

# College Procedure

---

<b>PROCEDURE TYPE:</b>	Academic
<b>PROCEDURE TITLE:</b>	Program Change
<b>PROCEDURE NO.:</b>	ACAD-124.1
<b>RESPONSIBILITY:</b>	Vice-President, Academic
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	June 2016
<b>REVISED DATE(S):</b>	
<b>REVIEW DATE:</b>	June 2019

---

## 1. Introduction

From both a quality assurance and academic integrity perspective, it is important for Durham College to develop, and implement documented program change processes. This will ensure that changes to a program, both minor and major, are vetted and approved and that program learning outcomes, course learning outcomes and essential employability skills are still being met. Program changes may be necessary due to external factors, such as changing industry needs and/or expectations, regulatory and/or accrediting body standards or guidelines. Changes to programs of study affect many functional areas of the college, and may have significant impact on a student's academic experience. This policy and associated procedure will provide guidance and instruction for implementing program changes in a structured and transparent manner.

## 2. Definitions

### 2.1. Minor changes

Minor changes refers to changes to programs of study that will not significantly impact students enrolled in current or future years of study or the learning outcomes of the program, but may have a minor impact on course titles, credits, pre-requisites, co-requisites, course sequencing and/or a course delivery method.

### 2.2. Major changes

Major changes refers to changes to programs of study that will impact students entering or re-entering the program in future years and may include one or more of the following:

- A significant financial impact to the college or the student;
- A potential impact on marketing and recruitment initiatives;
- A direct impact on program admission requirements;

- A significant change in program delivery method (e.g. online, hybrid, compressed, fast-track);
- An increase or decrease in course or program hours or adding courses resulting in additional or fewer semesters;
- An increase or decrease in course credits resulting in additional or fewer semesters
- A program title modification;
- Changes to program learning outcomes;
- The credential awarded (will result in new program – New Program Development policy and procedure);
- Changes to the program resulting from new/updated program standards as issued by the Ministry of Training, Colleges and Universities.

### **3. Procedure**

#### **3.1. Minor program changes**

- 3.1.1. The executive dean/associate dean will approve the minor change requests that may result from:
  - Faculty/program team recommendations;
  - Program Advisory Committee (PAC) meeting recommendations;
  - An annual or comprehensive program review;
  - Changes in accreditation standards/requirements; and/or
  - Updated/new MTCU Program Standards.
- 3.1.2. The executive dean/associate dean will approve and submit minor changes made to courses or a program of study using the Minor Program of Study Change Form (Appendix A) to the manager, Program Review and Renewal.
- 3.1.3. If supported, the vice-president, Academic will sign the Minor Program of Study Change Form (Appendix A).
- 3.1.4. The manager, Program Review and Renewal will advise the executive dean/associate dean and Program Proposal Review Committee (PPRC) members of the vice-president, Academic's decisions and recommendations.
- 3.1.5. The manager, Program Review and Renewal will submit all approved Minor Program of Study Change forms to the director, Reporting and Student Information Systems for updating to the student information system. Once all changes have been made, the director will notify and provide all related program change documents to the following internal departments in order to effect required changes and system updates:

- School Office
- Student Recruitment and Admission Services
- Enrolment Services
- Communications and Marketing
- Financial Aid and Awards
- IT Services
- Facilities and Scheduling
- Office of Research Services, Innovation and Entrepreneurship (ORSIE)
- Centre for Academic and Faculty Enrichment (CAFE).

3.1.4 Minor changes to programs must be approved, as per the process detailed above, by June 15<sup>th</sup> or 15 months prior to the academic term that the changes are to come into effect. It is understood that there may be circumstances where changes will need to be implemented with a shorter timeframe and these will be managed on an individual basis and will require approval by the vice-president, Academic.

