



Ontario College Quality Assurance Service

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

COLLEGE QUALITY ASSURANCE ACCREDITATION PROCESS (CQAAP)

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

SAULT COLLEGE

DATE SINCE LAST UPDATE TO OCQAS: November 3, 2014

DATE OF PREPARATION OF REPORT: ~~September 29, 2016~~ September 29, 2016

REPORT PREPARED BY: Office of Vice President, Academic



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 affirmations and recommendations should be listed, verbatim as they appear in the audit report.

Recommendation #1 There are practices in place where service areas have undertaken efforts to ensure they are providing services and products in need for the academic program areas. The Library for example, has created meetings with the program areas to ensure appropriate resources are available. The panel recommends that these kinds of informal practices be formalized to reflect the ongoing communication and efforts that seem to be in place as good practices that contribute to quality programming. Formalizing these ad hoc practices will also enable new staff to integrate quickly into the Sault methodology.

* What has been identified as needing to be done? (recommendation/ affirmation/ other)	What deliverables are associated with addressing the recommendations/ affirmation/ other?	What tasks are associated with addressing the deliverable?	Who is responsible on addressing the specific deliverable/ task?	When is the completion deadline of the specific deliverable/ task?	What is the current status of each specific deliverable/ task? (include a completion percentage)
A formalized process in communicating with Faculty/Programs for services (ie: library instruction) and material. Specifically; 1. A standard message for meetings in spring.	1. A standard message (attached) has been created that is sent to each program coordinator in late April regarding meeting with library personnel in May or June. In these meetings library staff reviews current library resources. In addition, new products are	1. Assuring standard message is sent to all program coordinators in late April. Monitoring response from Coordinators. Scheduling meetings in May and June	Manager of Library Services	1. March 31, 2016	1. 100% complete for 2015/16



<p>2. Survey on library instruction in late summer.</p> <p>3. Meetings with program coordinators – organized through Deans offices.</p>	<p>introduced to Faculty for their input. Notes are taken by library staff on recommendations from Faculty on desired/requested resources.</p> <p>2. A survey was created and sent to all Faculty just before the Fall semester on library instruction. The survey requests dates/times etc. on library instruction required and also addresses other concerns (ie copyright instruction). This survey has increased awareness of instruction and helped library to plan/schedule staff to make sure we can meet all requests.</p> <p>3. Library Manager attends Program coordinator meetings to inform on library resources, issues (copyright). This takes</p>	<p>2. Reviewing survey content to see if changes are needed. Making sure survey was sent to all Faculty. Monitoring response. Scheduling library instruction sessions with library personnel and replying back to each Faculty member who requests instruction to make sure all requirements/requests have been met for presentation to their class.</p> <p>3. Library Manager contacts Deans of each school to attend one of their program coordinator meetings. Confirmation of</p>		<p>2. March 31, 2016</p> <p>3. March 31, 2016</p>	<p>2. Task completed for past year 100%. We will begin analysing survey again to see if changes are needed in the upcoming summer (for late summer release to Faculty).</p> <p>3. Task completed for past year 100%. Will plan for program coordinator meetings in September.</p>
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<p>4. Library Feedback form for Faculty</p>	<p>place in the Fall semester.</p> <p>4. Library has created a draft feedback form for Faculty to address concerns, give suggestions. This draft form is awaiting final approval and will be implemented during the 2016/17 year.</p>	<p>date/time/location. Discusses with Dean if anything specific they want to be presented aside from library collections/services (ie: copyright)</p> <p>4. Form is completed, once approved this will be launched in winter 2017. The feedback from said form will help library with spring program meetings with Faculty.</p>		<p>4. March 31, 2017</p>	<p>4. This task is 25% complete – creating feedback form. Approval will be the next 25%. Launch of feedback form in winter 2017 will be another 25%. Final 25% will be March/April 2017 when feedback is analysed.</p>
<p>5. Students at Risk</p>	<p>5. In order to provide services needed to “at risk” students, as of Fall 2015, all course outlines include notice of a process to address /identify students at risk giving faculty the opportunity to forward names to Student Services for follow-up</p>	<p>5. Faculty would send an email to the retention team to indicate concern regarding a student’s ability to be successful in the classroom.</p>	<p>5. Academic Panning department updates the language used on the course outline and distributes for coordinators to update</p>	<p>5. Implemented June 2015 for use on course outlines beginning in Fall 2105</p>	<p>5. 100% with annual checks of course outline content</p>



<p>6. Lab Software Deployment Process</p>	<p>with these students.</p> <p>6. A submission period for each semester is provided to all faculty for Software Requests to ensure proper technology supports are in the classroom.</p>	<p>6. Notice is given to all faculty if, for example, Labs or Common Area PCs (i.e. M-Wing/Library) designated as General Purpose require a Software Re-Alignment during the Deployment Window</p> <p>Annual tasks to address the following:</p> <ul style="list-style-type: none">Requests SubmittedAnalysis of RequestRequest FulfilmentRequestor Testing & CertificationDeploymentRequestor Verification	<p>6. Information Technology Services (ITS) request information of the Program Coordinators.</p>	<p>6. Annual schedule is posted by ITS</p>	<p>6. 100% complete on annual cycle - ongoing process</p>
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Recommendation #2 Significant work over the past five years has been undertaken at Sault College. The implementation of several key initiatives was undertaken including the comprehensive Invitational Culture strategy. The panel recommends in the next phase that the college create and implement a formal faculty performance review process for all faculty including non-probationary faculty. Currently, coaching and peer mentorship is undertaken in several areas of the college. General satisfaction with these initiatives was expressed, and these could be continued in some form. The college is encouraged to formalize these processes.

