

BOARD POLICY

POLICY TYPE:	Executive Limitations
POLICY TITLE:	Programs of Instruction
EFFECTIVE DATE:	March 2008
REVISION DATE:	February 2019
RENEWAL DATE:	February 2022

1. Background

- 1.1. The delivery of programs of instruction is the core business of colleges of applied arts and technology in Ontario. As defined in O. Reg. 34/03 under the *Ontario Colleges of Applied Arts and Technology Act, 2002* (“OCAATA”), a program of instruction means a group of related courses leading to a diploma, certificate, or other document awarded by the board of governors.
- 1.2. The Act identifies the Colleges’ objectives or mandate to offer a comprehensive program of career-oriented, postsecondary education and training that:
 - assists individuals in finding and keeping employment;
 - meets the needs of employers and the changing work environment: and,
 - supports the economic and social development of their local and diverse communities.

2. Policy statements

- 2.1 Durham College is to play a major role in the achievement of economic prosperity in the province of Ontario through the provision of programs of instruction that prepare graduates to meet the needs of the workplace, the economy, and society. (MBPD on Framework for POI)
- 2.2 Durham College is best positioned to determine the programs of instruction (POI) it should offer based on its own strategic direction and the needs of its community. (MBPD on Framework for POI)
- 2.3 Durham College is committed to ensuring its POI meet and exceed standards and expectations for quality and relevance and the College’s commitment to quality assurance and evidence-based decision-making.

- 2.4 The Board of Governors is responsible for approving POI, to achieve a comprehensive program of career-oriented postsecondary education and training offered by the College, consistent with the College's mandate and overall strategic direction, the economic and social needs of its local and diverse communities and government directions and priorities. (MBPD on Framework for POI)
- 2.5 POI are to conform to the levels of learning articulated in the Credentials Framework as set out in the MBPD on Framework for POI and receive system-wide validation of this conformity, and where applicable, conform with all legislation, regulations, provincial and/or industry standards. Credentials awarded to students upon successful completion of these POI shall be consistent with the Credentials Framework.
- 2.6 The Board of Governors delegates such responsibility for development of POI to the President, who shall:
- 2.6.1 Develop and implement a program performance framework consistent with provincial standards that assesses the extent to which new and existing POI are providing quality outcomes for:
- a) Students, through such indicators as satisfaction rate, retention rate, graduation rate, graduate employment rate, and transferability, as noted in annual Key Performance Indicator (KPI) data.
 - b) Employers, through such indicators as graduate employment rate, employer satisfaction, labour market needs and trends, as noted in annual KPI data.
 - c) Input and feedback of Program Advisory Committees. (Board policy on Program Advisory Committees)
 - d) Durham College, as reflected in application and enrolment trends and an assessment of financial viability, including availability of qualified faculty, delivery costs, capital requirements and space utilization.
- 2.6.2 Establish clear and comprehensive policies and procedures as required by the MBPD on Framework for POI, regarding:
- New program development, program review, and renewal, which ensure academic quality and reflect the program performance framework;
 - Program suspension and cancellation; and,
 - Grading, advancement, and dispute resolution. Such policies shall be publicly communicated.

- 2.6.3 Ensure that new program development proposals take into consideration opportunities for academic pathways with UOIT.
- 2.6.4 Periodically conduct a comprehensive program review for each POI, or cluster of programs, according to schedule or as required. (MPBD on Framework for POI)
- 2.6.5 Submit for Board approval any proposals for new POI or any tuition or ancillary fee increases for existing POI. (MBPD on Tuition and Ancillary Fees Reporting)
- 2.6.6 Ensure that new POI and significant program modifications are sanctioned by a designated Program Advisory Committee. (Board policy on Program Advisory Committees).
- 2.6.7 Ensure that all marketing relating to POI reflects accurate and comprehensive representation of the POI. (MBPD on Framework for POI)

3. Monitoring

The President shall annually:

- 3.1 Provide a report to the Board on quality assurance and program performance.
- 3.2 Provide the Board with an annual report on program reviews.
- 3.3 Confirm all programs of instruction are developed and implemented consistent with provincial standards.

4. Related legislation, Minister's Binding Policy Directives and other documents

- Board Executive Limitations policy on Program Advisory Committees
- Ministry Binding Policy Directive on Framework for Programs of Instruction (which includes Appendix A: Credentials Framework)
- Ministry Binding Policy Directive on Tuition and Ancillary Fees
- *OCAATA and O. Reg. 34/03*