A. Background and Definitions

College Programs of Instruction (POI) are the foundation for curricular quality and are in place to ensure compliance with Ministerial and accrediting body requirements. Effective oversight of this element of program development and change, aids in supporting student success and the validation of the credentials delivered.

Program of Instruction: A group of related courses leading to a diploma, certificate, degree or other credential awarded by the College Board of Governors.

B. Purpose

The Purpose of the Program Change & Development Working Group (PCD) is to provide leadership in the process of new program development and program changes.

C. Statements

1. Duties and Responsibilities:
   a) review and provide a recommendation level to AASEC on Business Plan proposals for new programs;
   b) review and provide a recommendation level to AASEC on modifications to existing programs;
   c) monitor adherence to Ministry of Colleges and Universities requirements for credential type, including such elements as; vocational learning outcomes, essential employability skills, and general education;
   d) provide input and recommendation of academic processes and deadlines; and
   e) implement guidelines as specified by AASEC.

2. Membership:
   Associate Director, Academic Quality (Chair)
   Associate Registrar, Systems and Reporting
   Associate Dean, Academic and Liberal Studies Division (1)
   Associate Deans (2)
   Deans (2)
TITLE: Program Change & Development (PCD)

RELATED COMMITTEE: Academic Affairs & Strategic Enrolment (AASEC)

3. **Appointments and Vacancies:** Appointment is by position title.

   Deans and Associate Deans are selected by the Vice President, Academic (VPA) with consideration to recommendations of the Chair. Dean and Associate Dean appointments are for a two (2) year term with one (1) Dean and one (1) Associate Dean appointed annually to ensure continuity.

   The Associate Dean representative from the Academic and Liberal Studies Division will serve a two (2) year term with extension at the discretion of the Chair.

4. **Quorum:** 50% + 1

5. **Meeting Procedures:**
   a) decision making will be by consensus with a recorded vote taken at the request of a member;
   b) preparation of reports/materials and meeting logistics will be coordinated through the office of the VPA;
   c) agendas and supporting documents will be distributed to members one (1) week prior to the meeting. Meeting notes will be taken to record discussions and decisions and will be posted within three (3) business days of the meeting;
   d) materials and documents for presentation will be provided by the related academic administrator associated with each agenda item;
   e) presentation proposals will be done by the related academic administrator, and may be supported by relevant faculty and or staff; and
   f) meetings will be scheduled monthly, with additional meetings added as required at the discretion of the Chair.

6. **Reporting:** Academic Affairs & Strategic Enrolment Committee

D. **Related Documents**

Program Modification Process
Consultation Checklist