



Ontario College Quality Assurance Service

Service de l'assurance de la qualité des  
collèges de l'Ontario

## COLLEGE QUALITY ASSURANCE AUDIT PROCESS (CQAAP)

### CURRENT STATE OF QUALITY ASSURANCE ACTIVITIES REPORT for: Follow-up (18-month)

#### DURHAM COLLEGE

**DATE SINCE LAST UPDATE TO OCQAS:** November 1, 2018

**DATE OF PREPARATION OF REPORT:** April 14, 2020

**REPORT PREPARED BY:** Centre for Academic and Faculty Enrichment (CAFE)



This report aims to provide updated information regarding the quality assurance activities that the college is implementing to address the identified gaps (affirmations, recommendations and other) since the college's last submitted report to the OCQAS.

**1. Provide the continuous improvement plan (action/ implementation plan) and results to date.**

*\* The college must provide (at the very least) the affirmations made by the college and the recommendations made by the audit panel at the time of the last audit. These stipulations (affirmations and recommendations) should be listed, verbatim as they appear in the audit report.*

**Recommendation #1**

<b>* What has been identified as needing to be done? (stipulations)</b>	Proceed with the CLO-to-PVLO mapping projects identified as an area requiring improvement.
<b>What deliverables are associated with addressing the stipulations?</b>	<ol style="list-style-type: none"> <li>1. Implement the revised Curriculum Mapping process to ensure that the Program Vocational Learning Outcomes (PVLOs) are assessed throughout the program (see Affirmation #4)</li> <li>2. Update all course outlines to include PVLOs, to indicate what PVLOs are assessed in each course, and at what level they are directly mapped to the Course Learning Outcome (CLOs) (see Affirmation #5)</li> <li>3. Enhance learning plans to include a mapping area to the CLOs for each week, linking the CLOs to teaching and learning strategies, and thus ultimately to the PVLOs (see Affirmation #6)</li> </ol>
<b>What tasks are associated with addressing the deliverable?</b>	<ol style="list-style-type: none"> <li>1. <ol style="list-style-type: none"> <li>a) Review existing revised curriculum mapping processes to ensure the PVLOs are assessed</li> <li>b) Continue to develop and implement the revised curriculum mapping processes in Comprehensive Program Review (CPR)</li> </ol> </li> <li>2. <ol style="list-style-type: none"> <li>a) Modify course outline application (WebCOT), to display PVLOs assessed in each course as identified through the CPR curriculum mapping process</li> </ol> </li> </ol>



	<p>b) Revise CQAAP commitment as weighting is not measured</p> <p>3. a) Revise CQAAP commitment as mapping will not be accessed from the learning plans but rather a stand-alone document to avoid providing students with excessive information</p> <p>b) Modify WebCOT to capture data in learning plans where CLOs are taught</p>
<b>Who is responsible for the specific deliverable/ task?</b>	<ul style="list-style-type: none"> <li>• Executive Deans</li> <li>• Associate Dean, Centre for Academic and Faculty Engagement (CAFE)</li> </ul>
<b>When is the completion deadline of the specific deliverable/ task?</b>	<ol style="list-style-type: none"> <li>1. Revised curriculum mapping process implemented in CPR process in May 2018</li> <li>2. In-process. Delivery of PVLOs on course outlines expected to be implemented in June 2020 for programs who have undergone CPR since May 2018</li> <li>3. WebCOT learning plans modified in May 2019 to capture taught CLOs</li> </ol>
<b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b>	<ol style="list-style-type: none"> <li>1. Deliverable has been fully implemented and is considered 100% complete</li> <li>2. Deliverable is in-process and is considered 85% complete</li> <li>3. Deliverable has been fully implemented and is considered 100% complete</li> </ol>

**Recommendation #2**

<b>* What has been identified as needing to be done? (stipulations)</b>	Introduce a formal orientation process for new Program Advisory Committee members to supplement the existing resources provided by the College.
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<b>What deliverables are associated with addressing the stipulations?</b>	<ol style="list-style-type: none"><li>1. Review feedback from academic schools regarding Program Advisory Committee (PAC) orientation deficiencies</li><li>2. Review gaps in PAC handbook and resource manual to address in Orientation Program</li><li>3. Draft PAC Orientation Program agenda and materials</li><li>4. Deliver PAC Orientation Program</li><li>5. Plans for continuous improvement</li></ol>
<b>What tasks are associated with addressing the deliverable?</b>	<ol style="list-style-type: none"><li>1. Academic Leadership Team (ALT) meeting and follow-up meetings to discuss PAC feedback</li><li>2. Undertake needs assessment to identify gaps in PAC Handbook and Resource Manual to address in Orientation Program</li><li>3. Draft PAC Orientation Program agenda and materials including high-level overview of DC finances, senior staff responsibilities, Ministry and provincial governance, risk management process, Board governance, and government relations and priorities</li><li>4. Two in-person PAC orientation sessions (one at each of our main campuses) were delivered in the 2018-19 academic year</li><li>5. Participant feedback recorded for future use. Two in-person sessions are planned for the 2019-20 academic year and an additional virtual session is being planned for Board members who are not able to attend in person</li></ol>
<b>Who is responsible for the specific deliverable/ task?</b>	<ul style="list-style-type: none"><li>• Associate Vice President, Academic</li></ul>
<b>When is the completion deadline of the specific deliverable/ task?</b>	June 2019



