

Title of Policy	Program Quality Assurance
Policy Number	6.1.6
Category	6 – Instruction and Support
Approval Body	Education Council
Policy Sponsor	VP Academic and Applied Research
Operational Lead	Deans
Approval/Effective Date	June 2022
Proposed Date of Review	June 2027

## **CONTEXT AND PURPOSE**

The continuous improvement of the quality and effectiveness of the College's program profile is critical to the College's mission and the institution's performance and accountability. Regular formative reviews of existing College programs will support quality, currency, accessibility, Indigenization, inclusivity, revitalization, and renewal of programming. The goal is to maintain a culture of program accountability, revitalization, and renewal which includes recognizing excellence in programming quality and identifying new directions in curriculum, resources, organization, and staffing.

## **SCOPE**

This policy applies to maintenance and delivery of College programs that lead to certificates, diplomas and degrees. The College will conduct periodic reviews of these programs to assess their effectiveness, and this assessment will include responsiveness to student, labour market and societal needs. This policy does not apply to Continuing Education, general interest, contract training.

## **POLICY STATEMENTS**

- A. Program quality assurance is a collaborative process involving program administrators, faculty, staff, students, external partners, and key stakeholders with support from the Centre for Innovation in Teaching and Learning (CITL) and Institutional Research (IR) for the gathering of relevant data.
- B. Program quality assurance at the College uses a strengths-based approach and acknowledges program identified goals that are in line with the College's strategic direction.
- C. Review of the program quality assurance process is the responsibility of the Program Quality Assurance Committee (PQAC).
- D. Program quality assurance should be relevant and meaningful for the specific program and allow flexibility to accommodate particular program circumstances.

- E. Activities for program quality assurance are reasonable in scope and will depend on the size of the department and the resources/supports available.
- F. The program quality assurance process provides an opportunity for the College to ensure that we remain committed to student success and high-quality learning outcomes.
- G. The program quality assurance process provides an opportunity for the College to ensure that Indigenous content and ways of knowing, inclusive excellence, and intercultural perspectives are included in programming.
- H. Program quality assurance will:
- assess program relevance and sustainability, current and future educational or career opportunities for students, benefits to the College and to the community,
  - assess the quality and adequacy of program resources,
  - ensure the program reflects the mission, values, and strategic plan of the institution,
  - is focused on student success, satisfaction, and placement.
- I. Program quality assurance is a faculty-driven exercise, with assistance from the Centre for Innovation in Teaching and Learning staff. The Program Deans are responsible for ensuring the timely completion of program reviews in their areas.
- J. The program quality assurance process leads to recommendations in the form of a program action plan.
- K. All program reviews, outside of ITA Trades and Apprenticeship programs, include an external peer review. Exceptions may be granted at the discretion of the Vice President Academic and Applied Research (VPAAR).
- L. The Vice President's Academic Council (VPAC) will receive a copy of the program action plan and recommendations from the appropriate Dean following the quality assurance review. The Program Dean is accountable for the implementation of the recommendation(s) of the Action Plan. The Program faculty and staff are responsible for implementing the recommendation(s) of the Action Plan.
- M. Schedule for Quality Assurance Reviews**
- M. 1 Board Approved College Programs, excluding degrees
- A quality assurance review shall be conducted at least every seven years on each College program leading to a credential approved by the Board of Governors.
- M. 2 College Degree Programs
- College of the Rockies degree programs will conduct a review every five years and include external peer review, without exception.
- M. 3 Other External Program Reviews
- Programs with external review/accreditation requirements will follow the review schedule of the external organization.

## **RELATED POLICIES AND SUPPORTING DOCUMENTS**

[Colleges and Institutes Act](#)

[Degree Quality Assessment Board - Province of British Columbia \(gov.bc.ca\)](#)

[Education Council Bylaws](#)

[6.1.6 Program Quality Assurance - Procedures](#)

[6.1.2 Program and Course Development and Approval - Policy](#)

- [6.1.2 Program and Course Development and Approval - Procedures](#)
- [6.1.2 P&C Develop & Appr - Procedures - Appendix A - New Program Idea Profile \(PIP\)](#)

[6.1.5 Program Suspension and Termination - Policy](#)

- [6.1.5 Program Suspension and Termination - Procedures](#)