Policy

PROGRAM QUALITY ASSURANCE POLICY			
Policy Section:	Student and Academic Support Services	**Effective Date:**	March 1, 2025
Policy Owner:	Vice President Academic & Student Experience	**Last Revised:**	October 22, 2024
Policy Administrator:	Director, Academic Experience	**Review Scheduled:**	Every 4 years
Approver:	Executive Committee Academic Council		

The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.

A.   POLICY STATEMENT

To promote the development, documentation, review, and renewal of program curricula to provide Keyano College students with high quality programming that meets institutional, provincial, national, professional and/or accreditation standards.

1.   GUIDING PRINCIPLES

1.1   This policy and its associated policies, procedures and templates apply to those involved in Program Planning and Development (PPD), Curriculum & Instruction, Program Review & Renewal (PRR), and Program Advisory for credit programming at the College.

2.   PROGRAM PLANNING & DEVELOPMENT (PPD)

2.1   PPD will align internal institutional governance with Alberta Government Advanced Education Provider and Program Registry System (PAPRS) requirements and timelines.

2.2   The PPD Committee, a sub-committee of Deans' Council, provides oversight of Program Planning & Development associated procedures.

2.3   New and redesigned programs are accessible, accountable, of high quality and align with student, community, and regional needs and with the institution's strategic priorities.

2.4   Program planning and development of credit and non-credit programs at Keyano College follow a systematic process to ensure:

a.   data driven, transparent decision making,

b.   suitable consultation with stakeholders,

c.   appropriate resource allocation,

d.   alignment with outcomes-based education (OBE) and principles integrated in Keyano Faculty Development programs like Instructional Skills Workshop (ISW), including active learning, experiential learning, authentic assessment, student engagement, and universal design for learning,

e.   high quality programming, and

f. timely submissions for internal and/or external approvals, including Quality Assurance Process by Centre for Teaching and Learning (CTL) staff, Dean's Council, Academic Council, and PAPRS.

3. CURRICULUM AND INSTRUCTION

3.1 Curriculum and Instruction Policy and associated procedures provide oversight to quality, accessible, inclusive, and industry-relevant curriculum and instruction.

3.2 Curriculum is approved, developed, and/or maintained by the appropriate academic governance body (e.g., curriculum is subject to oversight by Dean, Chair (if credit-based) or Manager (if non-credit based) in collaboration with faculty and the CTL) to ensure ongoing quality assurance in alignment with the CTL's quality assurance guidelines and best practices in teaching and learning.

3.3 Curriculum and instruction are developed using outcomes-based education (OBE) and principles integrated in the College's faculty development programs like Instructional Skills Workshop (ISW), including active learning, experiential learning, authentic assessment, student engagement, and universal design and/or standards to meet relevant institutional, provincial, national, and professional and/or accreditation standards.

3.4 The CTL will provide annually reviewed course outline and syllabus templates to all Schools as per the Curriculum Procedure.

4. PROGRAM REVIEW AND RENEWAL (PRR)

4.1 PRR is a collaborative, data driven process focused on continuous improvement. Program Data will be provided by the Institutional Research Department.

4.2 The PRR Committee, a sub-committee of Deans' Council, provides oversight of Program Review & Renewal associated procedures.

4.3 Programs are subject to one of the three types of program reviews annually:

a. post-implementation review;
b. annual review; and
c. comprehensive program review

4.4 Program curriculum is reviewed in full or in part during scheduled PRR processes. An additional review outside the scheduled reviews may also occur when a need is identified.

4.5 All program reviews will examine program strengths and areas for improvement, the efficacy of curriculum and instruction, and program relevance and viability within the discipline/sector.

4.6 CTL staff responsible for leading CTL's Quality Assurance process, under the oversight of the PRR committee, shall maintain and improve program planning tools and templates to support program reviews and renewals.

4.7 The College recognizes the mutually reinforcing relationship between internal quality assurance and external accreditation and will, whenever possible, harmonize the internal and external processes. Program reviews will be modified to complement rather than duplicate any external accreditation and/or governing body quality processes.