<b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b>	Recommendation has been fully implemented and is considered 100% complete
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### Recommendation #3

<b>* What has been identified as needing to be done? (stipulations)</b>	Review the processes used by the different service areas to find a common review process/tool.
<b>What deliverables are associated with addressing the stipulations?</b>	<ol style="list-style-type: none"> <li>1. Review current processes used by various areas to determine a common quality assurance review/process tool to encompass a broad group of areas, to minimize duplication of efforts and survey fatigue</li> <li>2. Draft revised common review process/tool</li> <li>3. Approval of review process/tool by Durham College Leadership Team (DCLT)</li> <li>4. Implement revised common review process/tool</li> </ol>
<b>What tasks are associated with addressing the deliverable?</b>	<ol style="list-style-type: none"> <li>1. <ol style="list-style-type: none"> <li>a) Develop an information gathering survey to be distributed to administrators in the student service and administrative divisions to determine current feedback practices for clients/students</li> <li>b) Distribute survey to college stakeholders</li> <li>c) Review data gathered</li> </ol> </li> <li>2. Engage departments to review data and draft revised process/tool</li> <li>3. Provide recommendation for approval to DCLT</li> <li>4. Implement revised common review process/tool</li> </ol>
<b>Who is responsible for the specific deliverable/ task?</b>	<ul style="list-style-type: none"> <li>• Associate Vice President, Communications and Marketing</li> <li>• Associate Vice-President, Office of Development and Alumni Affairs</li> </ul>



<p><b>When is the completion deadline of the specific deliverable/ task?</b></p>	<ol style="list-style-type: none"> <li>1. October 2019</li> <li>2. May 2020</li> <li>3. August 2020</li> <li>4. September 2020</li> </ol>
<p><b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b></p>	<ol style="list-style-type: none"> <li>1. Deliverable has been fully implemented and is considered 100% complete</li> <li>2. Deliverable is in-process and is considered 20% complete</li> <li>3. Deliverable has not yet started and is considered 0% complete</li> <li>4. Deliverable has not yet started and is considered 0% complete</li> </ol>

**Affirmation #1**

<p><b>* What has been identified as needing to be done? (stipulations)</b></p>	<p>Proceed with introduction of Annual Program Review (APR) process for programs offered through the School of Continuing Education (CE) in the 2017-2018 academic year.</p>
<p><b>What deliverables are associated with addressing the stipulations?</b></p>	<p>Introduce a formalized APR process for Continuing Education Programs offered by the Centre for Professional and Part-Time Learning (PPL)</p>
<p><b>What tasks are associated with addressing the deliverable?</b></p>	<p>Revise current APR templates for PPL reporting</p>
<p><b>Who is responsible for the specific deliverable/ task?</b></p>	<ul style="list-style-type: none"> <li>• Director, Program Quality and Development, PPL</li> <li>• Manager, Academic Quality Assurance, CAFE</li> </ul>
<p><b>When is the completion deadline of the specific deliverable/ task?</b></p>	<p>June 2019</p>
<p><b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b></p>	<p>This affirmation has been fully implemented and is considered 100% complete</p>



### Affirmation #2

* What has been identified as needing to be done? (stipulations)	Update and implement changes to Course Outlines Policy and Procedure as per the working group recommendations.
What deliverables are associated with addressing the stipulations?	<ol style="list-style-type: none"> <li>1. Conduct a fulsome review of the Course Outline Policy and Procedure</li> <li>2. Revise the Course Outline Policy and Procedure</li> <li>3. Implement the revised Course Outline Policy and Procedure</li> </ol>
What tasks are associated with addressing the deliverable?	<ol style="list-style-type: none"> <li>1. Consultation with policy stakeholders</li> <li>2. <ol style="list-style-type: none"> <li>a) Draft revised policy and procedure in collaboration with stakeholders</li> <li>b) Follow the approval process for all new and revised policies and procedures</li> </ol> </li> <li>3. <ol style="list-style-type: none"> <li>a) Update the policy and procedure on publication sites</li> <li>b) Revise course outline template in WebCOT</li> </ol> </li> </ol>
Who is responsible for the specific deliverable/ task?	<ul style="list-style-type: none"> <li>• Vice President, Academic</li> </ul>
When is the completion deadline of the specific deliverable/ task?	April 2018
What is the current status of each specific deliverable/ task? (include a completion percentage)	This affirmation has been fully implemented and is considered 100% complete

### Affirmation #3

* What has been identified as needing to be done? (stipulations)	Develop and implement an online system to manage program lifecycle, program information data and all associated records to
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	replace the current excel spreadsheet database and folder/files repository system for storing permanent records related to programs.
<b>What deliverables are associated with addressing the stipulations?</b>	<ol style="list-style-type: none"><li>1. Determine needs</li><li>2. Determine commercial software</li><li>3. Implementation of new software</li><li>4. Training</li><li>5. Ongoing maintenance</li></ol>
<b>What tasks are associated with addressing the deliverable?</b>	<ol style="list-style-type: none"><li>1. Determine all existing systems and documents for inclusion</li><li>2. <ol style="list-style-type: none"><li>a) Review software</li><li>b) Test software</li><li>c) Purchase software</li></ol></li><li>3. Implement system<ol style="list-style-type: none"><li>a) Transfer documents</li><li>b) Data entry</li><li>c) Document publication</li></ol></li><li>4. Training staff and stakeholders</li><li>5. Update software and internal processes</li></ol>
<b>Who is responsible for the specific deliverable/ task?</b>	<ul style="list-style-type: none"><li>• Associate Dean, CAFE</li></ul>
<b>When is the completion deadline of the specific deliverable/ task?</b>	2024-2025
<b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b>	<ol style="list-style-type: none"><li>1. Deliverable has been fully implemented and is considered 100% complete</li></ol>





