

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 2	<b>DIRECTIVE NO.</b> E25
	<b>ORIGINATOR</b> Vice President, Academic	
	<b>APPROVED BY</b> President's Executive Committee	
<b>TITLE</b> <b>PROGRAM QUALITY ASSURANCE</b>	<b>EFFECTIVE DATE</b> 2008.10.08	<b>REPLACES</b> 1999.01.01

## **PREAMBLE**

Program Quality Assurance involves ongoing and cyclical formative and summative evaluation of College programs and courses, and ancillary services that affect academic delivery and support learning. The College Program Quality Assurance model promotes institutional learning and renewal, guides decision-making and promotes accountability. The process is designed to articulate with and support initiatives of the Ontario College Quality Assurance Service and the Postsecondary Education Quality Assessment Board.

## **POLICY**

1. The Program Quality Assurance process encompasses:
  - 1.1 The Annual Curriculum Review, which includes a review of the curriculum and revisions made based on feedback from faculty, advisory committee members, student program councils, and a review of survey data. This culminates in the development of a new version of the curriculum for the next academic year.
  - 1.2 The Annual Program Mix Review, which is comprised of a review of the Quality Index and Financial Contribution of all full-time College programs against established benchmarks.
  - 1.3 The Program Quality Review (PQR), which is a comprehensive cyclical program quality review process, normally occurring every five years, and includes the following components:
    - 1.3.1 The review of five years of data related to Critical Performance Indicators including demand for the program, placement, attrition/retention, program costs and standardized, College-wide course feedback by students which is done every term.

- 1.3.2 Input about programs from internal stakeholders including students, faculty and academic administrators and from external stakeholders including advisory committee members, graduates and employers.
- 1.3.3 The review culminates in a PQR Report and Action Plan.
- 1.3.4 The responsibility for conducting PQR, following the guidelines outlined in the Program Quality Review Manual, resides with the department owner of the program with assistance provided by the Program Quality Assurance (PQA) Administrator in the Academic Development Department.
2. All programs at the College participate in the applicable components of the Program Quality Assurance process.

### **PROCEDURES, ROLES AND RESPONSIBILITIES**

1. Annual Curriculum Review:
  - 1.1 Each year in the Fall Term, the existing approved curriculum is electronically brought forward into the next academic year, creating a new version in the curriculum module of GeneSIS, Algonquin's student information system. This is initiated by the Curriculum Coordinator in the Registrar's Office in collaboration with the Curriculum Administrator in Academic Development.
  - 1.2 The Annual Curriculum Review schedule is established each year by the Vice President, Academic's office, in consultation with the departments.
  - 1.3 Faculty and staff in each department update the program curriculum in GeneSIS, for the upcoming academic year. Changes to the program of study are made based on feedback gathered from survey data, advisory committees, student and faculty consultation. Program narrative information and course descriptions are updated to ensure students have access to current program information. Academic Administrators are responsible for approving all changes before they are forwarded to the Curriculum Administrator.
  - 1.4 The revisions are reviewed by the Curriculum Administrator and, once approved, the new program of study is activated in GeneSIS by the Curriculum Coordinator in the Registrar's Office.
  - 1.5 Program Narrative Information is downloaded for publication on the web and in the College *Calendar* and monographs.

2. Program Mix Review:

- 2.1 Staff in the Academic Operations and Planning department compile data that reflect the Quality Index Measures for a program. Capstone questions from the KPI and selected questions from course feedback surveys, Admission, Registration and Employment statistics, and Program Costing data are reviewed and tabulated.
- 2.2 Quality Index Scores and Program Contribution are reviewed by the program Academic Administrators, Executive Deans/Deans and Vice President Academic. For programs not meeting the established College benchmarks for the Quality Index and/or the program contributions, a remediation plan with strategies to address the concerns is developed by the program Academic Administrator. Alternatively a recommendation for program suspension may be made. If a program is not meeting the College benchmarks and has not recently been through the in-depth program quality review process, it can be scheduled for the next academic year.

3. Program Quality Review:

Program Quality Review is coordinated by the PQA Administrator. Staff in Information Technology Services assist by tabulating, processing and providing reports on data collected by the College over the previous five years.

- 3.1 Procedures, roles and responsibilities are outlined in detail in the Manual entitled: *Program Quality Assurance at Algonquin College of Applied Arts and Technology: Program Quality Review: A Guide for Team Leaders* (revised annually).
- 3.2 In the Spring Term, Deans/Executive Deans, in consultation with the program Academic Administrators, confirm programs to be reviewed during the next academic year.
- 3.3 Program Academic Administrators appoint a Team Leader and assign release time as defined in the PQR Manual.
- 3.4 Curriculum materials related to General Education and Essential Employability Skills are submitted to the respective committees for review. The materials, feedback from the committees and relevant action plan items are included in the PQR report.
- 3.5 Team Leaders, in consultation with faculty colleagues, and Academic Administrators:
  - 3.5.1 Collect data, analyze and interpret it with assistance from the PQA Administrator.

