



# Quality Break

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

## INSIDE THIS ISSUE



### CVS Updates and Information

News about the Guidelines, the Template, and the Tool



### CQAAP Updates and Information

Suggestions, Successes and Challenges



### OCQAS Working Groups

Seven working groups are set-up for the 2022-2023 academic year



### CQAAP 5 Year Review

What could the review process look like?



### OCQAS Information Sessions and Workshops

Summer/Fall Information sessions, still space for registration...



### OCQAS Important Links

Website links to what you need



# CVS Updates and Information

THANKS TO THE WORKING GROUP - CVS [GUIDELINES](#)

## ■ LANGUAGE

Overall tightening of language for consistency across the document (e.g., VLOs required to map “to a minimum of two courses...” is used consistently across the document).

## ■ GLOSSARY

Additions were made to the Glossary of Terms and Acronyms, and the lists were alphabetized.

## ■ ENGLISH

The statement that English language requirements for admission to programs is decided at the college level was added for clarity.

## ■ PROCESS

The guidelines include more precise and clear statements describing the CVS validation process and expectations.

## ■ SUBMISSION METHOD TABLE

The inclusion of a new table was chosen to summarize which submissions are to come to CVS by email and which should be submitted online via the CVS AA - Tool.

## ■ CHECKLIST

The CVS New Program Proposal Checklist (Appendix B) was added to the CVS Guidelines. This document was published separately and only on the OCQAS website previously. Edits were made to this checklist to align each expectation with a “yes/no” answer.

## CVS [TEMPLATE](#) FOR INFORMAL REVIEW

## ■ NEW TEMPLATE

We released a new template: **CVS Template for Informal Review** which colleges must submit *via email to [cvs@ocqas.org](mailto:cvs@ocqas.org) for title modifications, program modifications, VLO updates and new program proposals.*

## ■ ALL IN ONE

This template brings together previous CVS templates into one document

## ■ REDUCE TRANSACTIONS

Will help reduce the number of transactions between the college and CVS in the tool and may be used to solicit feedback about mapping to the correct MTCU code, choosing an appropriate title, or developing sound VLOs.

## ■ SIMPLIFYING FEEDBACK

With all of the information in one place, the CVS team can work more effectively with the colleges to ensure that consistent feedback is provided and documented.

## UPDATES TO THE [CVS AA TOOL](#)

- **MAPPING**  
Mapping is done at the semester level.
- **NOTATION**  
The ⓘ identifies where the tool has the functionality to provide more detail in VLOs and Course Codes.
- **SEMESTER HOURS**  
Colleges will see the table with the tally of semester hours.
- **SUBMISSION CONFIRMATION**  
Colleges receive a confirmation of the submission to CVS.
- **CVS ACCOUNTS**  
CVS accounts must be requested through the tool (No longer requested by email).
- **ORDER COURSES**  
Courses can be moved.
- **DELETE DRAFTS**  
The Colleges can now delete their drafts.
- **EES 12 AND 13**  
Have been removed from the English Colleges list.
- **FEEDBACK**  
The Tool collates the feedback from all the sections into a summary section/emailed as part of the review.
- **VLO PREFACE**  
The graduate has reliably demonstrated the ability to:” is prefaced on the VLO screen and PDF.
- **EXPERIENTIAL LEARNING**  
New selection at the course level – to identify when a whole course is dedicated to experiential learning.  
  
Note: Experiential learning supports students getting hands-on learning that helps them transition to employment. In this course, the students are exposed to authentic demands of the workplace or simulated workplace to improve their employability, interpersonal skills, and transition to the workforce. This selection identifies that the course is dedicated to this experience.

## Q and A with QA



NEW HELP TO GET THINGS STARTED THIS FALL  
Chat with a member of the OCQAS team  
on [Zoom](#) on an *as needed basis*.  
Thursday mornings  
From 9 a.m. to 10 a.m.  
from November 3 to December 15.

# CVS Submission Method Table

A quick reference to know how to best submit a program to CVS.

		Mapped to a Program Standard	Mapped to a Program Description	Submit by email using the Informal Review Template	Submit via CVS AA Tool (online)
Title Modification, Program Modification and VLO Updates	Program validated before 2018	✓		✓	
	Program validated before 2018		✓	✓	
	Program validated after May 2018	✓			✓
	Program validated after May 2018		✓	Requires informal review <b>prior</b> to the CVS AA Tool Submission ✓	✓
New Programs	New Program Proposal	✓			✓
	New Program Proposal		✓	Requires informal review <b>prior</b> to the CVS AA Tool Submission ✓	✓



## CQAAP Updates and Information

### SUGGESTIONS FROM THE WORKING GROUP

- PROGRAM SELECTION  
4-8 programs, representative of the college's program combination.
- VIRTUAL SITE- VISIT AGENDA  
Number of participants per group – limiting to a maximum of 12 participants is ideal.
- SELF-STUDY  
The narrative should articulate the quality assurance mechanisms. Programs are used as supporting evidence that the mechanisms are working.
- VIRTUAL SITE- VISITS  
Moving Forward.