	<ol style="list-style-type: none"> <li>2. Deliverable is in-process and is considered 5% complete</li> <li>3. Deliverable is not yet started and is considered 0% complete</li> <li>4. Deliverable is not yet started and is considered 0% complete</li> <li>5. Deliverable is not yet started and is considered 0% complete</li> </ol>
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#### Affirmation #4

* What has been identified as needing to be done? (stipulations)	Implement the revised Curriculum Mapping Process to ensure that the VLOs are assessed throughout the program.
What deliverables are associated with addressing the stipulations?	1. Implement the planned revised Curriculum Mapping Process to ensure that the PVLOs are assessed throughout the program
What tasks are associated with addressing the deliverable?	<ol style="list-style-type: none"> <li>1. a) Review existing revised curriculum mapping processes to ensure the PVLOs are assessed</li> <li>b) Continue to develop and implement the revised curriculum mapping processes in CPR</li> </ol>
Who is responsible for the specific deliverable/ task?	<ul style="list-style-type: none"> <li>• Executive Deans</li> <li>• Associate Dean, CAFE</li> </ul>
When is the completion deadline of the specific deliverable/ task?	Revised curriculum mapping process implemented in CPR process in May 2018
What is the current status of each specific deliverable/ task? (include a completion percentage)	Affirmation has been fully implemented and is considered 100% complete



### Affirmation #5

* What has been identified as needing to be done? (stipulations)	Update all course outlines to include program PVLOs to indicate what PVLOs are addressed in each course and at what level they are directly mapped to the CLOs.
What deliverables are associated with addressing the stipulations?	<ol style="list-style-type: none"><li>1. Modify course outline application (WebCOT) to display PVLOs addressed in each course as identified through the CPR curriculum mapping process.</li><li>2. Revise CQAAP commitment as weighting is not measured.</li></ol>
What tasks are associated with addressing the deliverable?	<ol style="list-style-type: none"><li>1. <ol style="list-style-type: none"><li>a) Determine WebCOT modification plan</li><li>b) ITS to modify WebCOT to display PVLOs addressed in each course as identified through the CPR curriculum mapping process.</li><li>c) Test modification in development status</li><li>d) Implement in production phase.</li><li>e) Communicate to Durham College (DC) community modifications and provide supports for the change.</li></ol></li><li>2. REVISED CQAAP AFFIRMATION #5<ol style="list-style-type: none"><li>a) Update all course outlines to display PVLOs addressed in each course as identified through the CPR curriculum mapping process.</li><li>b) Rationale: Reflective of the Quality Assurance principle of continuous improvement, this commitment has evolved to incorporate the technical implementation but leveling (as noted in the original affirmation) is not addressed in the curriculum mapping process.</li></ol></li></ol>
Who is responsible for the specific deliverable/ task?	<ul style="list-style-type: none"><li>• Associate Dean, CAFE</li><li>• Business Analyst, IT Services – Enterprise Systems</li></ul>



<b>When is the completion deadline of the specific deliverable/ task?</b>	<ol style="list-style-type: none"> <li>1. June 2020</li> <li>2. Revised CQAAP commitment is complete in this 18 month follow-up CQAAP report</li> </ol>
<b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b>	<ol style="list-style-type: none"> <li>1. Affirmation is in-process and is considered 85% complete. Delivery of PVLOs on course outlines expected to be implemented in May 2020 for programs who have undergone CPR since May 2018</li> <li>2. Revised CQAAP Affirmation #5 has been fully implemented in this report and is considered 100% complete</li> </ol>

### Affirmation #6

<b>* What has been identified as needing to be done? (stipulations)</b>	Enhance learning plans to include a mapping areas to the CLOs for each week, linking the CLOs to teaching and learning, and thus ultimately to the VLOs.
<b>What deliverables are associated with addressing the stipulations?</b>	<ol style="list-style-type: none"> <li>1. Revise CQAAP affirmation as mapping will not be accessed from the learning plans but rather a stand-alone document to avoid providing students with excessive information</li> <li>2. Modify WebCOT to capture data in learning plans where CLOs are taught</li> </ol>
<b>What tasks are associated with addressing the deliverable?</b>	<ol style="list-style-type: none"> <li>1. a) Revised CQAAP Affirmation #6: Modify learning plans in course outlines to identify when CLOs are explicitly taught  b) Rationale: Reflective of the Quality Assurance principle of continuous improvement, this commitment has evolved from the initial broad reference to teaching and learning strategies as well as the expectation that curriculum mapping will be part of the course outline. As of 2020,</li> </ol>



