**COLLEGE QUALITY ASSURANCE AUDIT PROCESS (CQAAP)**

**SELF-STUDY REPORT**

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| Click here to enter College Name  Click or tap to enter a date.  **Prepared by:** Click here to enter text. |

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# College Profile

*General information about the College.*

1. **Student headcount [[1]](#footnote-1):** 00000
2. **Geographical location**
   * Number of campuses: Click here to enter text.
   * Campus locations (specify the country, province, city/town where the campuses are located): Click here to enter text.
   * Number of access sites: Click here to enter text.
3. **College program offerings** 
   * Total number of programs offered: Click here to enter text.
   * List of 3rd party partnerships involved in the delivery of programs which result in the conferring of a College credential: Click here to enter text.
4. **Impact of the College profile on its quality assurance mechanisms:**

*Describe how the information regarding the institution’s profile impacts or influences the quality assurances mechanisms employed by the institution (150 words maximum).*

Click here to enter text.

# Quality Assurance System (Organization and Structure)

*Provide a comprehensive overview of the institution’s quality assurance system: the extent to which the interactions between different quality assurance mechanisms promote an integrated and dynamic management of quality.*

Click here to enter text.

# Program Selection

*Provide the list of the four (4) to eight (8) programs that have been selected and are being submitted to review in the self-study report.*

*A* ***minimum*** *of two (2) programs from the selected program list must be submitted to review throughout the entire self-study report as evidence for all standards and its accompanying requirements.*

# Self-Evaluation Approach

*Provide a general overview of the approach used by the college to complete its internal evaluation process (self-study) for the audit. This section should outline the following: the main issues of the self-evaluation; the membership of the college’s quality assurance team/committee members and their respective roles; the distribution of duties and responsibilities; data/ evidence collection procedures; data/ evidence analysis procedures used to critically assess the effectiveness of quality assurance mechanisms; any consultations carried out.*

Click here to enter text.

# CURRENT STATE OF QUALITY ASSURANCE ACTIVITIES

*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.*

* **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.*

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| **\* What has been identified as needing to be done?** (stipulations) |  |
| **What deliverables are associated with addressing the stipulations?** |  |
| **What tasks are associated with addressing the deliverable?** |  |
| **Who is responsible for 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) |  |

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

* **Provide additional comments (if applicable).**

Click here to enter text.

# Standards- Quality Assurance Mechanisms and Assessment

*These Standards and their accompanying Requirements provide the framework for Ontario’s colleges in assessing the extent to which their quality assurance system meets the established Standards. The Standards and the Requirements are numbered for ease of reference and the numbering does not imply prioritization, sequencing, or weighting of significance.*

### Standard 1

**Program Quality Management System**

Effective mechanisms ensure the existence of a quality assurance system.

A college-wide program quality management system:

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| **Requirement 1.1**  Has established mechanisms that operationalize the Board of Governors’ (BOG) responsibility to ensure quality assurance is embedded in the strategic direction of the organization.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 1.2**  Ensures that there are established mechanisms for:   * new program development; * program review; * program revision; * program renewal; * program suspension and cancellation   that support program quality and are applied consistently across all programs.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 1.3**  Has mechanisms for gathering, collating and analyzing data and information from various sources and stakeholders that are related to program quality.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 1.4**  Uses data and information collected from various sources and stakeholders to assess program performance and inform recommendations.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 1.5**  Has mechanisms for ensuring that recommendations and action plans arising from program QA processes have been implemented.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 1.6**  Has mechanisms for managing and communicating changes to programs and/or courses to keep them current and relevant with industry, provincial standards and professional body requirements.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 1.7**  Manages program maintenance records arising from program lifecycle QA processes.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **ASSESSMENT OF STANDARD 1**  *Provide a list of the areas of improvement (Affirmations) and the implementation of corrective measures to address them. Add to every affirmation the number of its corresponding requirement.*  Click here to enter text. |

### Standard 2

**Vocational Learning Outcomes as the Centre of Program Development (Throughout the Program Lifecycle)**

Effective quality assurance mechanisms ensure vocational learning outcomes are at the centre of the program’s lifecycle activities.

A college-wide use of vocational learning outcomes at the centre of the program lifecycle:

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| **Requirement 2.1**  Ensures the existence, relevance and dissemination of Program Vocational Learning Outcomes (PVLOs) as the starting point for any program lifecycle activity regardless of the program location or delivery method.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 2.2**  Ensures that program course structure, course sequence, and course learning outcomes are derived from, and flow coherently from, the Program Vocational Learning Outcomes (VLOs) and Essential Employability Skills and are disseminated.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.* |
| **Requirement 2.3**  Ensures that course learning activities, assessments, and Prior Learning Assessment Recognition (PLAR) mechanisms are consistent with and appropriate to the course learning outcomes, PVLOs and EESs, and support meaningful acquisition of the required skills and knowledge.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **ASSESSMENT OF STANDARD 2**  *Provide a list of the areas of improvement (Affirmations) and the implementation of corrective measures to address them. Add to every affirmation the number of its corresponding requirement.*  Click here to enter text. |

### Standard 3

**Conformity with Government Requirements**

Effective quality assurance mechanisms ensure the conformity of programs of study with relevant government requirements and demonstrate continuous improvement.

