

TYPE:	Academic
TITLE:	Program Learning Outcomes
NO.:	ACAD-120
RESPONSIBILITY:	Executive Vice President, Academic
APPROVED BY:	Durham College Leadership Team
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1. Introduction

The quality and consistency of Durham College's (DC) post-secondary programs are dependent on clearly articulated program [learning outcomes](#) (PLOs). The College's PLOs are current, performance-based, relevant, appropriate for the credential, and aligned with a Ministry of Colleges and Universities (MCU) program standard or program description. To support awareness and transparency, it is essential to record PLOs, centrally store them, track their change history, and effectively communicate them to stakeholders within the college sector.

2. Purpose

This policy and procedure outline the framework for addressing PLO currency, revision, maintenance, retention and communication.

3. Definitions

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

4. Policy statements

- 4.1. All programs will be consistent with the College's mission, the program's intended purpose, and the credentials framework as defined in the Minister's Binding Policy Directive: Framework for Programs of Instruction or the Postsecondary Education Quality Assessment Board (PEQAB), Manual for Public Ontario Organizations (including Ontario Colleges).
- 4.2. All post-secondary programs have PLOs.
- 4.3. Programs aligned with an MCU program standard are required to adopt all PLOs. DC may include additional PLOs to those required by MCU.
- 4.4. Programs aligned with a program description have locally held PLOs that are consistent with the description provided by the Credential Validation Service (CVS).

- 4.5. PLOs are communicated to stakeholders in the college sector using a variety of channels including, but not limited to, course outlines and program pages on the College's website.
- 4.6. PLOs are revised through a prescribed process. This normally occurs as the result of a change in accreditation or MCU requirements, or through the Comprehensive Program Review (CPR) process.
- 4.7. PLOs, revisions and revision history are centrally stored in a College repository.

5. Procedure

- 5.1. Program teams examine PLOs during the [annual program renewal](#) (APR) process.
- 5.2. For programs undergoing a comprehensive program review (CPR), the review team examines the PLOs in consultation with the Manager, Program and Curriculum Development during the curriculum mapping process.
- 5.3. Any recommendations for revision to PLOs will be documented and submitted to the Executive Dean, Dean or Associate Dean for consideration and approval.
- 5.4. Revisions to PLOs for programs with a program standard must demonstrate alignment of the [program of study](#) to the PLOs. This information is used to support DC's attestation to MCU, as submitted by the Manager, Academic Quality Assurance. Revisions will be implemented within designated timelines provided by MCU.
- 5.5. Approved revisions to PLOs for programs with a program description are documented and submitted as a courtesy to CVS by the Manager, Academic Quality Assurance.
- 5.6. Changes to programs of study are reviewed by Program Proposal Review Committee (PPRC) and referred to the Executive Vice President, Academic for approval.
- 5.7. Once approved, revised PLOs are communicated by the Manager, Academic Quality Assurance through the distribution of a program change memorandum.
- 5.8. Changes to any PLOs are documented, and this documentation becomes part of the historical record of the program.
- 5.9. Annually, PLOs are presented to the relevant Program Advisory Committee (PAC) for feedback.

6. Roles and responsibilities

- 6.1. It is the responsibility of the Executive Vice President, Academic to approve all changes to PLOs, and to ensure this policy and procedure is fully implemented.
- 6.2. It is the responsibility of PPRC to review changes to programs of study and make recommendations to the Executive Vice President, Academic.
- 6.3. It is the responsibility of the Executive Dean/Dean/Associate Dean to review and approve all proposed changes to PLOs, present proposed PLO changes to PPRC and ensure that documentation on approved PLO revisions is maintained.
- 6.4. It is the responsibility of program teams to ensure PLOs are relevant to the industry, compliant with the MCU requirements, and are taught and evaluated throughout courses within the program.
- 6.5. It is the responsibility of the PAC to review PLOs annually for currency and relevancy, and provide feedback on revisions as appropriate.
- 6.6. It is the responsibility of the Manager, Program and Curriculum Development to provide expertise to program teams on PLO development, review, revision and compliance with MCU requirements.
- 6.7. It is the responsibility of the Manager, Academic Quality Assurance to communicate any revisions or updates 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 Multi-Year Accessibility Plan.

8. Non-compliance implications

Non-compliance puts the College at risk of violating MCU's policy directives, and can result in programs which are out-of-date, or lacking in consistency and/or quality.

9. Related forms, legislation or external resources

- Minister's Binding Policy Directive: Framework for Programs of Instruction
- Ministry of Colleges and Universities Program Standards
- Postsecondary Education Quality Assessment Board, Manual for Ontario Organizations (including Ontario Colleges)
- Major Program Change Form