

<b>SUBJECT</b>	<b>NEW MINISTRY OF COLLEGES AND UNIVERSITIES (MCU) PROGRAM STANDARD RELEASE PROCEDURE</b>
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**PROCEDURE**

**PROGRAM STANDARD DEFINITION**

A program standard is produced by the Postsecondary Education Quality Assessment Board (PEQAB), which is a branch of MCU, that sets out the essential learning a student must achieve before being deemed eligible for graduation. A program standard applies to all deliveries of a program with the same program title and MCU Code, and consists of Vocational Learning Outcomes (VLOs), Essential Employability Skills (EES), as well as general education requirements. Prior to graduation, students must achieve all three elements of the program standard.

The vocational and essential employability skills components of program standards are expressed in terms of learning outcomes. Learning outcomes represent verifiable, culminating demonstrations of integrated learning and achievement.

**PEQAB ROLLING SCHEDULE FOR PROGRAM STANDARD REVIEWS**

The PEQAB Branch of MCU oversees the consultation, development, and review of standards for programs of instruction. On an annual basis, PEQAB provides an update on the review and development of program standards work to be led in collaboration with Ontario Colleges. This is primarily completed through the Coordinating Committee of Vice Presidents Academic (CCVPA) and Heads of Quality Management (HQM), and additionally may be communicated directly via email through VPA Offices. A draft plan is provided for feedback in advance of finalization. This update is presented in a rolling three-year program standard plan, which contains both a list of the confirmed program standards for review and development in the current year, as well as lists of program standards anticipated to be reviewed subsequently in the next two years.

Upon release of the rolling three-year program standards plan, PEQAB also requests an updated list of College contacts (program coordinators, faculty, staff, Program Advisory Committee members, and curriculum developers) to help build a database of contacts for participation in the consultation phase of the program standard review/development process.

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**TIMELINE FOR NEW PROGRAM STANDARD DEVELOPMENT/REVIEW, ATTESTATION, AND IMPLEMENTATION**

ACTIVITY	RESPONSIBLE PARTY	TIMELINE Fall/Winter/ Spring
Provide draft rolling 3-year program standards plan for feedback	PEQAB	Winter
Release rolling 3-year program standards plan and confirm program standards for review in-year	PEQAB	Spring/Summer
Collect program contacts from relevant departments and submit to PEQAB	Deans/Chairs	Spring/Summer
Communicate kickoff of program standard consultation phase and schedule consultation meetings and activities	PEQAB	Fall
Participate in program standard consultation phase and identify recommendations/concerns as appropriate	Academic departmental contacts	Fall
Develop draft new/revised program standard	PEQAB	Fall & Winter
Release draft program standard and open link for validation survey	PEQAB	Spring
Coordinate with academic department to draft validation survey responses and submit to PEQAB	Deans and Chairs	Spring
Review impact of new/revised program standard on existing program of study and course outlines and support curriculum work to prepare for implementation	Dean/Chair, Program Coordinators	Spring/Summer
Release new/revised program standard for implementation in next academic year. Create attestation record in PFAAM.	PEQAB	Fall
Coordinate with academic department to confirm attestation to implement new/revised program standard in next academic year and submit in PFAAM.	VPA/Deans and Chairs	Fall

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Identify curriculum revisions and program title change, if required, resulting from the new/revised program standard during the Annual Program Review (APR)	Program Coordinator, Academic Department(s)	Fall
Implement revised Vocational Learning Outcomes (VLOs) and curriculum revisions, and program title change, if required, in the MIS to take effect for the upcoming academic year.	Deans, Program Coordinators	Winter
Update program outcomes mapping and course outlines in COMMS	Program Coordinator and Faculty, Academic Department(s)	Spring
Update website to reflect program title change (if required)	Marketing	Spring

**LOGISTICS AND RESPONSIBILITIES FOR PROGRAM CHAIRS AND CONTACT(S) IN NEW/REVISED PROGRAM STANDARD CONSULTATION PHASE**

**DEANS/CHAIRS**

Deans/Chairs are responsible to ensure that current and appropriate program contacts are put forward for confirmed, as well as expected, program reviews identified in the rolling three-year program standards plan. PEQAB maintains that “the success of the program standards review and development process depends on gaining a wide range of stakeholder contacts: employers, graduates and importantly college staff - including faculty and curriculum developers”.

Deans/Chairs should also ensure that faculty who have been put forward as program contacts for standards that are confirmed for review in-year. On occasion, the consultation phase may extend into the winter term, with the expectation of no more than 1-2 hours of work in the term reviewing notes from the consultation phase in a shared document and identifying any additional feedback if relevant.

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**PROGRAM CONTACTS**

Program contacts are responsible to participate in all consultation meetings scheduled in the Fall term, as well as engage in any assigned activities related to the program standard review. Program contacts should leverage their experience and discipline-specific knowledge to put forward any recommendations for the new/revised standard during the consultation phase, as well as raise any concerns about proposed standard language. Updates from the consultation process should be shared back with the department regularly to help program administrators and faculty prepare for the eventual release of the revised standard.

