No.: AcadAdm-03   **Classification: Academic Admin.**

POLICY ON THE MANAGEMENT OF PROGRAMS OF STUDY

Adopted: May 17, 2017   Effective: May 17, 2017

1.   Preamble

Article 7 of Bylaw Number 9 "Concerning the Management of Programs of Study" outlines some of the roles of Program Committees and Departments. These roles are described further in this document.

It is recognized that the roles described herein must be consistent with:

- The General and Vocational Colleges Act
- The College Education Regulations
- The Faculty Collective Agreement
- Bylaw No. 6: Concerning the Senate
- Bylaw No. 7: Concerning Special Conditions of Admission
- Bylaw No. 9: Concerning the Management of Programs of Study
- The Institutional Student Evaluation Policy (ISEP)
- The Institutional Policy on the Evaluation of Programs (IPEP)

It is further recognized that while Program Committees and Departments are vested with certain specific areas of responsibility, the elaboration and implementation of programs of study as coherent sets of learning activities require effective communication between the program committee and each of the departments that offer learning activities in the program. In ensuring the coherence of the program, the general education disciplines have the mandate to deliver the component of general education that is "common to all programs" and the component of general education component that is "specific to each program".

In the context of the program approach, the Program Committee and the Department work collaboratively so that:

- the learning activities address the competencies in accordance with the course-competency matrices and there is integration of learning activities within terms (horizontal integration) and across terms (vertical integration);
- the program is able to graduate students who are adequately prepared for the workforce and/or university;
- the assessment methods used in the program allow it to attest to students' attainment of the program objectives to ministerial standards;
- faculty members provide adequate support for students and feedback to them;
- the program has adequate human, financial and material resources to meet its goals.

Given the differences in the size and nature of programs and departments in the College, it is anticipated that the distribution of tasks and responsibilities will be different from one program or department to another and will reflect the specific needs of each program and department. Each program and department is responsible for distributing tasks and responsibilities equitably among its members.

2. **DEC Program Committee**

Article 4-1.02 of the Faculty Collective Agreement states that a program committee shall be created "for each of the programs of study leading to a DEC offered by the College. The committee shall include professors in subjects taught in the program. The committee may also include members from other categories of employment."

2.1   Composition

2.1.1   Membership criteria

Membership on the Program Committee shall be determined by the following minimum criteria:
   a.   Faculty representatives from each discipline that contributes to the program's specific education component, and who teach or recently taught in the program;
   b.   One representative from each general education discipline (English, French, Humanities and Physical Education);
   c.   The Program Dean responsible for the program shall be an *ex officio* member.

2.1.2   Voting

All members of the Program Committee shall have a vote provided that the majority of seats are held by the faculty representatives from the program's specific education disciplines. In cases where this condition is not met, the Program Committee shall make a recommendation to the College about how to distribute the right to vote.

2.2   Mandate

The Program Committee is the main venue for activities related to program development, implementation, evaluation and revision. Programs operate under the authority of the Program Dean.

The Program Committee is responsible for, among other things:
   a.   Developing a written constitution that describes its composition, subcommittees and the assignment of responsibilities to ensure that all aspects of its mandate are discharged;
   b.   Putting in place mechanisms to support students and provide feedback to them;
   c.   Designing and implementing the comprehensive examination;
   d.   Performing the tasks and roles established in the Institutional Policy on the Evaluation of Programs (IPEP);
   e.   Proposing program revisions to the College when appropriate;
   f.   Approving and submitting to the Program Dean an annual report and a proposed work plan.

2.3 The Program Coordinator

2.3.1 Designation
The Program Coordinator shall be designated by the Program Committee in accordance with the Faculty Collective Agreement and the program's constitution.

2.3.2 Duration of mandate
The duration of the mandate of the Program Coordinator shall be one (1) year. There shall be no restriction on the renewal of mandate unless the Program Committee specifies restrictions in its constitution.

2.3.3 Responsibilities
The Program Coordinator shall act under the authority of the Program Dean and in close collaboration with the Program Committee, Departments, and, where they exist, Profile Coordinators. In cooperation with the Program Committee, Departments, and, where they exist, Profile Coordinators, the Program Coordinator shall work toward maintaining the program's integrated set of learning activities that achieve the aim and general goals of the program.

The tasks and primary responsibilities of the Program Coordinator shall be carried out in accordance with the Faculty Collective Agreement.

2.3.4 Meetings
Meetings of the Program Committee shall be convened by the Program Coordinator at least once each semester.

3. The Department

3.1 Composition and Mandate
The composition and mandate of the Department are specified in the Faculty Collective Agreement.

3.2 Responsibilities
The Faculty Collective Agreement and the Institutional Student Evaluation Policy (ISEP) specify the responsibilities of the Department.

To ensure quality, the department monitors performance indicators including those related to quality of teaching, support to students, and appropriateness of resources. It also reviews its offerings as they relate to programs.

Pursuant to its responsibility for the quality of learning activities under its jurisdiction, the Department shall be responsible for ensuring that teachers carry out their responsibilities in a manner that ensures the quality with respect to content, equity, delivery and assessment.

3.3 The Department Coordinator
The designation, qualification, term of office and responsibilities of the Department Coordinator are specified in the Faculty Collective Agreement.

4   Advisory Mechanism for a DEC Program

   4.1   A Program Committee shall be responsible for establishing advisory mechanisms that will
            advise the program and provide feedback about:
   - matters of program relevance as it pertains to the field and university studies as per the
     program goals;
   - changes in workforce needs;
   - anticipated changes in technology;
   - the quality of graduates;
   - research and professional development orientations;
   - other matters relevant to the field.

   4.2   A program shall have a formal advisory mechanism. A program may also receive advice in an
            informal manner and may bring that advice to the formal advisory mechanism.

            The formal program advisory mechanism shall provide a venue for participants to
            communicate with each other in order to formulate advice. The venue chosen for participants
            to communicate shall be determined by each program, and may include, but is not limited to,
            meetings and online discussions. A record of the advice formulated through the advisory
            mechanism shall be made available to the participants and the program committee members.

   4.3   The formal advisory mechanism shall be invoked at least once annually. The Program Dean
            may authorize exceptions.

   4.4   External participants recruited to the formal program advisory mechanism shall be selected
            from the program's field so as to provide a representation that is as varied as possible and
            ensure a good basis for obtaining advice on matters of program relevance.