


Program Renewal Policy AC-004

Version	Version Date (MM/DD/YYYY)	Review Date (MM/DD/YYYY)	Description of Changes
02	April 26, 2023	April 26, 2026	Second Edition Replaced “Stakeholders” with “Interested and affected parties”, and “Program Assessment” with Program “Quality Review”. Added approvals for COOP and Admissions. Re-ordered responsibilities (CAC moved up). CAC role added to policy/procedure.

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Policy Holder	Print Name	Date: May 15, 2023

Academic Council	
Advising Body	Date Consulted: May 11, 2023

Vice President, Academic	Yael Katz	Signature: 
Approver	Print Name	Date: May 15, 2023

Purpose

The purpose of this policy is to ensure that all programs of instruction at Georgian College undergo a comprehensive Program Renewal, typically every five years, in accordance with quality assurance criteria established by the Ministry of Training, Colleges and Universities (MTCU) Minister’s Binding

Policy Directive, the Ontario College Quality Assurance Service (OCQAS), and the Postsecondary Education Quality Assessment Board (PEQAB). As a publicly funded postsecondary institution, it is essential that programs maintain quality, relevancy and currency for the students and communities we serve.

Scope

This policy applies to Board Approved Certificate, Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate, and Honours Bachelor Degree programs at Georgian College, including new and existing programs offered full-time, part-time, or jointly with other post-secondary institutions.

Definitions

Word/Term	Definition
<i>Program Quality Review</i>	<i>The process used to review program performance based on college strategic priorities, and analysis of quantitative data, qualitative inputs, and curriculum. This occurs annually and includes a mid-year follow-up to track implementation and progress of any changes or improvement plans.</i>
<i>Capacity Assessment Committee (CAC)</i>	<i>An internal committee responsible for the evaluation of resource requirements for any proposed programs or major changes. They review the preliminary and revised program costing analysis (Program Costing) that is attached to the program proposal in the Curriculum Information Management system (CIM).</i>
<i>Catalogue (CAT)</i>	<i>Catalogue module of CourseLeaf software used to manage program data and academic regulations.</i>
<i>Curriculum Information Management System (CIM)</i>	<i>Curriculum information management module of CourseLeaf software used to manage course and program approval processes and data entry. The CourseLeaf Curriculum and CourseLeaf Catalog modules work together to automatically update all catalogues with approved course, program and student information system (Banner) data.</i>
<i>Five-year Program Renewal</i>	<i>A comprehensive, cyclical program quality review process for diploma and certificate programs.</i>
<i>Key Performance Indicators (KPI)</i>	<i>A type of measurement used by the Ontario Government to evaluate the performance of post-secondary institutions in the province. Data is collected and reported upon from five areas: student satisfaction, graduate satisfaction, employer satisfaction, graduation rate, and employment rate.</i>

<i>Ministry Consent Renewal</i>	<i>A comprehensive review process for degree programs, in accordance with PEQAB's guidelines, which occurs before the end of the consent period.</i>
<i>Program Costing Changes/Renewal</i>	<i>A document used to provide a break-down of any costs associated due to changes to a program (i.e., increase/decrease in section size, addition/removal of a course, changes due to accreditation, capital equipment, space, changes to faculty).</i>
<i>Program Renewal Curriculum</i>	<i>Curricula that are revised or generated through the Program Renewal process including the Program Outline, curriculum mapping, and program tracking.</i>
<i>Program Renewal Team</i>	<i>A team consisting of the Dean or Associate Dean, Program Development Faculty Lead, and at least one or more faculty/technologist working group members. The team is responsible for the revision of the program curriculum.</i>
<i>Program Renewal Summary</i>	<i>Part of the Program Renewal proposal in CIM where the recommendations and rationale for program changes resulting from the formal Program Renewal are documented.</i>
<i>Interested and affected parties</i>	<i>Include faculty, students, support staff, administrators, Program Advisory Committee members, industry partners, and any representatives from areas of the College whose input is critical to program quality. Refer to Georgian's Integrated Planning and Consultation chart.</i>

Responsibility

The **Vice President, Academic (VPA)** is responsible for ensuring the implementation of this policy.