**IMPLEMENTATION OF THE NEW/REVISED PROGRAM STANDARD**
**DEANS/CHAIRS**

Deans/Chairs are responsible to review draft validation survey responses provided by the staff and identify any required revisions to the responses within the designated timeframe. Deans/Chairs should validate that program contacts participated in the consultation phase of the new/revised program standard and raise any major impacts to the program delivery that may result from the implementation of the standard. Once Dean/Chair approval for the validation survey responses is provided, the Dean submits the survey responses to SVPA for approval and enters the responses in the PEQAB survey portal.

Following the release of the new/revised program standard, the Dean/Chair (or designate) are responsible to approve attestation that the program standard will be implemented in their program in the upcoming academic year. Upon receiving the Dean/Chair approval for attestation, the Dean escalates the attestation for SVPA approval, and then the Dean (or designate) submits the attestation in the PFAAM portal on behalf of the SVPA.

**PROGRAM CONTACTS**

Program contacts (primarily Program Coordinators and faculty) are responsible to identify any required changes to program curriculum resulting from the new/revised program standard. For programs with deliveries at multiple campuses, program contacts ensure collaboration and consistent implementation of the standard across all program deliveries.

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Following the Dean/Chair confirmation of attestation to the program standard, program contacts should ensure that required curriculum revisions are identified during the Annual Program Review (APR) process, for implementation in the upcoming academic year. Implementation of the new/revised program standard includes any revisions to the program of study (new and revised courses), as well as revised mapping of courses to the new/revised VLOs in COMMS.

**ROLES AND RESPONSIBILITIES**
**PRESIDENT'S OFFICE/OFFICE OF THE SENIOR VICE PRESIDENT ACADEMIC (SVPA)**

- Forward PEQAB's rolling three-year program standards plan, and any subsequent updates, to the Dean/Chairs
- Forward PEQAB's request to complete the Program Standard Validation Survey (including background document and survey link) to the Dean
- Provide approval on behalf of the College President for the Program Standard Validation Survey responses
- Forward Program Standard Releases to the Dean/Chairs
- Provide approval as well as the College President's delegated signature for new/revised Program Standard Attestation Response Letters
- Review and advise on rolling three-year plan in collaboration with the Deans
- Cascade rolling three-year plan to Deans of programs identified in the plan
- Approve and submit Program Standard Validation Survey responses to SVPA for review and approval
- Approve the new/revised Program Standard Attestation Response Letter and provide back to the Dean to submit the response letter in PFAAM by the specified due date. File the response letter with the SVPA/QA officer shared drive for record keeping
- Share PEQAB's rolling three-year program standards plan, and any subsequent updates, with the Academic Leadership Team.

**DEANS/QUALITY ASSURANCE (QA) OFFICER**

- Collect program contacts from relevant departments and submit to PEQAB

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- Coordinate with Dean/Chair/QA Officer to ensure that rolling three-year program standards plan informs Program Review schedule and other planned curriculum renewal activities
- Draft responses to the new/revised Program Standard Validation Survey in collaboration with Chairs/Academic Managers and submit to SVPA
- Request email confirmation from Deans/Chairs to document commitment to implement the new/revised program standard by the effective date
- Liaise with IT, Student Services, Registrar, and Admissions to ensure Program Title and/or Vocational Learning Outcomes in the MIS/COMS/OCAS for all program versions (campuses/delivery modes) for implementation by the effective date

**COORDINATORS, FACULTY, QA OFFICER, REGISTRAR'S OFFICE**

- Support a gap analysis to determine the impact of the draft new/revised program standard on the existing program outcomes and curriculum
- For programs undergoing a Program Review, ensure that new/revised program standard is included as part of the curriculum review
- Work with faculty to implement the new/revised program standard in the program curriculum.
- Support updates to existing program of study to ensure mapping against the outcomes in the new/revised program standard
- Support revisions to the course descriptions and/or course learning requirements as needed
- Support the creation of new courses as needed
- Support mapping of the program courses to new/revised program standard

**ACADEMIC DEPARTMENTS**

- Deans/Chairs to confirm appropriateness of rolling three-year program standard plan, and identify any program standards that require more urgent review

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<ul style="list-style-type: none"> <li>• Deans/Chairs identify program contacts (program coordinators, faculty, staff, Program Advisory Committee members, and curriculum developers) to participate in the consultation phase of the program standard review.</li> <li>• Program contacts participate in the consultation phase of the program standard review, and communicate regularly with Deans/Chairs to provide updates on activities</li> <li>• Deans/Chairs to review draft validation survey responses provided by the staff and identify any required revisions to the responses within the designated timeframe</li> <li>• Deans/Chairs attest (via email confirmation to the SVPA) to implement the new/revised program standard by the effective date.</li> <li>• Deans/Chairs and Program Coordinators identify any required changes to program curriculum resulting from the new/revised program standard.</li> <li>• For programs delivered at multiple campuses, Deans/Chairs will ensure participation and changes to program curriculum are implemented for all deliveries</li> </ul>	

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