funded program of instruction, at all campuses and all delivery modes, using the established and published procedures in the MTCU Program Suspension and Cancellation: Operating Procedure.
 - a. Curriculum Planning and Operations will notify the following groups: Admissions, Registrar, Scheduling, Marketing Department, and the Degree Quality department (as applicable) when a program intake is approved for suspension and/or cancellation.
 - b. Curriculum Planning and Operations will inform the MTCU of a final decision to cancel a ministry funded program at all campuses and all delivery modes.
 - c. The Degree Quality department will inform PEQAB of the recommendation to suspend or cancel a degree program, with documentation from the president.
 - d. Curriculum Planning and Operations will update the Student Information System.
7. As a quality assurance measure, Curriculum Planning and Operations will review or bring forward programs which have been suspended for four years to Academic Forum.
 - a. Each year Curriculum Planning and Operations will rationalize the MTCU Suspension report to Conestoga's suspended programs, and advise academic chairs of any discrepancies.
 - b. Programs suspended for more than 5 years will be cancelled upon notification and approval of MTCU.

RESOURCE DOCUMENTS

1. APR/MPR Documents
2. PAC Guidelines
3. Program Suspension Form

REFERENCES

- *Ministry of Training, Colleges and Universities Minister's Binding Policy Directive: Framework for Programs of Instruction*
- Ontario College Quality Assurance Service (OCQAS) Accreditation Standards
- Postsecondary Education Quality Assurance Board (PEQAB), Manual for Ontario Colleges
- Program Quality Assurance Policy
- Program Review Procedure

REVISION LOG

November 12, 2008	Academic Coordinating Committee
March 10 2015	Academic Coordinating Committee
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 **Program Suspension and Cancellation Procedure** is appropriate and provides an up-to-date framework in which decisions can be made and implemented.

Barbara Kelly

Barbara Kelly, Executive Dean
Academic Administration

September 20, 2012

Date