	<p>curriculum mapping will be a stand-alone evidence-based document. CLO to PVLO mapping is completed in CPR curriculum mapping</p> <ol style="list-style-type: none"> <li>2. a) Determine WebCOT modification plan</li> <li>b) ITS to modify WebCOT to capture inputs of CLOs taught</li> <li>c) Test modification in development status</li> <li>d) Implement in production phase</li> <li>e) Communicate to DC community modifications and provide supports for the change</li> </ol>
<b>Who is responsible for the specific deliverable/ task?</b>	<ul style="list-style-type: none"> <li>• Executive Deans</li> <li>• Associate Dean, CAFE</li> <li>• Business Analyst, IT Services – Enterprise Systems</li> </ul>
<b>When is the completion deadline of the specific deliverable/ task?</b>	<ol style="list-style-type: none"> <li>1. Revised CQAAP commitment is complete in this 18 month follow-up CQAAP report</li> <li>2. Implemented May 2019</li> </ol>
<b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b>	Affirmation has been fully implemented and is considered 100% complete

**Affirmation #7**

<b>* What has been identified as needing to be done? (stipulations)</b>	Update and maintain PVLOs in the Program Learning Outcomes Repository (PLOR) database in anticipation of using the database to support the program life cycle data and records project mentioned in Standard 1. PVLOs will be posted on Durham College’s public website.
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<b>What deliverables are associated with addressing the stipulations?</b>	<ol style="list-style-type: none"><li>1. Update the PLOR</li><li>2. Collaborate with ITS and Communications and Marketing (C+M) to create link from PLOR to website enabling PVLOs to appear on each program page on DC website</li><li>3. Publish PVLOs on each program page on public DC website for credentialed programs</li></ol>
<b>What tasks are associated with addressing the deliverable?</b>	<ol style="list-style-type: none"><li>1. Edit and ensure accuracy of PLOR</li><li>2. <ol style="list-style-type: none"><li>a) ITS develop code to ensure accurate and continuous transfer from PLOR to DC website</li><li>b) C+M to edit website to accommodate PLOs from credentialed programs</li></ol></li><li>3. <ol style="list-style-type: none"><li>a) Implement project</li><li>b) Communicate to ALT and academic community</li></ol></li></ol>
<b>Who is responsible for the specific deliverable/ task?</b>	<ul style="list-style-type: none"><li>• Associate Dean, CAFE</li><li>• Business Analyst, IT Services – Enterprise Systems</li><li>• Manager, Digital Media</li></ul>
<b>When is the completion deadline of the specific deliverable/ task?</b>	<ol style="list-style-type: none"><li>1. Winter 2020</li><li>2. June 2020</li><li>3. August 2020</li></ol>
<b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b>	<ol style="list-style-type: none"><li>1. Deliverable has been fully implemented and is considered 100% complete</li><li>2. Deliverable in-process and is considered 75% complete</li></ol>



	3. Deliverable has not yet started and is considered 0% complete
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**Affirmation #8**

* What has been identified as needing to be done? (stipulations)	Include approved program APS title in the Program Guides (posted in <i>MyCampus™</i> ), in all marketing and promotional materials prepared by the School.
What deliverables are associated with addressing the stipulations?	Update all DC program titles on marketing materials to ensure Ministry Approved Titles are displayed
What tasks are associated with addressing the deliverable?	<ol style="list-style-type: none"> <li>1. Compare active DC programs on website with the MTCU APS table to ensure program title alignment</li> <li>2. Provide list of inaccurate titles to C+M department to update all promotional materials</li> <li>3. Re-review programs on DC materials (including website and college guide) to ensure compliance</li> </ol>
Who is responsible for the specific deliverable/ task?	<ul style="list-style-type: none"> <li>• Manager, Academic Quality Assurance</li> <li>• Manager, Marketing, Communications and Marketing</li> </ul>
When is the completion deadline of the specific deliverable/ task?	<ol style="list-style-type: none"> <li>1. March 2020</li> <li>2. June 2020</li> <li>3. August 2020</li> </ol>
What is the current status of each specific deliverable/ task? (include a completion percentage)	<ol style="list-style-type: none"> <li>1. Deliverable has been fully implemented and is considered 100% complete</li> <li>2. Deliverable in-process and is considered 60% complete</li> <li>3. Deliverable in-process and is considered 0% complete</li> </ol>



### Affirmation #9

* What has been identified as needing to be done? (stipulations)	Include an Experiential Learning (EL) experience to all programs of study to ensure that all students have an EL experience.
What deliverables are associated with addressing the stipulations?	<ol style="list-style-type: none"><li>1. Define EL for DC</li><li>2. Review existing list of programs with Work Integrated Learning (WIL)</li><li>3. Determine program-based EL need</li><li>4. Ensure new programs have EL added to their Program of Study (POS)</li><li>5. Ensure program review includes tracking of EL</li></ol>
What tasks are associated with addressing the deliverable?	<ol style="list-style-type: none"><li>1. Definitions of EL developed</li><li>2. Annual review of current DC WIL of credentialed programs</li><li>3. <ol style="list-style-type: none"><li>a) Determine existing EL opportunity and if so, provide evidence</li><li>b) If EL opportunity is not present in a program, determine through APR and CPR processes the addition of EL to POS and implement through program change process</li><li>c) Add additional EL opportunities as need-based</li></ol></li><li>4. Ensure EL included as part of concept paper for new program development and program development templates</li><li>5. In APR template revision, ensure EL tracking opportunity</li></ol>
Who is responsible for the specific deliverable/ task?	<ul style="list-style-type: none"><li>• Vice President, Academic</li><li>• Executive Deans</li><li>• Associate Dean, CAFE</li></ul>
When is the completion deadline of the specific deliverable/ task?	<ol style="list-style-type: none"><li>1. March 2019</li></ol>