The **Office of Academic Quality (OAQ)** is responsible for

- notifying Academic Areas of the Program Renewal schedule;
- acting as a resource to all program teams for curriculum and process support throughout the Program Renewal Process;
- facilitating meetings between the academic areas and the Capacity Assessment Committee if there are financial implications from the program renewal; and
- ensuring new or revised programs and courses are synched with the Student Information System (SIS) and that the program fields required for the program outline web display migrate to the Catalogue (CAT).

The **Capacity Assessment Committee (CAC)** is responsible for determining and recommending the college's capacity to deliver major program changes from a financial, space, equipment, student service, human resource and marketing perspective.

The ***Dean** of the academic area is responsible for

- assembling and leading the Program Renewal team;
- consulting with critical areas of the college represented on the Integrated Planning and Consultation chart regarding academic and resource needs, as necessary;
- obtaining input and endorsement for the program renewal from the Program Advisory Committee (PAC), as documented in the PAC meeting minutes;
- approving the Program Renewal curriculum on behalf of the academic area; and
- producing the preliminary and final Program Costing as part of the CAC.
- *Note: The Dean may designate responsibility to the Associate Dean as appropriate.

The **Program Renewal Faculty Lead** is responsible for

- seeking input from interested and affected parties, including students, industry and community partners, and critical areas of the college represented on the Integrated Planning and Consultation chart, as necessary to gather feedback regarding program quality;
- analyzing data (including annual Program Quality Reviews) and incorporating the results of the analysis in the final Program Renewal Summary; and
- completing the final renewal curriculum and summary within the Curriculum Information Management (CIM) system and submitting to the Dean and Academic Council for formal approval.

Program Faculty are responsible for providing program perspective regarding the Institutional Research data, and for contributing to continuous program improvement plans.

Institutional Research is responsible for providing Program Renewal Research, including data regarding KPI, enrolment, market share, and retention.

The **Director, Financial Planning** is responsible for

- reviewing the costing analysis as part of the CAC process; and
- signing off on the revised/final Program Costing where relevant.

The **Cooperative Education department** is responsible for

- consulting with program renewal teams for Co-op programs; and
- approving changes to co-op programs resulting from program renewal (refer to policy AC-XXX Cooperative Education Programs – in development).

The **Office of the Registrar** is responsible for

- approving changes to admissions; and
- operationalizing the new or revised course and program offerings as they relate to admissions, registration, and graduation.

Policy

- 1.1 All postsecondary programs must undergo a comprehensive program renewal, typically every five years in accordance with [Policy AC-001: Academic Quality Assurance](#). For diploma programs

this is called the Five-year Program Renewal, and for degree programs, this is called the Ministry Consent Renewal.

- 1.2 Program renewal includes assessment of the continuing consistency of the program with Georgian College's Strategic Mandate Agreement, Strategic Plan, and Academic Plan; assessment of the continuing appropriateness of the method of delivery and curriculum for the program's educational goals and standards, and industry demands; appropriateness of admission requirements; appropriateness of program structure; continuing adequacy of methods used to evaluate student progress and achievement; and utilization of physical, technical and financial resources.
- 1.3 Changes to academic programs and/or courses will reflect provincial standards, including the criteria established by OCQAS or the PEQAB Program Evaluation Standard, as well as relevant professional body requirements, and take into consideration recommendations arising from annual Program Quality Review.
- 1.4 The program renewal process will include mechanisms to consider evidence that program outcomes are being met, and to consider the views of relevant interested and affected parties (students, employers, professional and/or trade bodies, program advisory committees and academic communities). The program renewal process for degrees will include indicators of faculty performance and review of student work that demonstrates credential level standards.
- 1.5 Program renewals are conducted by a program renewal team, with sufficient time allocated to conduct the work (refer to the Standard Workload Form (SWF) Guidelines for Academic Managers). The team is assigned a member of the OAQ who will consult with them throughout the process.
- 1.6 All program renewal documentation is created, revised, and formally approved via the Curriculum Information Management system (CIM).
- 1.7 Changes to courses and program outcomes will be structured and communicated to all relevant interested and affected parties so as to maintain the currency and relevance of the program.