### **3.2. Major program changes**

3.2.1. The executive dean/associate dean will consider major change requests that may result from:

- Faculty/program team recommendations;
- PAC meeting recommendations;
- An annual or comprehensive program review;
- Changes in accreditation standards/requirements; and/or
- Updated/new MTCU Program Standards.

3.2.2. The executive dean/associate dean will initiate discussions with the manager, Program Review and Renewal to establish a date to present the major change proposal to the Program Proposal Review Committee.

3.2.3. The executive dean/associate dean will complete the Major Program Change Request Form (see Appendix B) and include all supporting documentation as rationale for the change request and submit to the chair of the PPRC.

Supporting documentation can include:

- Revised Program of Study (POS) using the Minor Program of Study Change Form (Appendix A);
- Program Advisory Committee (PAC) minutes/recommendations; and/or
- Course descriptions.

- 3.2.4. The PPRC will provide a recommendation to the vice-president, Academic via the Manager, Program Review and Renewal. If approved, the vice-president, Academic will determine if the changes need to be presented to the Board of Governors, Ontario College Quality Assurance Services Credential Validation Services (CVS) unit, and the Ministry of Training, Colleges and Universities. If so, the manager, Program Review and Renewal will complete the required documentation as necessary.
- 3.2.5. In the event that the PPRC does not recommend approval to the vice-president, Academic, the executive dean may choose to appeal the recommendations/decisions to the vice-president, Academic.
- 3.2.6. The manager, Program Review and Renewal will advise the executive dean/associate dean and PPRC members of the vice-president, Academic's decisions and recommendations (if applicable);
- 3.1.6. The manager, Program Review and Renewal will submit all approved Program of Study Change forms to the director, Reporting and Student Information Systems for updating to the student information system. Once all changes have been made, the director will notify and provide all related program change documents to the following internal departments in order to effect required changes and system updates:
- School Office
  - Student Recruitment and Admission Services
  - Enrolment Services
  - Communications and Marketing
  - Finance
  - Financial Aid and Awards
  - IT Services
  - Facilities and Scheduling
  - ORSIE
  - CAFE
- 3.2.7. The manager, Program Review and Renewal will advise Ontario College Quality Assurance Services and the Ministry of Training, College and Universities of major program changes as directed by the vice-president, Academic.
- 3.2.8. Major changes to programs must be approved, by June 15<sup>th</sup> or 15 months prior to the academic term that the changes are to come into effect. It is understood that there may be circumstances where changes will need to be implemented with a shorter timeframe and these will be managed on an individual basis and will require approval by the vice-president, academic.

#### **4. Roles and responsibilities**

- 4.1. It is the responsibility of the vice-president, academic to ensure that the Program Change policy and procedure is fully implemented.
- 4.2. It is the responsibility of Strategic Enrolment Services to ensure compliance with the appropriate Minister's Binding Policy Directives.
- 4.3. It is the responsibility of each departmental lead (as detailed above) to ensure the directives outlined in the Program Change Policy and Procedure, are fully implemented. It is also their responsibility to ensure that internal processes are operationalized.
- 4.4. It is the responsibility of the executive dean to communicate any changes, in consultation with Communications and Marketing and the office of Strategic Enrolment Service to students and employees.

#### **5. Accessibility for Ontarians with Disabilities Act (AODA) Considerations**

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

#### **6. Related policies, procedures and directives**

- Durham College Course Outlines Policy (ACAD-108) and Procedure (ACAD108.1)
- Durham College Curriculum Development (ACAD-102) and Procedure (ACAD-102.1)
- Durham College Graduation Policy (Admin-209) and Procedure (Admin-209.1)
- Durham College Program Change Policy (ACAD-124)
- Durham College Program Learning Outcomes Policy (ACAD-120) and Procedure (ACAD-120.1)
- Durham College Program Proposal Review Committee (PPRC) Terms of Reference
- Durham College Program Review and Renewal Policy (ACAD-105) and Procedure (ACAD-105.1)
- Minister's Binding Policy Directives