	<ol style="list-style-type: none"> <li>2. Annually in May</li> <li>3. APR and CPR processes</li> <li>4. October 2019</li> <li>5. May 2021</li> </ol>
<p><b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b></p>	<ol style="list-style-type: none"> <li>1. Deliverable has been fully implemented and is considered 100% complete</li> <li>2. Deliverable has been fully implemented and is considered 100% complete</li> <li>3. Deliverable is in-process and is considered 67% complete</li> <li>4. Deliverable has been fully implemented and is considered 100% complete</li> <li>5. Deliverable is in-process and is considered 80% complete</li> </ol>

**Affirmation #10**

<p><b>* What has been identified as needing to be done? (stipulations)</b></p>	<p>Institute a formalized monitoring/tracking process that accounts for all steps and identify all stakeholders in the process of communicating and implementing new Ministry of Colleges and Universities (MCU) Program Standards.</p>
<p><b>What deliverables are associated with addressing the stipulations?</b></p>	<ol style="list-style-type: none"> <li>1. Execute formal process to communicate Program Standard changes</li> </ol>
<p><b>What tasks are associated with addressing the deliverable?</b></p>	<ol style="list-style-type: none"> <li>1.             <ol style="list-style-type: none"> <li>a) Identify representatives who receive information regarding MCU program standards changes</li> <li>b) Communicate Program Standards under review to relevant academic school Executive Dean/Dean and Associate Dean when advised by MCU</li> </ol> </li> </ol>





	<p>c) Validate Program Standard changes when received by the MCU</p> <p>d) Forward finalized Program Standards to the relevant academic school Executive Dean/Dean and Associate Dean</p> <p>e) Distribute a Program Standard Change MEMO to college stakeholders notifying change</p> <p>f) Present information item at the Program Proposal and Review Committee (PPRC)</p> <p>g) Record the new Program Standard in the shared college-wide digital program repository folder and the CAFE program change digital folder</p> <p>h) Track change on CAFE program change tracking sheet</p>
<b>Who is responsible for the specific deliverable/ task?</b>	<ul style="list-style-type: none"> <li>• Manager, Academic Quality Assurance, CAFE</li> <li>• Executive Deans/Dean/Associate Dean or delegate</li> <li>• Administrative Assistant, CAFE</li> </ul>
<b>When is the completion deadline of the specific deliverable/ task?</b>	October 2019
<b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b>	Affirmation has been fully implemented and is considered 100% complete

### Affirmation #11

<b>* What has been identified as needing to be done? (stipulations)</b>	Continue working with schools and faculty to include an experiential learning opportunity to all programs of study.
<b>What deliverables are associated with addressing the stipulations?</b>	1. Define Experiential Learning (DL) for DC



	<ol style="list-style-type: none"><li>2. Ensure new programs have EL added to their Programs of Study (POS)</li><li>3. Ensure program review processes include capture of existing EL evidence and discussion regarding the addition of EL opportunities especially where lacking in existing POS</li><li>4. Ensure program review includes tracking of EL</li></ol>
<b>What tasks are associated with addressing the deliverable?</b>	<ol style="list-style-type: none"><li>1. Definitions of EL developed</li><li>2. Ensure EL included as part of concept paper for new program development and program development templates</li><li>3. APR and CPR templates address program EL</li><li>4. APR template revision includes EL tracking opportunity</li></ol>
<b>Who is responsible for the specific deliverable/ task?</b>	<ul style="list-style-type: none"><li>• Vice President, Academic</li><li>• Executive Deans</li><li>• Associate Dean, CAFE</li></ul>
<b>When is the completion deadline of the specific deliverable/ task?</b>	<ol style="list-style-type: none"><li>1. March 2019</li><li>2. October 2019</li><li>3. APR and CPR processes</li><li>4. May 2020</li></ol>
<b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b>	Affirmation has been fully implemented and is considered 100% complete