Procedures

- 2.1 **Five-year Program Renewal for Diploma and Certificate Programs**
 - 2.1.1 **Preparation for Program Renewal**
 - 2.1.1.1 In January, the Office of Academic Quality (OAQ) notifies the academic areas of programs undergoing Five-year Program Renewal in the following academic year. The academic areas work with the OAQ to ensure the appropriate programs are included, and the program renewal schedule is finalized. The Dean assigns a program renewal-team and determines their workload accordingly.
 - 2.1.1.2 In January, Institutional Research is notified of the programs going through renewal, and compiles supporting research for the process.

2.1.1.3 In the semester preceding the renewal work, program teams meet with the OAQ to discuss the process, documentation, and resources critical to renewals. Teams are provided with a date for Academic Council, where the final renewal documentation will be discussed and approved.

2.2 Curriculum Renewal

- 2.2.1 Faculty meet with relevant interested and affected parties (internal and external) to discuss the current state of the program.
- 2.2.2 Teams conduct an in-depth analysis of the program (including curriculum mapping) and supporting data to make decisions regarding potential changes (data is gathered from a variety of sources including annual Program Quality Review, KPIs and Institutional Research, students, faculty, employers, Program Advisory Committees, and Industry). Program teams consult with the OAQ for support and resources as necessary.
- 2.2.3 Based on consultation and analysis, teams review the required revisions to the program curriculum. If the revisions result in financial implications, the Dean advises the OAQ who schedules a meeting between the CAC and the academic area. The committee conducts a full evaluation of resource requirements for the proposed changes and reviews the final Program Costing.
- 2.2.4 The VPA reviews the Program Costing, and, if appropriate, gives approval to proceed with the program changes.
- 2.2.5 Teams generate revisions to the program curriculum, including the Program Outline, course outlines, and curriculum mapping, and present to the PAC for formal endorsement.
- 2.2.6 A Program Renewal Summary is drafted in order to summarize the process and analysis of the renewal, and to highlight subsequent recommendations.

2.3 Program Renewal Approval Process

- 2.3.1 The Program Renewal Faculty Lead initiates the approval workflow in CIM by submitting the draft curriculum to the OAQ for review, no later than ~~three~~ weeks prior to the Academic Council (AC) meeting at which the revised curriculum will be presented for approval.
- 2.3.2 The OAQ reviews the renewal curriculum to ensure that it meets college system requirements and Ministry standards, and returns it to the faculty to make changes as necessary. Where relevant, the OAQ forwards the renewal to Admissions and Cooperative Education for approvals.
- 2.3.3 The Program Renewal curriculum and summary are forwarded to the Dean for approval, and submitted back to the OAQ for distribution to the members of AC (no later than two weeks prior to the scheduled renewal approval meeting).
- 2.3.4 The Dean and the Program Renewal Faculty Lead and/or faculty designates from the academic area present the proposed revised program at AC for discussion and approval. Program renewals may be sent back to the academic area for clarification and reviewed again by AC, once the questions are addressed.
 - 2.3.4.1 If changes have been made to the program title, CVS and MTCU approvals are required.

- 2.3.4.2 If the program hours have increased or decreased significantly, MTCU approval is required.
- 2.3.5 Once both internal and external approvals are obtained, the approved program renewal curriculum is synched with the Student Information System (SIS) and the program fields required for the program outline web display migrated to the Catalogue (CAT).
- 2.3.6 All relevant interested and affected parties are notified of the final program changes via CIM.
- 2.3.7 The approved, revised curriculum typically launches in the fall semester of the following calendar year.