### THINGS COLLEGES ARE DOING WELL

- R. 1.4 AND R. 1.6  
Colleges are using data to inform program quality activities (development, review, modification).
- R. 2.1  
Colleges are using VLOs as the starting point of program activity
- R. 3.1  
Titling, programs are following protocols.
- R. 4.1  
Colleges have systems to ensure course instructional activities and assessments are consistent independent of location or delivery method.
- R. 5.7  
Colleges have a policy/procedure for awarding credentials.
- R. 6.5  
Colleges have mechanisms to ensure learning support services are executing the professional responsibilities and participating in PD.

## THINGS COLLEGES ARE STRUGGLING WITH (NEW WORKING GROUPS)

### ■ R.1.2 AND R.1.5

Colleges are struggling to carry out the 5- 7 year Summative/Comprehensive reviews.

Colleges are missing an effective accountability mechanism to ensure recommendations from program quality assurance activities are acted on.

### ■ R.2.3

There is no connection between the Program VLOs and the Course LOs. The PLAR process is not well articulated to the PVLOs, or students don't know anything about it.

### ■ R.3.3

PACS - Colleges are not effectively using PACS (not meeting or consulting), or not following their own policies (i.e., membership renewal, number of meetings a year).

### ■ R.4.3 AND R.4.4

Students are not receiving timely and/or comprehensive feedback.

Colleges do not have effective mechanisms to demonstrate graduates have met the PVLOs.

### ■ R.5.2 AND R.5.8

Colleges are not keeping up with their policy review and updates.

Colleges do not have/are not following their policy to ensure programs offered by partners are QA.

### ■ R.6.1 AND R. 6.4

There are no means for faculty to receive formal performance appraisals or the processes in place are not being implemented.



## OCQAS Working Groups

OCQAS truly benefitted from the expertise, feedback, and hard work of working groups last year and has planned a series of new working groups for this upcoming year.