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Formalize the Faculty Performance Review process	Coordinate specific action around incorporating faculty review at time of SWF meetings	Finalize the tools academic managers use to facilitate the review. Note: Data collection tools used are in development Communicate with faculty stakeholders the expectations of annual performance reviews	Vice President, Academic Vice President, Corporate & Student Services, Academic Deans	April, 2017	Tools are created: 100 % Process needs to be constructed: 90% Communication of process started: 50% Data required for process is available



Recommendation #3 The college’s partnership with Samuel Jackman Precord Polytechnic is an exciting opportunity for international partnership. At this stage, the college does not expect to offer training resulting in an Ontario College Credential. If the college offers Ontario College Credentials overseas these credentials must be included as part of the college’s quality assurance process. The panel recommends that the college closely monitor developments in the partnership to ensure its alignment with quality assurance requirements.

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Create a College-wide inventory listing of partnerships	Inventory of projects and status identified	Make sure provisions are made in all MOUs to reflect Sault College quality assurance requirements	President, Vice President, Academic & Research Vice President, Corporate and Student Services, Academic Deans	December 1, 2016	In progress 75%

Recommendation #4 *The panel recommends that the program learning outcomes be reflected in the course outlines and that the assessments be linked to the course outcomes. There were examples from the Civil Engineering Technician core course outlines where this was occurring and it is recommended that this be adopted for all courses.*

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(recommendation/ affirmation/ other)	affirmation/ other?			deliverable/ task?	
That program learning outcomes be reflected in the course outlines and that the assessments be linked to the course outcomes on course outlines.	Updated course outlines for post-secondary programs	Create full inventory of course outlines to determine compliance and action required. Identify and link assessments for each learning outcome	Manager, Quality Assurance Vice President, Academic Deans Coordinators	October 31, 2016	Many program learning outcomes are mapped 60% Assessments need to be formally mapped to course 40%

Recommendation #5 *The panel recommends that the college augment its calendar of program reviews to include a one-stop means of tracking the completion of program reviews. A schedule for program reviews has been created and monitoring and tracking completions should be added with more detail including dates.*

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The college augment its calendar of program reviews to include a one-stop means of tracking the completion of program reviews.	Calendar of program review cycle	Meet with Academic Deans to approve new schedule Post and communicate calendar timelines on intranet site	Vice President, Academic Manager, Quality Assurance	June 1, 2016	85% completed schedule



Affirmation #1

Sault College has a plan to create the CaFE, which will become a centre for sustaining a culture of teaching and learning excellence. Initially, the concept began as an initiative in Human Resources. With the development of a comprehensive strategy and budget commitment, the implementation will be faculty driven and faculty led with HR collaboration. Universal design will be a principle of the centre, enabling faculty and the college to meet students' needs. The centre is expected to enable faculty to continue to grow and provide innovative learning through more coordination and knowledge sharing. The college plans to include Aboriginal advisors.

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				Click here to enter a date.	The CaFE, Curriculum and Faculty Enrichment Centre, continues to grow and develop.

Affirmation #2 *Sault College implemented the SCOPE committee in the Fall of 2013. It is a forum for discussion of senior leaders on campus including Deans, Directors, and Executive members. This committee provides a significant forum for Sault College to coordinate activities that directly affect the quality of learning on campus. College staff commented on its utility. Because of the newness of the committee, the panel wishes to affirm the college's efforts to formally embed the coordination among all areas of the college.*

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needing to be done? (recommendation/ affirmation/ other)	addressing the recommendations/ affirmation/ other?	addressing the deliverable?	deliverable/ task?	deadline of the specific deliverable/ task?	(include a completion percentage)
					<p>A team of senior college administrators exists. This team is now called the Strategic Planning team.</p> <p>This committee meets regularly.</p>

Affirmation #3

Sault College has several key policies (for example, the Academic Progress and Grading Policy approved May14, 2014, the Common Curriculum Policy approved May 21, 2014 and the draft Course Outlines Policy) that are either in draft or just approved by the college. While practices are in place to support these policies, the panel affirms the college's efforts to adopt and formally implement these policies. For example, it should be noted that the panel saw evidence in the Civil Engineering Technician program, which includes vocational learning outcomes in the core course outlines and this is a successful practice that should be adopted across the institution.

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				Click here to enter a date.	Academic Progress and Grading Policy and the Credentials for Common Curriculum Policy have been updated



					and posted - Completed 100% Academic Policy Committee meets regularly.
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Affirmation #4 *Sault College has created and implemented for a selection of programs a new annual curriculum review process. The panel affirms this effort to consistently implement the process across all programs.*

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	Click here to enter text.	Click here to enter text.			The curriculum review process is ongoing.

Affirmation #5 *The panel affirms Sault College's efforts to enhance and implement the program prioritization process to enable consistency in determining programs to be maintained, undertaken and developed, suspended or closed.*

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		Click here to enter text.		Click here to enter a date.	Program Prioritization is now an annual process with service prioritization also



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