**Affirmation #12**

<p>* What has been identified as needing to be done? (stipulations)</p>	<p>Review, update and implement the <i>Admissions Policy and Procedure</i>, which are currently out of date.</p>
<p>What deliverables are associated with addressing the stipulations?</p>	<ol style="list-style-type: none"> <li>1. Conduct a fulsome review of the Admissions Policy and Procedure</li> <li>2. Revise the Admissions Policy and Procedure</li> <li>3. Implement the revised Admissions policy and procedure</li> </ol>
<p>What tasks are associated with addressing the deliverable?</p>	<ol style="list-style-type: none"> <li>1. Consultation with policy stakeholders;</li> <li>2.             <ol style="list-style-type: none"> <li>a) Draft revised policy and procedure in collaboration with stakeholders</li> <li>b) Create two separate admissions policy and procedures: 1. Domestic Admissions, and 2. International Admissions</li> <li>i) Follow approval process for all new revised policies and procedures</li> </ol> </li> <li>3. Implement policy and procedure             <ol style="list-style-type: none"> <li>a) update the policy and procedure on publication sites</li> <li>b) communicate to stakeholders revised policies</li> </ol> </li> </ol>
<p>Who is responsible for the specific deliverable/ task?</p>	<ul style="list-style-type: none"> <li>• Associate Vice President/Registrar, Student Affairs</li> <li>• Vice President, Academic</li> </ul>
<p>When is the completion deadline of the specific deliverable/ task?</p>	<ol style="list-style-type: none"> <li>1. January 2018</li> <li>2.             <ol style="list-style-type: none"> <li>a) The Domestic Admissions Policy and Procedure ADMIN-208 was revised in March 2018</li> <li>b) The International Admissions Policy and Procedure ACAD-107 was revised January 2019</li> </ol> </li> <li>3.             <ol style="list-style-type: none"> <li>a) The Domestic Admissions Policy and Procedure ADMIN-208 was fully implemented in June 2018.</li> </ol> </li> </ol>



	b) The International Admissions Policy and Procedure ACAD-107 was fully implemented in March 2019
What is the current status of each specific deliverable/ task? (include a completion percentage)	Affirmation has been fully implemented and is considered 100% complete

### Affirmation #13

* What has been identified as needing to be done? (stipulations)	Review, update and implement the <i>Academic Integrity Policy (ACAD-101) and Procedure (ACAD-101.1)</i> which are currently outstanding and under review by the stakeholder working group.
What deliverables are associated with addressing the stipulations?	<ol style="list-style-type: none"> <li>1. Conduct a fulsome review of the Academic Integrity policy and procedure</li> <li>2. Revise the Academic Integrity policy and procedure</li> <li>3. Implement the revised Academic Integrity policy and procedure</li> </ol>
What tasks are associated with addressing the deliverable?	<p>The following tasks are associated with addressing the deliverables of this affirmation:</p> <ol style="list-style-type: none"> <li>1. Consultation with policy stakeholders</li> <li>2. a) Draft revised policy and procedure in collaboration with stakeholders b) Follow approval process for all new revised policies and procedures</li> <li>3. Implement policy and procedure</li> </ol>
Who is responsible for the specific deliverable/ task?	<ul style="list-style-type: none"> <li>• Vice President, Academic</li> </ul>
When is the completion deadline of the specific deliverable/ task?	<ol style="list-style-type: none"> <li>1. April 2018</li> </ol>



	2. Revised September 2018
What is the current status of each specific deliverable/ task? (include a completion percentage)	Affirmation has been fully implemented and is considered 100% complete

**Affirmation #14**

* What has been identified as needing to be done? (stipulations)	All post-secondary students who register for Durham College courses will be required to attest to having reviewed Durham College policies and procedures. This additional step in the registration process is under development for implementation in spring 2018.
What deliverables are associated with addressing the stipulations?	Amend student registration system to require students to acknowledge responsibility to fully understand all college policies and procedures and their lack of knowledge does not constitute a valid defence against action by the college
What tasks are associated with addressing the deliverable?	In order to proceed with full-time registration into a schedule block students must accept this term and condition
Who is responsible for the specific deliverable/ task?	<ul style="list-style-type: none"> <li>• Associate Vice President/Registrar, Student Affairs</li> <li>• Director of Reporting &amp; Student Systems, Strategic Enrolment Services – Reporting &amp; Student Information Systems</li> </ul>
When is the completion deadline of the specific deliverable/ task?	July 2018
What is the current status of each specific deliverable/ task? (include a completion percentage)	Affirmation has been fully implemented and is considered 100% complete



**Affirmation #15**

* What has been identified as needing to be done? (stipulations)	Increase collaboration between the Office of Research Services, Innovation and Entrepreneurship (ORSIE) and CAFE to strengthen the connection between research done through both departments, and enhance opportunities to share the results of their Scholarship of Teaching and Learning (SoTL) researchers with other faculty.
What deliverables are associated with addressing the stipulations?	<ol style="list-style-type: none"> <li>1. Revise faculty orientation guide</li> <li>2. Engage ORSIE in faculty professional development opportunities</li> </ol>
What tasks are associated with addressing the deliverable?	<ol style="list-style-type: none"> <li>1. Develop shared content</li> <li>2.             <ol style="list-style-type: none"> <li>a) Embed ORSIE as presenters into Faculty Orientation</li> <li>b) Embed professionalism and scholarly practice into the College Teaching Certificate (CTC) program panel presentation</li> </ol> </li> </ol>
Who is responsible for the specific deliverable/ task?	<ul style="list-style-type: none"> <li>• Manager, Educational and Curriculum Development</li> </ul>
When is the completion deadline of the specific deliverable/ task?	December 2018
What is the current status of each specific deliverable/ task? (include a completion percentage)	Affirmation has been fully implemented and is considered 100% complete