Review of CQAAP Guidelines

Review of CQAAP Requirement 3.3

Review of CQAAP Requirement 6.1 & 6.4

CVA AA Tool

Review of CQAAP Requirement 1.2

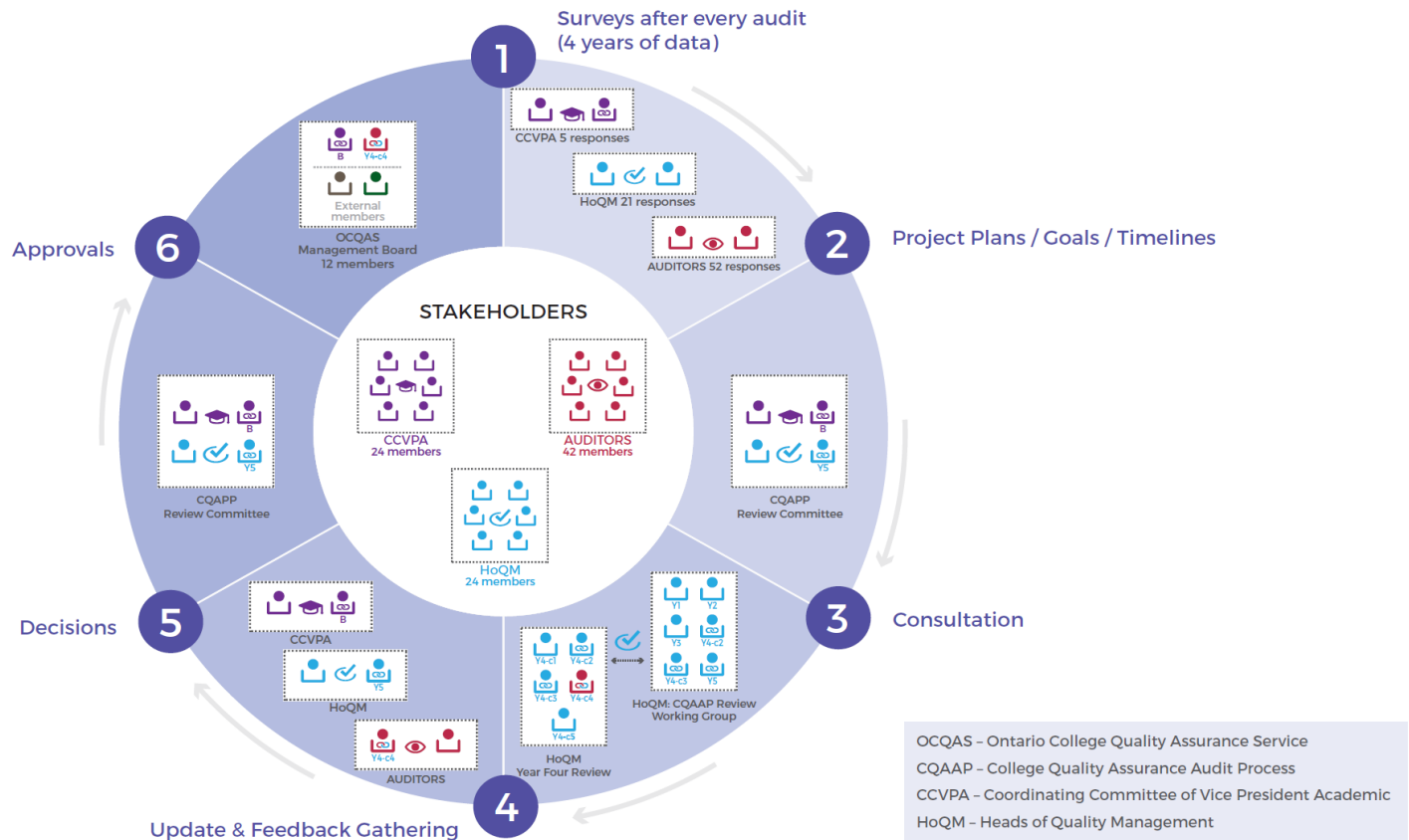
Review of CQAAP Requirement 4.3 and 4.4

CVS Credential Validation Guidelines



# CQAAP 5 Year Review

It is the time to review the CQAAP process once again. Five years have gone by very quickly and OCQAS is considering how to best lead the review. Five years ago, this is how OCQAS proceeded:



This graphic represents the College Quality Assurance Audit Process (CQAAP) review process completed five years ago.

OCQAS is considering a similar model because this method worked very well.

These are some of the reasons why it worked, each element is represented in the image.

- You can find the most important component of the process at the center of the graphic, the identification of our stakeholders.

- The six stages of the process allowed us to frame the scope of the review and accomplish the desired results within the timelines.
- The committees and working groups, had the right people (stakeholders) at each of the tables/stages reviewing the data and information necessary to move the process forward.
- An unexpected benefit of the process was the 'links'; individuals that served as linkages between the different committees, working groups and stakeholder tables who helped make the review process more transparent and open.



## OCQAS Information Sessions and Workshops

Join us by clicking the link at the scheduled time.

### Session D2: Follow-up to Session D -Intro to CVS

[October 13](#)

9:00-10:00 a.m.

### Session D: Bienvenue au SVTC

[Le 4 octobre](#)

11h-12h30

### Session E: Writing and Updating VLOs

[October 17](#)

3:00 - 4:00 p.m.

[October 19](#)

11:00 a.m. – 12:00 p.m.

### Session E : Rédiger et modifier les RAFF

[Le 20 octobre](#)

11h-12h

#### NEW!

Pop into an open conversation on Zoom with a member of the OCQAS Team to ask questions and get assistance.

#### Q and A with QA

[Thursday Mornings](#)

9 a.m. to 10 a.m.

*November 3 to December 15*

### CVS Training Requirement

College staff supporting submissions to CVS are required to participate in CVS Training. This requirement is intended to ensure each college staff member has the relevant information and understands the expectations for submissions to CVS. The training offers the foundations of an outcomes-based approach, titling protocol and MCU expectations including the Ontario Qualifications Framework. Please ensure your staff have received this training prior to engaging with CVS submissions.

### CVS Email Reminder

When contacting CVS via email please send the email to the common CVS email address to ensure that emails are received by all CVS staff regardless of who is working that day. The new common email address is [cvs@ocqas.org](mailto:cvs@ocqas.org).

### OCQAS Email Lists

If you wish to be included in our mailing lists, please send us an email (at [cvs@ocqas.org](mailto:cvs@ocqas.org)) and let us know if you are interested in CVS news, CQAAP news, QA Best Practices or even all three!!



## OCQAS Important Links

- [CVS Guidelines](#)
- [CVS AA Tool](#)
- [CVS Informal Review Template](#)
- [Submission Method Table](#)
- [CQAAP Guidelines](#)

We value your feedback. If you have any questions or comments, please connect with us at [cvs@ocqas.org](mailto:cvs@ocqas.org)

•Accountability •Transparency •Collaboration •

Ensuring quality and consistency across the post-secondary education system

Visit our website! [www.ocqas.org](http://www.ocqas.org)