A. Background and Definitions

Once every five years, Niagara College participates in a provincially legislated College Quality Assurance Audit Process (CQAAP), which is overseen by the Ontario College Quality Assurance Service (OCQAS). The CQAAP involves the regular and cyclical external review of evidence of the consistent and thorough execution of the College’s program quality assurance processes at an institutional level, culminating with a self-study report that documents the degree to which those processes conform to the quality criteria defining exemplary quality assurance processes, and in recommendations aimed at improvement and enhanced consistency with the quality criteria. The findings of the self-study report are validated by the members of an audit panel assigned by OCQAS to respond to the self-study and document their findings resulting from a scheduled site visit. Following the audit site visit, all institutions are required to report on its quality assurance activities 18 months following the site visit.

B. Purpose

The purpose of the Academic Quality Working Group is to support the development of the Niagara College OCQAS self-study document and monitor and enhance the Quality Assurance mechanisms in place at the College.

C. Statements

1. **Membership:** The position of the Academic Quality Working Group members is recognized as important and beneficial to the continuous improvement of program quality at the College. The Academic Quality Working Group is comprised of ex-officio and representative members. While reasonable travel expenses will be reimbursed, members may not receive remuneration for their participation.

Ex-Officio Members:
- Vice President, Academic (Chair)
- Associate Director, Academic Quality
- Academic Quality Consultant
TITLE: Academic Quality Assurance

RELATED COMMITTEE: Academic Affairs & Strategic Enrolment (AASEC)

At-Large Members:
- Deans (1-2)
- Associate Deans (3)
- Faculty (4)
- Enrolment Services representative (1)
- Marketing and Recruitment representative (1)
- Student Services representative (1)
- College Operations representatives (2-3)
- International representative (1)
- Research and Innovation representative (1)
- Student representatives (2)

2. **Appointments and Vacancies:** The at-large members will volunteer in response to a call for members. Their nomination will be approved by their respective Vice President with their subsequent committee membership approved by the Vice President, Academic. Terms will be two (2) years in duration with the option for one (1) additional year renewal.

   A mid-term vacancy will be filled utilizing the same nomination and approval procedure. The newly appointed member will fulfill the remaining term of the exiting member.

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

4. **Duties and Responsibilities:**
   a) Providing a forum for the discussion of continuous improvement of programs and services in each area of the College that support the academic mission of the College, through the offices of the Vice Presidents;
   b) Monitoring continuous improvement actions, recommending changes, as appropriate; and
   c) Preparing for the CQAAP once every five (5) years.

5. **Meeting Procedures:** The Academic Quality Working Group will meet twice annually in non-audit years or as determined by the Chair. Leading up to an academic audit, the Academic Quality Working Group will meet bi-monthly, or as determined by the Chair.
6. **Reporting:** Academic Affairs & Strategic Enrolment Committee

7. **Secretariat responsibilities:** Executive Assistant – Vice President, Academic

**D. Related Documents**

None

**E. Document History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 12, 2012</td>
<td>New</td>
</tr>
<tr>
<td>March 2, 2017</td>
<td>Membership and general updates</td>
</tr>
<tr>
<td>November 2, 2021</td>
<td>Redesignated from a Committee to a Working Group</td>
</tr>
<tr>
<td></td>
<td>Updates to content, membership, Chair, position titles</td>
</tr>
</tbody>
</table>