



Quality Break

Welcome to the OCQAS Newsletter - your peek behind the quality scenes at the OCQAS with quality news, updates, resources and more!

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CVS Training – New workshop materials

As of May 1st, 2018 CVS requires that anyone submitting Program Proposals must have completed the CVS training workshop.

In the last five months, we have seen a great number of colleagues retire from the system and many new people come in.

In serving the new comers, we noticed that most of them were oriented on the QA processes of their college, but not on the details of submitting CVS program proposals.

This influx of new program staff at the colleges requires more feedback and on-the-go training for program applications.

Understandably, this workload represents a significant increase in pressure on CVS.

Therefore, the OCQAS Management Board has introduced the new requirement that individuals responsible for preparing program applications for validation will be required to complete CVS training.

CVS Training Tutorial is [available here](#).

For a personalized CVS Training workshop fill out this form: <https://bit.ly/2relBt0>.



CVS Anytime/Anyplace New Functionality

<https://cvs.ocgas.org>

The Title Modifications and Program Modifications tabs are available and now functioning.

We believe that this functionality will save time for program developers.

Please review the sections in the system on Program and Title Modifications so you are informed of the processes and know what is expected.

Current bugs:

- The tools still does not send a 'Time out' message.

Many of you have entered data after leaving the tool for a few minutes, to discover that once you enter new data the information is lost.

If you leave your desk for more than 10 minutes, please log out and log back in, to ensure your data is not lost.

Modify program

Program Modifications

The expectation is that colleges will maintain the current and relevant of the industry and workplace for each of their programs.

As you know, not all program modifications require the same approvals. Here is a reminder of the approvals required for different type of modifications.

Program Curriculum Modification that require both CVS and MTCU approvals

Types of modifications listed in the Standard Terms and Conditions of College Program Funding Approval document, include:

- Changes to the program learning outcomes which results in a change of twenty-five percent, or more, of the learning outcomes.

This is reflective of when a field of practice has changed significantly in a way that the program has to remove or add 'themes/dimensions/elements' to the existing Program Vocational Learning Outcome (PVLO). It is considered a major modification when the number of PVLOs removed or added is 25% or more from the original.

Other Program Modification – that only require MTCU approval

Types of modifications listed in the Standard Terms and Conditions of College Program Funding Approval document, include:

- The total length of the program increases or decreases by a minimum of 25%;
- The total hours of the program increases or decreases by a minimum of 25%; or
- The instructional settings of the program are modified by a minimum of 25%.

The MTCU captures program duration in enrolment reporting for funding. A college risks program defunding should changes in program duration be made without prior ministry approval.

Suspensions, cancellations, reactivations and quota increases go directly to the MTCU. CVS does not have a role in this modification.

A big thank you to Lindita Prendi from St. Clair College for sharing with us this information.

Modify title

Title Modifications

All Title Modifications require CVS and MTCU approval.

CVS requires the following information as part of all title modifications:

- the most up-to-date Program Vocational Learning Outcomes (PVLOs);
- the effective date for the title change to be put in place; and
- the rationale for the change.

The expectation is that all changes will be supported by the Program Advisory Committee (PAC), and the Academic Council for the college. Therefore, documentation of these approvals should be available. Note: Please ensure that title modifications requested by faculty groups are vetted by the PAC and relevant committees at the college.

After OCQAS validation is received, complete the MTCU Program Modification form, acquire required signatures and submit all required documents to PFAAM.



Admission Requirements

Under the '[Admission Criteria Minister's Binding Policy Directive](#)' there are three levels of Admission Requirements:

- System Level;
- Program Level;
- Oversubscribed.

The Ministry of Training, Colleges and Universities (MTCU) is expecting to see the System Level requirements language, exactly as it is written in the policy in all validated programs.

Please do not delete or modify this language.

OCQAS has added the System Level requirements to all MTCU codes on the CVS A/A tool to simplify the development process.

These System Level requirements are:

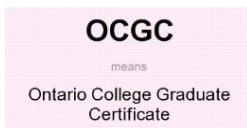
- For the OCC, OCD and OCAD: *Ontario Secondary School Diploma, or equivalent, mature student status.*
- For the OCGC: *Ontario College Diploma, Advanced Diploma, Degree or equivalent.*



Laddering Opportunities

When filling out this section of the 'Program Proposal' please keep in mind these two values of the college system: *Access* and *Pathways*.

This section should always consider both the 'To' and 'From' opportunities that the new program provides students.



Ontario College Graduate Certificates (OCGC)

In the last year or two, we have seen an increase number of two-year OCGC program proposals. The request for two-year OCGCs lands outside the [Ontario Qualifications Framework](#) 'Typical Duration' for this credential, which is "*Two semesters or 600-700 equivalent instructional hours*".

Unknowingly to OCQAS, if an OCGC does not follow the 'typical duration' of the credential, MTCU requires special approval by the Minister, slowing the approval and funding process. We have also received many calls to this effect in the last two weeks.

Hence, the need to provide the colleges some guidelines. Two Year OCGCs are acceptable only when:

- MTCU code used already has two-year programs.
- One of the semesters of the program is an Experiential Learning experience, such as co-op.
- One of the semesters is dedicated to providing students the Canadian context necessary for their successful employment.
- The success of the student in the new field of practice requires two years of education at the OCGC level.