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NO.:	ACAD-120
RESPONSIBILITY:	Vice-President, Academic
APPROVED BY:	Durham College Leadership Team
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1. Introduction

- 1.1. All post-secondary certificate, diploma, advanced diploma, and graduate certificate programs of instruction at Ontario colleges of applied arts and technology are mandated to adhere to the Framework for Programs of Instruction as set out in the Minister's Binding Policy Directive from the Ministry of Training, Colleges and Universities (MTCU). This directive requires the inclusion of program learning outcomes (PLOs), essential employability skills (EES) outcomes and general education requirements.

All degree programs of instruction at Ontario colleges of applied arts and technology are mandated to adhere to the requirements outlined in the Postsecondary Education Quality Assessment Board (PEQAB), Manual for Ontario Colleges.

- 1.2. The quality and consistency of our post-secondary programs is dependent on this defined set of PLOs.
- 1.3. It is imperative that our PLOs are up to date, performance-based, relevant, appropriate for the credential, and are consistent with the MTCU program standard or program description. It is also essential to record them, centrally store them, track their change history, and effectively communicate them to students.

2. Purpose

This policy and procedure outline the expectations regarding PLOs for all post-secondary programs at Durham College with respect to their applicability, accuracy, currency, maintenance, and adherence to MTCU standards and PEQAB degree level standards. It also describes the processes required for their maintenance, communication, and storage.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. All programs will be consistent with the College mission, the program's intended purpose, and the credentials framework as defined in the MTCU Minister's Binding Policy Directive: Framework for Programs of Instruction or the Postsecondary Education Quality Assessment Board (PEQAB), Manual for Ontario Colleges.
- 4.2. PLOs as defined by MTCU are the minimum standard for a program and can be augmented by locally determined outcomes.
- 4.3. Programs that do not have a formal program standard defined by the MTCU will have their PLOs guided by the program description provided by the MTCU, where they exist, at a level appropriate to the credential.
- 4.4. Academic deans ensure the development, maintenance, communications, and currency of PLOs.
- 4.5. Programs undergoing comprehensive program review (CPR) will undergo various curriculum review activities including curriculum mapping. Curriculum mapping will determine the compliance of the program with the MTCU program standard or program description.
- 4.6. PLOs are communicated to students using a variety of channels and with dialogue with the program faculty and academic staff.
- 4.7. PLOs can only be revised through a prescribed process with appropriate oversight. It is the executive dean or designate that identifies the authorized individual. PLOs are normally only revised as the result of a change in accreditation requirements, MTCU requirements or through the CPR process.
- 4.8. PLOs, their revisions and their revision history are centrally stored in a College repository.

5. Procedure

- 5.1. The executive dean or designate validates that PLOs reflect the MTCU program standards (where they exist).
- 5.2. The executive dean or designate ensures that program standards, newly developed or revised by MTCU are implemented by the program team within the designated timelines established by MTCU.
- 5.3. The executive dean or designate assigns the authority to revise the PLOs to a member of the program team or designate.
- 5.4. The executive dean or designate reviews and approves any PLO revisions provided by the authorized individual.

- 5.5. Every spring, program teams examine their PLOs during the annual program renewal (APR) process and reports the results to their executive dean.
- 5.6. Once a year, each program's PLOs are presented to their PAC for validation.
- 5.7. The MTCU, PLOs represent the minimum expectations of the program and can be augmented to reflect outcomes specific to Durham College. If they are revised by the program team and the revision is approved by the dean, a table that cross-references the original PLOs with the new ones, will be generated and is sent to the Credential Verification Service (CVS) as a courtesy, and this documentation becomes part of the historical record of the program.
- 5.8. If there is no formal program standard for a program, the program team, in conjunction with advice from a curriculum and instructional consultant, will develop a set of PLOs that follows the MTCU program description (if one exists). This set of PLOs will be validated by the PAC. They will then be sent to the CVS as a courtesy and becomes part of the historical record of the program.
- 5.9. For programs undergoing CPR, the review lead will review the PLOs with a curriculum and instructional consultant prior to curriculum mapping.
- 5.10. The executive dean or designate will table revised PLOs for review by the Program Proposal Review Committee (PPRC). This does not apply to revised Program Standards.
- 5.11. Once approved, revised PLOs are communicated by the manager, academic quality assurance via a Program Change MEMO.
- 5.12. Changes to any PLOs are documented and this documentation becomes part of the historical record of the program.

6. Roles and responsibilities

- 6.1. It is the responsibility of the vice-president, Academic to ensure this policy and procedure is fully implemented.
- 6.2. It is the responsibility of the school executive dean or designate to assign authority and ensure the annual review of PLOs. They also approve any changes to PLOs and ensure that documentation is kept and maintained.
- 6.3. It is the responsibility of the program coordinator to coordinate the APR process used by the program team.
- 6.4. It is the responsibility of the program team to ensure their PLOs are relevant to the industry, are compliant with the MTCU program standards, and are taught and evaluated throughout the courses within their program.

- 6.5. It is the responsibility of the PAC to review any PLOs presented to them for currency and relevancy, and make recommendations to the program executive dean or designate.
- 6.6. It is the responsibility of a curriculum and instructional consultant to provide curriculum-related expertise to program teams as requested or required, such as course outline support, curriculum mapping and analysis support, course and PLO development and the development of authentic assessments aligned to course learning outcomes. The curriculum and instructional consultant may also include other faculty developers in these activities where appropriate.
- 6.7. It is the responsibility of the manager, Academic Quality Assurance to communicate revisions to PLOs to relevant stakeholders.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Non-compliance puts the College at risk of violating the policy directives of the MTCU. It can also result in out-of-date and poorly designed programs.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Minister's Binding Policy Directive: Framework for Programs of Instruction
- Ministry of Training, Colleges and Universities Program Standards
- Postsecondary Education Quality Assessment Board, Manual for Ontario Colleges.