2.4 Ministry Consent Renewal for Degrees

2.4.1 Self-study and Curriculum Renewal

- 2.4.1.1 Two years prior to the end of a degree program's Ministerial consent, academic areas prepare for Consent Renewal. The Dean of the academic area assigns the work of the renewal to faculty in the area.
- 2.4.1.2 Faculty conduct a self-study, an in-depth analysis of the program and supporting data to make decisions regarding potential changes (data is gathered from a variety of sources including annual Program Quality Reviews, KPIs and Institutional Research, students, faculty, employers, Program Advisory Committees, and Industry). Program teams consult with the OAQ for support and resources as necessary.
- 2.4.1.3 Based on input and analysis, teams generate the Program Renewal Summary, and revisions of the program curriculum including the Program Outline, course outlines, and curriculum mapping, and present to the PAC for formal endorsement.
- 2.4.1.4 If any changes to the curriculum have budgetary implications, the Dean advises the OAQ who schedules a meeting between the CAC and the academic area. The committee conducts a full evaluation of resource requirements for the proposed changes and reviews the final Program Costing.
- 2.4.1.5 The VPA reviews the Program Costing, and, if appropriate, gives approval to proceed with the program changes.
- 2.4.1.6 The program renewal curriculum is approved by the Dean, and submitted to the OAQ, three weeks prior to the Academic Council (AC) date.
- 2.4.1.7 The OAQ reviews the curriculum to ensure that it meets college system requirements and Ministry standards. The proposed renewal may be returned to the academic area for revision if necessary, and then submitted once more to the OAQ. Where relevant, the OAQ forwards the renewal to Admissions and Cooperative Education for approvals.
- 2.4.1.8 The OAQ forwards the finalized curriculum and Program Renewal Summary to the members of AC no later than two weeks prior to the scheduled meeting.
- 2.4.1.9 The Dean and the Program Renewal Faculty Lead and/or faculty designate(s) from the academic area present the proposed revised curriculum at AC for discussion and approval. Program renewals may be sent back to the academic area for clarification and reviewed again by AC, once the questions are addressed.

2.5 Program Evaluation Committee and PEQAB application

- 2.5.1 An external Program Evaluation Committee (PEC) that meets PEQAB requirements is recommended by the program area to the SLT for approval.
- 2.5.2 The Program Renewal Summary (see 2.2.1.3 above) is submitted to the PEC for review, and site visit preparation.
- 2.5.3 Based on the site visit and the Program Renewal Summary, the PEC submits a report to the program area. The program team writes a formal response to the PEC report.
- 2.5.4 If any changes to the program outline, mapping, or tracking are necessary as a result of the site visit, the changes must be presented to Academic Council for information.
 - 2.5.4.1 If there are any financial implications they would need to be reviewed by the CAC and the Program Costing revised.
- 2.5.5 The Program Renewal Summary, PEC Report, and program team response are submitted to PEQAB for consent renewal.

2.6 Renewed Curriculum Launch

- 2.6.1 Upon receipt of the letter granting consent renewal by the MTCU, finalized renewal documentation is communicated to all relevant areas, and housed in the CIM.
- 2.6.2 The approved, revised curriculum typically launches in the fall semester of the following calendar year.

Related Materials

MTCU Minister's Binding Policy Directive: Framework for Programs of Instruction

Ontario Qualifications Framework

MTCU Provincial Program Standards and Descriptions

PEQAB Degree Level Standards

PEQAB Submission Guidelines for Ontario Colleges: Applying for Renewal of Ministerial Consent under the Postsecondary Education Choice and Excellence Act, 2000

College Quality Assurance Audit Process Criterion

Strategic Mandate Agreement

Strategic Plan

Academic Plan

Georgian College Quality Framework

[Policy AC-001: Academic Quality Assurance](#)

[Policy AC-005: Curriculum Revision](#)

[Policy AC-007: Course Outline](#)

[Policy AC-008: Annual Program Assessment](#)

Standard Workload Form (SWF) Guidelines for Academic Managers

Capacity Assessment Committee Terms of Reference