A college-wide conformity with government requirements:

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| **Requirement 3.1**  Ensures that program titles are consistent with established CVS Titling Protocols.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 3.2**  Ensures that programs of instruction meet or exceed the provincial credential validation framework (CVF).  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 3.3**  Ensures that programs of instruction have appropriate Program Advisory Committees (PAC) and that mechanisms exist for the PAC to provide meaningful input into program relevance and quality.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 3.4**  Ensures that changes to provincial program standards are communicated to all relevant stakeholders and implemented in a timely manner to assure that all programs are current.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **ASSESSMENT OF STANDARD 3**  *Provide a list of the areas of improvement (Affirmations) and the implementation of corrective measures to address them. Add to every affirmation the number of its corresponding requirement.*    Click here to enter text. |

### Standard 4

**Program Delivery and Student Assessment**

Effective quality assurance mechanisms ensure the quality of program delivery and student assessment.

A college-wide program delivery and assessment of students:

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| **Requirement 4.1**  Ensures that instructional activities and assessments are consistent with and appropriate to the course learning outcomes, and well suited to all locations and delivery methods.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 4.2**  Engages faculty in regular experimentation, sharing and evaluation of new strategies, methods and tools for teaching and learning that are consistent with best practices and support ongoing development across all programs of instruction.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 4.3**  Ensures fair and equitable evaluation of student achievement through valid assessment methods, accompanied by prompt and constructive feedback on student performance.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 4.4**  Provides holistic, integrated activities for imminent program graduates to demonstrate their capabilities with regard to the PVLOs.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **ASSESSMENT OF STANDARD 4**  *Provide a list of the areas of improvement (Affirmations) and the implementation of corrective measures to address them. Add to every affirmation the number of its corresponding requirement.*  Click here to enter text. |

### Standard 5

**Existence, Monitoring and Communication of Policies and Practices that influence and impact Academic Quality.**

Effective quality assurance mechanisms ensure the communication and monitoring of established academic policies and practices related to academic issues.

A college-wide monitoring and communication system of existing academic policies and practices:

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| **Requirement 5.1**  Ensures that all applicable college, department, and program academic policies and procedures are published and communicated to all relevant stakeholders and applied consistently.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 5.2**  Ensures that established academic policies and procedures are reviewed and monitored regularly and consistently.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 5.3**  Ensures that academic policies and procedures regarding **admission** are established and applied for all programs offered by the college.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 5.4**  Ensures that academic policies and procedures regarding student **progression** are established and applied for all programs offered by the college.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 5.5**  Ensures that academic policies and procedures regarding prior learning and transfer credit **(recognition)** are established and applied for all programs offered by the college.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 5.6**  Ensures that academic policies and procedures regarding **accommodation** and **assessment** are established and applied for all programs offered by the college.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 5.7**  Ensures that academic policies and procedures regarding awarding of credentials (**certification**) are established and applied for all programs offered by the college.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 5.8**  Ensures that appropriate academic policies and procedures exist regarding the establishment of informal and formal arrangements with external educational bodies (e.g., partner institutions) with regard to program admission, progression, laddering, awarding of additional credentials, certifications, and QA. *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **ASSESSMENT OF STANDARD 5**  *Provide a list of the areas of improvement (Affirmations) and the implementation of corrective measures to address them. Add to every affirmation the number of its corresponding requirement.*  Click here to enter text. |

### Standard 6

**Availability and Allocation of College-Wide Resources**

Effective quality assurance mechanisms ensure the existence, availability and allocation of resources (human, physical, financial) and technological infrastructure to support student achievement of PVLOS.

A college-wide planning system for allocation of resources:

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| **Requirement 6.1**  Ensures that faculty involved in the program:   * possess the combination of experience and qualifications appropriate to, and required by, the program credential, the field of study, and the curriculum they are hired to teach; * undergo appropriate selection and hiring processes; * receive appropriate academic guidance and onboarding; * are provided with developmental feedback and are appropriately evaluated (performance appraisal).   *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 6.2**  Ensures that faculty execute their professional responsibilities by establishing and communicating appropriate expectations, using mechanisms to indicate whether expectations are being met, and are engaging in ongoing professional development activities.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 6.3**  Ensures that there are established regular mechanisms for all academic support and advising services to determine the quality and adequacy of those services and to implement changes where required.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 6.4**   * 1. Ensures that support learning services staff providing student support services: * possess the combination of experience and qualifications appropriate to their roles; * undergo appropriate selection and hiring processes; * receive appropriate orientation, guidance and onboarding; * are provided with continuous support in their professional development; * are provided with developmental feedback and are appropriately evaluated (performance appraisal).   *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 6.5**  Ensures that support learning services staff execute their professional responsibilities by participating in continuing professional development or education.  *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **Requirement 6.6**  Ensures that there are effective processes for identifying, reviewing and addressing needs related to:   * adequacy of faculty and support learning services staff; * adequacy and quality of learning resources; * adequacy of informational technology resources that relate to program delivery and student use; * adequacy and quality of equipment and facilities needed for instruction.   *Describe the key institutional quality assurance mechanisms used by the college in the components of its quality assurance system and related to this specific standard/requirement.*  *For each mechanism, the narrative must include: the contribution of the mechanism to quality assurance; the key individuals responsible for its implementation; and, a critical assessment on the ability of its mechanisms to ensure continuous improvement in quality (performance in practice).*  *Evidence must be referenced.*  Click here to enter text. |
| **ASSESSMENT OF STANDARD 6**  *Provide a list of the areas of improvement (Affirmations) and the implementation of corrective measures to address them. Add to every affirmation the number of its corresponding requirement.*  Click here to enter text. |

1. Definition: student headcount is the un-audited enrolment count (on November 1st) for the current academic year in the Ontario College Application System (OCAS). The number includes full-time funded students, international students, and excludes Nursing, Second Career and Apprentice. [↑](#footnote-ref-1)