4.8 Similar or linked credentials/programs, especially those with common courses and/or instructional faculty may be grouped together in one program review. Related certificate and diploma programs should be reviewed together. In cases where non-

credit or micro-credentials may serve as an alternate pathway to a given credit program, they should be included in the program review.

4.9 Degree programs will comply with *Campus Alberta Quality Council (CAQC)* cyclical review guidelines.

5. PROGRAM ADVISORY COMMITTEE (PAC)

5.1 PACs provide the College with a vital link to the community and industry stakeholders to promote relevant, inclusive, high quality academic programming.

5.2 PACs are mandated in every program by the Dean, with a program's Associate Dean or Chair responsible for organizing and leading the assigned PAC.

5.3 PACs consist of appointed industry representatives, related professionals, and students/alumni and whose purpose is required for ministry approved programs or clusters of ministry-approved programs, as guided by the PAC procedure and Terms of Reference (TOR).

5.4 PACs meet a minimum of 1 time per year with some PACs meeting more frequently (i.e. once per semester as needed) and focus on the institution's strategic priorities, opportunities for work integrated learning and applied research, and workforce relevance of programs.

B. DEFINITIONS

(1)	**Annual Review:**	means review completed annually to promote curriculum currency. This review is not required if the program is subject to the Post-implementation Review or Comprehensive Program Review
(2)	**College or Institution:**	means Keyano College
(3)	**Comprehensive Program Review:**	means comprehensive review completed at least once every 5 years, unless identified need for earlier review
(4)	**Credit Programs:**	means a program of study that is approved by Alberta Advanced Education and leads to a credential defined in Alberta's Credential Framework
(5)	**Curriculum and Instruction:**	Keyano College provides current and relevant curriculum and instruction that offers students the skills and knowledge required to succeed in their chosen careers or learning goals
(6)	**PAPRS:**	means a Provider and Program Registry System
(7)	**Post-implementation Review:**	means review completed following the first cohort of program graduates
(8)	**Program:**	means any internal and/or ministry approved program of study that leads to a Keyano College credential or non-credit recognition
(9)	**Program Advisory Committee (PAC):**	means an advisory committee that provides Keyano College with a vital link to the community and industry stakeholders to

promote relevant, inclusive, high quality academic programming

(10)	**Program Planning & Development (PPD):**	means systematic processes to ensure quality program proposals are data informed, meet industry/stakeholder needs and produce quality outcomes-based education curriculum for inclusive instruction
(11)	**Program Data**	means a common set of quantitative measures used as evidence in the analysis of program need and/or effectiveness. Trends in program demand, student success, and the use of resources will be tracked along with other key performance indicators. Each data element in the program profile will be clearly defined by Institutional Research.
(12)	**Program Review and Renewal (PRR):**	means a systematic program and curriculum review processes for continuous improvements to promote quality programming.

C.   RELATED POLICIES

- Curriculum & Instruction Policy
- Program Advisory Committee (PAC) Policy

D.   RELATED LEGISLATION

- *Post-Secondary Learning Act*
- *Provider and Program Registry System (PAPRS) – Campus Alberta Quality Council Handbook*

E.   RELATED DOCUMENTS

- Academic Council Program and Course Change Forms/Templates
- Annual Review template
- Comprehensive Program Review template
- Comprehensive Review 5-year schedule Excel spreadsheet
- Course Outline template
- Course Syllabus template
- Curriculum Procedure
- Keyano College Course Quality Guidelines
- Keyano College Strategic Plan
- Post-implementation Review template
- Program Advisory Committee (PAC) Procedure
- Program Planning & Development (PPD) Procedure
- Program Review & Renewal (PRR) Procedure

F.   REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
April 8, 2024	Revisions to Policy 4.17 College Program and Service Reviews	All sections	Learning and Development Specialist	VP Academic and Student Experience
October 22, 2024	Policies 4.17 College Program and Service Reviews and 4.14 Program Approval Process will be rescinded.		Legislative Compliance/Policy & Procedure Coordinator	