**Affirmation #16**

* What has been identified as needing to be done? (stipulations)	Create a new full-time faculty probationary checklist for the School Deans. The checklist would identify the CAFE specific requirements attached to a full-time faculty probationary status, providing the School Deans with an overall sense of where a particular faculty is in relation to CAFE supported training.
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What deliverables are associated with addressing the stipulations?	<ol style="list-style-type: none"><li>1. Develop FT faculty probationary checklist</li><li>2. Record required participation in PD by FT faculty</li><li>3. Distribute to Executive Deans</li></ol>
What tasks are associated with addressing the deliverable?	<ol style="list-style-type: none"><li>1. a) Review registration documentation for programs delivered by CAFE to support probationary period for faculty b) Create checklist</li><li>2. Record required participation</li><li>3. Distribute to Executive Deans</li></ol>
Who is responsible for the specific deliverable/ task?	<ul style="list-style-type: none"><li>• Manager, Educational and Curriculum Development</li></ul>
When is the completion deadline of the specific deliverable/ task?	August 2019
What is the current status of each specific deliverable/ task? (include a completion percentage)	Affirmation has been fully implemented and is considered 100% complete

### Affirmation #17

* What has been identified as needing to be done? (stipulations)	Update the <i>Student At-Academic Risk Policy and Procedure</i> to provide more details regarding who is responsible for outreach and encouraging students to seek academic support.
What deliverables are associated with addressing the stipulations?	<ol style="list-style-type: none"><li>1. Conduct a fulsome review of the Student At-Academic Risk Policy and Procedure</li><li>2. Revise the Student At-Academic Risk Policy and Procedure</li></ol>



	3. Implement the revised Student At-Academic Risk Policy and Procedure
What tasks are associated with addressing the deliverable?	<ol style="list-style-type: none"> <li>1. Consultation with policy stakeholders</li> <li>2.               <ol style="list-style-type: none"> <li>a) Draft revised policy and procedure in collaboration with stakeholders from across the college, including Student Advisors, Deans, Associate Deans, and Academic Council.</li> <li>b) Follow the approval process for all new and revised policies and procedures including Approval from DCLT</li> </ol> </li> <li>3. Update the policy and procedure on publication sites</li> </ol>
Who is responsible for the specific deliverable/ task?	<ul style="list-style-type: none"> <li>• Associate Vice President, Academic</li> </ul>
When is the completion deadline of the specific deliverable/ task?	April 2019
What is the current status of each specific deliverable/ task? (include a completion percentage)	Affirmation has been fully implemented and is considered 100% complete

### Affirmation #18

* What has been identified as needing to be done? (stipulations)	Explore inclusion of administrative processes for recruiting, verifying credentials, and hiring contract faculty into the <i>New Academic Employees – Academic and Professional Credentials Requirements Policy (EMPL-316) and Procedure (EMPL-316.1)</i> .
What deliverables are associated with addressing the stipulations?	<ol style="list-style-type: none"> <li>1. Conduct a fulsome review and revision of the New Academic Employee – Academic and Professional Credentials Requirements policy and procedure and related policies</li> </ol>





	2. Implement the revised New Academic Employee – Academic and Professional Credentials Requirements policy and procedure and related policies
What tasks are associated with addressing the deliverable?	<ol style="list-style-type: none"><li>1. <ol style="list-style-type: none"><li>a) New Academic Employee – Academic and Professional Credentials Requirements policy and procedure reviewed and revised to include contract faculty</li><li>b) Related Recruitment and Selection Policy and Procedure (EMPL-309) reference amended to include verification of credentials required for all teaching faculty to be obtained and maintained as part of the employment file in Human Resources</li></ol></li><li>2. <ol style="list-style-type: none"><li>a) Implemented revised New Academic Employee – Academic and Professional Credentials Requirements policy and procedure</li><li>b) Implemented Recruitment and Selection Policy and Procedure</li><li>c) Implemented credential validation business process for full-time faculty to contract faculty hires and the salary step rating process as per the Recruitment and Selection Policy and Procedure</li><li>d) Maintain credential validation process for all faculty</li></ol></li></ol>
Who is responsible for the specific deliverable/ task?	<ul style="list-style-type: none"><li>• Associate Vice-President, Human Resources</li></ul>
When is the completion deadline of the specific deliverable/ task?	<ol style="list-style-type: none"><li>1. October 2018</li><li>2. <ol style="list-style-type: none"><li>a) November 2018</li><li>b) September 2019</li><li>c) April 2020</li></ol></li></ol>



	d) September 2020
<b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b>	<ol style="list-style-type: none"> <li>1. Deliverable has been fully implemented and is considered 100% complete</li> <li>2.             <ol style="list-style-type: none"> <li>a) Task has been fully implemented and is considered 100% complete</li> <li>b) Task has been fully implemented and is considered 100% complete</li> <li>c) Task is in-process and is considered 80% complete</li> <li>d) Task is in-process and is considered 75% complete</li> </ol> </li> </ol>

**Affirmation #19**

<b>* What has been identified as needing to be done? (stipulations)</b>	Development and implement a tracking sheet for all employee professional development such as training, workshops, conferences, scholarly practice. Tracking form table/chart be created and maintained centrally by department/school.
<b>What deliverables are associated with addressing the stipulations?</b>	<ol style="list-style-type: none"> <li>1. Develop tracking table for all employees</li> <li>2. Implement tracking table for all employees to capture range of professional development activities and maintenance of currency</li> <li>3. Ensure completion of tracking tables for all DC employees</li> <li>4. Store completed tables annually</li> </ol>
<b>What tasks are associated with addressing the deliverable?</b>	<ol style="list-style-type: none"> <li>1.             <ol style="list-style-type: none"> <li>a) Draft PD activities based on PEQAB requirements as well as DC significance</li> <li>b) Reviewed and approved by Academic Leadership Team (ALT)</li> </ol> </li> <li>2.             <ol style="list-style-type: none"> <li>a) Implement tracking table with schools and departments reporting to the Vice President, Academic</li> </ol> </li> </ol>



