Program Quality Assurance Policy

Policy Type: Academic
Policy Owner: Vice President, Academic
Approval Date: June 2, 2025
Replaces: Version 2021
Initial Year of Issue: 2018
Corresponding Procedures:

- Annual Program Plan Operating Procedure
- Comprehensive Program Review Operating Procedure
- Course Outline Operating Procedure
- Course Syllabus Operating Procedure
- Curriculum Review Operating Procedure
- Program Level Accreditation Operating Procedure
- Program Modifications Operating Procedure
- Program Performance Operating Procedure
- Program Standards and Implementation Operating Procedure
- Tier II Operating Procedure

Purpose

To provide a standardized mechanism for the continual improvement of Cambrian College ("the College") programs through cyclical review processes.

Scope

This policy applies to all programs of instruction delivered by the College.

Definitions

Annual program plan: a planning tool used in the annual review of programs to enable critical quantitative and qualitative review of factors that affect program performance.

Comprehensive Program Review (CPR): a cyclical review and quality assessment of

program curricula and performance in meeting its program vocational learning outcomes occurring every five (5) years.

Curriculum: course of study of the program.

Curriculum Review: changes to program and course outlines identified through a regular cycle of review.

Force majeure: the occurrence of an event which is outside the reasonable control of the College, and which prevents the College from performing its obligations under a policy, process, or contract.

Program of instruction: a group of related courses typically leading to a diploma, certificate, degree, or other credential (funded or non-funded) awarded by the College.

Policy Statements

1.   Program Quality Assurance

1.1.   The College is committed to program quality to provide students with exceptional education in relevant and effective programs.

1.2.   Cambrian's quality assurance process adheres to Ministry requirements and existing college review processes.

1.3.   Program Quality Assurance (PQA) upholds continual improvement, guides evidence-based decision-making, promotes accountability, and involves relevant internal and external collaborators.

1.4.   Program Quality Assurance (PQA) plays a critical role in ensuring sustainable and relevant programs by:
    a. Defining relevant review and evaluation processes and criteria.

    b. Ensuring the integration of standards for professional accreditation and certification processes.

    c. Ensuring a comprehensive review of programs to ensure continuous improvement and program viability.

d. Ensuring the recording and monitoring of improvements stemming from the review process.

e. Laying out the process to guide actions related to program refocusing, repositioning, and suspension.

2.   Program Review

2.1. The College's program review cycle includes the following elements:

a.   Comprehensive Program Review (CPR)

b.   Annual Program Plans

c.   Curriculum Review

d.   Tier II Review

2.2.   The College may modify components of the program review cycle in circumstances involving a force majeure, external accreditation, non-postsecondary, apprenticeship, and third-party delivery programs.

Responsibilities and Accountabilities

Board of Governors is responsible for:

- Ensuring an effective quality assurance system, that undergoes continual improvement, is in place to provide the student with a quality learning experience.

Senior Team is responsible for:

- Ensuring overall quality assurance governing the effective stewardship of the College, staff, and students. This accountability provides for the effective management of resources and programs through relevant and current policies and practices that align with the College's strategic plan and comply with the Ministry requirements.

Vice-President Academic is responsible for:

- Ensuring a program quality assurance process is implemented, sustainable and effective in supporting a quality learning experience for students and providing programs that meet the needs of all constituents.

- Ensuring overall compliance with the components of this policy and program quality assurance process.

Planning, Institutional Research and Quality is responsible for:
- Administering and managing the governing program quality assurance process ensuring compliance and cyclical review for continual improvement.
- Liaising with the Ministry of Colleges, Universities, Research Excellence and Security (MCURES), Ontario Colleges Quality Assurance Service (OCQAS) and other external organizations updating College process in alignment with external requirements and standards.

Program Quality Assurance Committee is responsible for:
- Ensuring effective quality assurance mechanisms.
- Ensuring quality assurance mechanisms and procedures are regularly reviewed and available.

Office of the Registrar is responsible for:
- Facilitating components of the Curriculum Review process and reporting.
- Maintaining official College curricula records.

Deans/Chairs are responsible for:
- Being familiar and complying with the requirements of this policy and associated processes.
- Engaging in program quality assurance processes as required.
- Assessing recommendations and actioning all necessary, relevant, and impactful program review strategies related to improving the quality of the program.
- Providing feedback to aid the continual improvement of the College's Program Quality Assurance process.

Faculty are responsible for:
- Being familiar and complying with the requirements of this policy and associated processes.
- Engaging in program quality assurance processes as required.
- Providing expertise and input to guide improvement to program quality ensuring relevancy and currency of curriculum.

Procedures/Forms

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Related Policies

- [New Program Development and Approval Policy](#)
- [Academic Program Suspension and Cancellation Policy](#)

References

- [College Quality Assessment Audit Process (CQAAP)](#)
- [Framework for Programs of Instruction (MCURES)](#)
- [Governance and Accountability Framework (MCURES)](#)