

<b>TYPE:</b>	Academic
<b>TITLE:</b>	Program Change – Quality Assurance
<b>NO.:</b>	ACAD-124
<b>RESPONSIBILITY:</b>	Vice-President, Academic
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	October 2020
<b>REVISED DATE(S):</b>	
<b>REVIEW DATE:</b>	October 2023

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## 1. Introduction

Durham College (DC) delivers quality programs that meet employer and societal needs as well as student demand. Changes to programs of study are implemented to ensure academic offerings keep pace with the evolving content and skill demands of industry. These changes may result from internal processes or requirements from external bodies.

## 2. Purpose

The purpose of this policy and procedure is to provide formal guidelines for the implementation of both minor and major program changes, ensuring they are structured, appropriate and transparent.

## 3. Definitions

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

## 4. Policy statements

- 4.1. DC is committed to academic excellence. The process used to manage program changes adheres to the college's quality assurance principles, measures and best practices.
- 4.2. All changes made to programs comply with the following, as appropriate:
  - Minister's Binding Policy Directive, Framework for Programs of Instruction
  - Ministry of Colleges and Universities (MCU) Program Standards or Program Descriptions
  - Ontario Qualifications Framework (OQF)
  - Standards, requirements and benchmarks required from the Ontario College Quality Assurance Service (OCQAS)
  - College Quality Assurance Audit Process (CQAAP)
  - Postsecondary Education Quality Assessment Board (PEQAB).

- 4.3. Program changes align with DC's Strategic Mandate Agreement, Strategic Plan, Business Plan, Academic Plan, and where applicable, industry standards or certifications.
- 4.4. Changes to programs of study will not compromise the achievement of program learning outcomes, course learning outcomes or essential employability skills.
- 4.5. Minor and major program changes may result from one or more of the following:
  - Faculty/program team recommendations
  - Program Advisory Committee (PAC) recommendations
  - Student feedback
  - Employer feedback
  - An annual or comprehensive program review
  - Changes in accreditation or regulatory standards/requirements
  - Updates to existing Ministry of Colleges and Universities (MCU) Program Standards
  - The creation of new MCU program standards
  - Other internal or external requirements
- 4.6. Typically, students will follow the program of study assigned upon admission. In most cases, subsequent changes to a program of study will apply only to students entering the first semester of a program and not to students in-stream.
- 4.7. Approved program changes take effect beginning with the students entering into the first semester of a program. Existing curriculum versions will be followed by students in-stream.

## **5. Procedure**

- 5.1. Minor program changes
  - 5.1.1. Minor program of studies changes will be documented on the Minor Program of Study Change form, approved by the appropriate Executive Dean/Dean/Associate Dean and submitted to the Manager, Academic Quality Assurance.
  - 5.1.2. Minor program of studies changes are approved by the Vice-President, Academic, or delegate.

- 5.1.3. The Manager, Academic Quality Assurance communicates the Vice-President, Academic's decisions and recommendations to the Executive Dean/Dean/Associate Dean and Program Proposal Review Committee (PPRC) members.
- 5.1.4. The Manager, Academic Quality Assurance submits all approved Minor Program of Study Change forms to the Director, Reporting and Student Information Systems for entry into the student information system. Once all changes have been entered, the Manager, Academic Quality Assurance, notifies and provides all related program change documents to the following College stakeholders in order to effect system updates:
- Academic school office(s)
  - Student Recruitment and Admission Services
  - Strategic Enrolment Services
  - Communications and Marketing
  - Financial Aid and Awards
  - IT Services
  - Facilities
  - Scheduling
  - Office of Research Services, Innovation and Entrepreneurship (ORSIE)
  - Centre for Academic and Faculty Enrichment (CAFE).
- 5.1.5. Minor changes to programs must be approved by June 15 or 15 months prior to the start of the academic term in which the changes come into effect. Where changes need to be implemented within a shorter timeframe, they will be managed on an individual basis and require approval by the Vice-President, Academic.
- 5.2. Major program changes
- 5.2.1. The Executive Dean/Dean/Associate Dean initiates discussions with the Manager, Academic Quality Assurance to establish a date to present the major program change proposal to the PPRC.
- 5.2.2. The Executive Dean/Dean/Associate Dean completes the Major Program Change Request Form, including supporting documentation, and submits the proposal to the Chair of the PPRC. Supporting documentation may include:

- Revised Program of Study (POS) using the Major Program of Study Change Form.
  - PAC minutes/recommendations
  - Course descriptions
  - Program team minutes
  - Comprehensive Program Review Recommendations
  - Program standards
- 5.2.3. The PPRC provides a recommendation to the Vice-President, Academic via the Manager, Academic Quality Assurance. If approved, the Vice-President, Academic will determine if the changes need to be presented to the Board of Governors, Credential Validation Services (CVS), and/or MCU. The Manager, Academic Quality Assurance will coordinate and submit documentation of major program changes requiring these additional approvals.
- 5.2.4. The Manager, Academic Quality Assurance submits all approved Major Program of Study Change forms to the Director, Reporting and Student Information Systems for entry into the student information system. Once all changes have been entered, the Manager, Academic Quality Assurance, notifies and provides all related program change documents to the following College stakeholders in order to effect system updates:
- Academic school office(s)
  - Student Recruitment and Admission Services
  - Strategic Enrolment Services
  - Communications and Marketing
  - Financial Aid and Awards
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  - Facilities
  - Scheduling
  - Office of Research Services, Innovation and Entrepreneurship (ORSIE)
  - Centre for Academic and Faculty Enrichment (CAFE).

- 5.2.5. In the event that the PPRC does not recommend approval to the Vice-President, Academic, the Executive Dean/Associate Dean may appeal the recommendations/decisions to the Vice-President, Academic. The Manager, Academic Quality Assurance will advise the Executive Dean/Dean/Associate Dean and PPRC members of the Vice-President, Academic's appeal decisions.
- 5.2.6. Major program changes must be approved, by June 15 or 15 months prior to the academic term that the changes are to come into effect. Where changes need to be implemented with a shorter timeframe, they will be managed on an individual basis and require approval by the Vice-President, Academic.

## **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 Strategic Enrolment Services to ensure compliance with the appropriate Minister's Binding Policy Directives.
- 6.3. It is the responsibility of each departmental manager to ensure the directives outlined in this policy and procedure are fully implemented. It is also their responsibility to ensure that internal processes are operationalized.
- 6.4. It is the responsibility of the Executive Dean/Dean/Associate Dean to communicate any changes to students and employees, in consultation with Communications and Marketing and the Office of Strategic Enrolment Services.

## **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 with this policy, and/or any timelines associated with compliance, may result in financial implications and/or potentially cause damage to the College's reputation.

## **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 Directives