	<p>b) Collate, analyze and summarize responses and themes from VPA employees</p> <p>c) Disseminate summary to ALT</p> <p>d) Implement tracking table with leads of departments reporting to the Vice President, Student Affairs, the Chief Administrative Officer (CAO) and employees reporting directly to the Office of the President</p> <p>3. Quality assurance check for completion</p> <p>4. Each Vice President to store annual digital tables</p>
<b>Who is responsible for the specific deliverable/ task?</b>	<ul style="list-style-type: none"><li>• Associate Dean, CAFE (on behalf of employees reporting to the VPA)</li><li>• Vice President, Student Affairs (on behalf of employees reporting to the VPSA)</li><li>• Associate Vice President, Human Resources (on behalf of employees reporting to the CAO)</li><li>• Office Manager, Office of the President (on behalf of employees reporting to the Office of the President)</li></ul>
<b>When is the completion deadline of the specific deliverable/ task?</b>	<ol style="list-style-type: none"><li>1. April 2019</li><li>2. a, b, c) June 2019 d) June 2020</li><li>3. June 2019 (VPA); June 2020 (All)</li><li>4. June 2019 (VPA); June 2020 (All)</li></ol>
<b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b>	<ol style="list-style-type: none"><li>1. Deliverable has been fully implemented and is considered 100% complete</li></ol>



	<p>2. a, b, c) Task has been fully implemented and is considered 100% complete</p> <p>d) Task is in-process and is considered 75% complete</p> <p>3. Deliverable is in-process and is considered 75% complete</p> <p>4. Deliverable is in-process and is considered 75% complete</p>
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**Affirmation #20**

* What has been identified as needing to be done? (stipulations)	Review, update and implement the <i>Space Policy and Procedure</i> .
What deliverables are associated with addressing the stipulations?	<ol style="list-style-type: none"> <li>1. Conduct a fulsome review of the Space Policy and Procedure</li> <li>2. Revise the Space Policy and Procedure</li> <li>3. Implement the revised Space Policy and Procedure</li> </ol>
What tasks are associated with addressing the deliverable?	<ol style="list-style-type: none"> <li>1. Review existing policy and procedure with Director, Capital Projects and Space Management</li> <li>2. a) Draft revised policy and procedure for review by VP Administration and Vice-President Administration &amp; Chief Financial Officer (CFO) as well as Chief Administrative Officer (CAO) b) Follow the approval process for all new and revised policies and procedures including approval from DCLT</li> <li>3. Update the policy and procedure on publication sites</li> </ol>
Who is responsible for the specific deliverable/ task?	<ul style="list-style-type: none"> <li>• Associate Vice President, Facilities and Ancillary Services</li> </ul>
When is the completion deadline of the specific deliverable/ task?	April 2020



<b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b>	Affirmation is in-process and is considered 50% complete
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**Affirmation #21**

<b>* What has been identified as needing to be done? (stipulations)</b>	Continue the work started by the Classroom Standards group to inform new and renewed teaching and learning spaces to meet twenty-first century standards.
<b>What deliverables are associated with addressing the stipulations?</b>	1. Develop Classroom Standards for Durham College
<b>What tasks are associated with addressing the deliverable?</b>	1. a) Establish a working group with representation from: academics (including faculty and admin.), the CAFE, facilities, IT, and AV services b) Consult campus community including faculty, students and administrators to determine what they need/want in their learning spaces c) Draft standards, which include 4-5 different types of classrooms, and detailed specifications for each d) Gather input on the draft standards and specifications from faculty, and administrators in order to confirm and refine them e) VPA approved classroom standards document and sharing with DCLT
<b>Who is responsible for the specific deliverable/ task?</b>	<ul style="list-style-type: none"> <li>• Associate Vice President, Academic</li> </ul>
<b>When is the completion deadline of the specific deliverable/ task?</b>	December 2019
<b>What is the current status of each specific deliverable/ task? (include a completion percentage)</b>	Affirmation has been fully implemented and is considered 100% complete



### Affirmation #22

* What has been identified as needing to be done? (stipulations)	Include additional data in the current room inventory spreadsheet such as including an AV tab of this list.
What deliverables are associated with addressing the stipulations?	Maintain AV data
What tasks are associated with addressing the deliverable?	Collect and maintain AV data at all DC campuses
Who is responsible for the specific deliverable/ task?	<ul style="list-style-type: none"><li>• Director, IT Services - IT User Support Services</li></ul>
When is the completion deadline of the specific deliverable/ task?	March 2020
What is the current status of each specific deliverable/ task? (include a completion percentage)	Deliverable has been fully implemented and is considered 100% complete

*Add (copy and paste from above) additional tables as required to complete the exercise.*

### 2. Provide additional comments (if applicable).

Click here to enter text.