

<b>SUBJECT</b>	<b>Academic Program Development, Suspension, Cancellation or Relocation</b>
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Document reposted December 2018. No change to content.

## **PART A: PROGRAM DEVELOPMENT**

### **BACKGROUND**

Northern College supports the development of new and innovative academic programs that advance its strategic priorities, assure teaching and learning quality, and respond to student communities and public/private sector organizations. The development of academic programs that address economic and stakeholder needs is a critical factor in the future growth and success of the college.

Northern College recognizes that everyone has the capacity for creativity and innovation. The ideas and suggestions of all employees and community members for new academic programs are valued, welcomed and encouraged.

### **POLICY**

Recommendation for program development, approval of new academic programs, program suspension, cancellation, or relocation in consideration of program life cycle, shall be made to Senior Management. Northern College Board of Governors will make the final decision.

### **DEFINITIONS**

- 1. Life Cycles:** Program life cycles take into consideration the intakes, pathways and exit points associated with a program. Sunset time frames refers to the expected lifespan of a program with consideration of suspension, cancellation or relocation of academic programming to adapt to evolving sector and labour force needs (refer to Part B).
- 2. College Quality Assurance Audit Process (CQAAP):** formerly referred to as Program Quality Assurance Process Audit (PQAPA); Administered by the [Ontario College Quality Assurance Service](#), CQAAP involves the regular and cyclical review of each college's program quality assurance processes. Its purpose is developmental and its intent is to ensure continuous improvement.
- 3. Evidence-informed decision making:** integrates scholarly research findings with applied research findings, personal experience in the field, the opinions of experts on the topic, practice trends, and student and community members' values and beliefs, with the recognition that rigorous, systematic research studies always provide the primary foundation for good evidence informed practice.
- 4. Collaboration:** a non-hierarchical process that occurs between individuals in the spirit of cooperation and willing participation, where there is mutual trust and respect for one another, with shared planning, decision making and responsibility for the work produced. Power is shared based on knowledge and expertise, not title or role.

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**PRINCIPLES**

1. Demographic shifts, new technologies, changes in employment trends, emerging economies and the development of new student markets necessitate ongoing consideration of new academic program opportunities.
2. All programs are subject to Quality Assurance Standards as outlined by Colleges Quality Assurance and Accreditation Program.
3. Proposals for developing new programs will be considered within the context of, but not limited to:
  - a) Alignment with Northern College's: mission, vision, and values; Strategic Mandate Agreement and the goals of its strategic and academic plans; and, in accordance with the Ministry of Training, Colleges and Universities (MTCU) [Minister's Binding Policy Directive: Framework for Programs of Instruction](#); CQAAP standards; industry standards or certifications; and external accrediting bodies, where applicable.
  - b) Student demand and impact; community needs; collective agreement provisions; educational pathways; employment trends and employer needs; availability of qualified faculty; teaching and evaluation methodology; space and resource implications; the college's financial health; program cost and sustainability; the college's balance of programs; innovation; experiential learning; and applied research.
  - c) Evidence-informed decision-making and commitment to a consultative and collaborative process, inclusive of all stakeholders and representing exemplary past practices in education.
  - d) An integrated planning process that encompasses internal administrative areas and operational functions which influence and contribute to program approval, development, delivery, ongoing review, program lifecycle and sunset timeframes.

**Note**

- June 2016 – Ministry of Training, Colleges and Universities (MTCU) name was changed to Ministry of Advanced Education & Skills Development (MAESD)  
 July 2018 – MAESD changed back to MTCU

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**PART B: PROGRAM SUSPENSION, CANCELLATION OR RELOCATION OF POST-SECONDARY PROGRAMS**

**BACKGROUND**

Decisions to suspend, delete or relocate post-secondary programs shall be based on thorough consideration of a comprehensive set of criteria. These criteria shall include educational, social, economic, labour market and financial factors.

Colleges are also obliged to inform MTCU of changes to their offerings of programs of instruction and of final decisions to suspend or cancel Ministry-funded programs of instruction at all campuses and all delivery modes including part-time.

[Minister's Binding Policy Directives, and Operating Procedures](#)

[Program Suspension and Cancellation: Operating Procedures](#)

Process Map for program suspension, cancellation and relocation (to be developed)

**PRINCIPLES**

The decision-making process will:

- a) be evidence-informed.
- b) be open and include affected stakeholders.
- c) respect and follow the parameters of Collective Agreements.
- d) be part of the overall the yearly business plan procedures.
- e) consider student demand and impact; community needs; collective agreement provisions; educational pathways; employment trends and employer needs; availability of qualified faculty; teaching and evaluation methodology; space and resource implications; the college's financial health; program cost and sustainability; the college's balance of programs; innovation; experiential learning; and applied research

The Board of Governors, Program Advisory Committee Members and affected stakeholders will be informed prior to the decision being made public.

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**RESPONSIBILITY**

The Office of the Vice President of Academic and Student Success is responsible for overseeing the full implementation of this policy.

A detailed description of roles and responsibilities relating to this policy is provided in the Process Map for New Program Development (to be developed).

**APPROVED BY PRESIDENT**

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Fred Gibbons

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Date

*Aug 26/16*

**STATEMENT OF ACKNOWLEDGEMENT**

Northern College wishes to acknowledge the work of Durham College and Conestoga College, for their contributions to the development of this policy.

This policy was updated December 2018 to reflect Ministry's name change back to MTCU

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