



**CONFEDERATION COLLEGE BOARD OF GOVERNORS**

**BOARD REPORT**

<b>MEETING TYPE:</b>	Board	<b>REPORT NUMBER:</b>	8-2021
<b>MEETING DATE:</b>	March 10, 2021	<b>DATE PREPARED:</b>	
<b>SUBJECT:</b>	EI-7 – Programs of Instruction		

**MOTION:**

THAT Board Report No. 8-2021 relative to EI-7 – Programs of Instruction, presented to the Board of Governors on March 10, 2021, be approved.

**PURPOSE:**

To receive information confirming compliance with EI-7 –Programs of Instruction.

**BACKGROUND:**

A program of instruction is a group of related courses leading to a diploma, certificate or other document awarded by the Board of Governors.

In accordance with the *Ontario Colleges of Applied Arts and Technology Act, 2002* (“the Act”), Confederation College’s objective or mandate is to offer a comprehensive program of career-oriented post-secondary education and training that will assist individuals in finding and keeping employment, meet the needs of the changing work environment and support the economic and social development of their local and diverse communities by delivering programs of instruction.

The board of governors is responsible for approving new POI to achieve a range of career-oriented postsecondary education and training offered by the College consistent with the College’s mandate and overall strategic direction, the economic and social needs of its local and diverse communities and government direction and priorities.

**DISCUSSION:**

Confederation College plays a significant role in the achievement of economic prosperity in the province of Ontario through the provision of programs of instruction that prepare graduates to meet the needs of the workplace, the economy and society.

Confederation College has determined the best programs of instruction (POI) to offer based on our strategic direction and the needs of our communities.

Confederation College has committed to ensuring its POI meet and exceed standards and expectations for quality and relevance and the College’s commitment to quality assurance and evidence-based decision-making.

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Programs of instruction and the credentials awarded to students upon successful completion of programs of instruction conform to the levels of learning articulated in the Credentials Framework as set out in the Minister's Binding Policy Directive on Framework for Programs of Instruction and receive system wide validation of this conformity and where applicable conform with all legislation, regulations, provincial and/or industry standards.

A program performance framework consistent with provincial standards that assesses the extent to which new and existing programs of instruction provide quality outcomes has been implemented which provides quality outcomes using a program health assessment in an annual program review for all of our programs. (See Attachment 1)

An assessment of financial viability, including delivery costs, capital requirements and space utilization, as reflected in application and enrolment trends is completed each year. (See Attachment 2)

Clear and comprehensive policies and procedures as required by the Minister's Binding Policy Directive on Framework for Programs of Instruction have been established, which include:

- New program development, program review and renewal, which ensure academic quality and reflect the program performance framework;
- Program suspension and cancellation; and
- Grading, advancement and dispute resolution processes, which are communicated publicly.

All new program development proposals review opportunities for academic pathways in their development.

A periodic comprehensive program review for each program of instruction or cluster of programs is completed, as required on a scheduled basis.

The President, as necessary, submits for Board approval any proposals for new programs of instruction or any tuition or ancillary fee increases for existing programs of instruction. The following programs were presented to the Board of Governors for approval, since March of last year:

- Fitness and Health Promotion Ontario College Diploma Program – May 13, 2020; and
- Advanced Care Paramedic Ontario College Graduate Certificate Program - June 12, 2020.

All new program(s) and significant program modifications have been reviewed by the appropriate Program Advisory Committee and approved by the Ministry of Colleges and Universities.

The Board approved the most recent tuition and ancillary fee schedule at their meeting held on January 13, 2021.

Any marketing related to a program of instruction is an accurate and comprehensive reflection of the program of instruction.

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***ENDS:***

This report relates to the “Institutional Excellence” pillar of the Board’s Ends, and the goal to operate and communicate efficiently, effectively and transparently.

***FINANCIAL IMPLICATIONS:***

There are no financial implications with this report.

***STAFFING IMPLICATIONS:***

There are no staffing implications with this report.

***RECOMMENDATION:***

Given that the President has confirmed compliance with EL-7 – Programs of Instruction, it is recommended that this report be approved.

***ATTACHMENTS:***

Attachment 1: Program Performance Framework  
Annual Program Review - Program Health Checklist

Attachment 2: Blank Program Costing Report Card

***PREPARED BY:*** Kathleen Lynch, President  
Neil Cooke, Vice President – Academic  
Barbara Greer, Secretary to the Board  
***REVIEWED BY::*** Kathleen Lynch, President  
***SUBMITTED BY:*** Kathleen Lynch, President

**ATTACHMENT 1**  
**PROGRAM PERFORMANCE FRAMEWORK**

ANNUAL PROGRAM REVIEW – Program Health Checklist with the rating scale

Key Quality Indicators	Descriptors			
	1	2	3	4
Application Demand	Application demand is below 50% of max number of available seats	Application demand is below 75% of max number of available seats	Application demand is at 100% of max number of available seats	Application demand is beyond 100% of max number of available seats
Enrollment Demand	Enrollment demand is below 50% of max number of seats available	Enrollment demand is below 75% of max number of available seats	Enrollment is at 100% of max number of available seats by adding Int/Dom Students	Enrollment is at 100% of max with domestic students only
Enrollment Trend	Program has been below capacity for the past 5 years	Program has been below capacity for the past 3 or 4 of the past 5 years	Program has been below capacity for 1 or 2 of the last 5 years	Program has been filled to capacity for the last 5 years
Labour Market Information	Regional LMI indicates that program output exceeds 200% of available positions	Regional LMI indicates program output exceeds 100% of available positions	Regional LMI indicates program output meets the demand for available positions	Regional LMI indicates program output isn't meeting the demand for available positions
Graduation Rate of Program	Graduation rate is 75% of day 10 enrollment number	Graduation rate is 80% of day 10 enrollment number	Graduation rate is 90% of day 10 enrollment number	Graduation rate is over 90% of day 10 enrollment number
Graduation Rate Year 2 of Program	Graduation rate is 75% of day 10 enrollment number	Graduation rate is 80% of day 10 enrollment number	Graduation rate is 90% of day 10 enrollment number	Graduation rate is over 90% of day 10 enrollment number
Program Retention Rate	Retention rate is 75% of day 10 enrollment number	Retention rate is 80% of day 10 enrollment number	Retention rate is 85% of day 10 enrollment number	Retention rate is over 90% of day 10 enrollment number
Learning Experience Satisfaction (Ministry KPI)	Program is more than 5% below the provincial average	Program is within 5% points of the provincial average	Program exceeds the provincial average	Program is in the top 5 programs for the College for Learning Experience Satisfaction
Student Satisfaction (Ministry KPI)	Program is more than 5% below the provincial average	Program is within 5% points of the provincial average	Program exceeds the provincial average	Program is in the top 5 programs for the College for Student Satisfaction
Graduate Satisfaction (Ministry KPI)	Program is more than 5% below the provincial average	Program is within 5% points of the provincial average	Program exceeds the provincial average	Program is in the top 5 programs for the College for Graduate Satisfaction
Employer Engagement	Program has no PAC	Program has a PAC but has not met in the past 12 months	Program has a PAC and has met within the past year, but did not meet quorum	Program has a PAC and meets as per requirements of PAC guidelines
Current Financial Viability	Program has a net contribution loss of greater than \$50k	Program has a net contribution loss of up to \$50k	Program has a net contribution up to \$100K	Program has a net contribution that is greater than \$100K

Key Quality Indicators	Descriptors			
	1	2	3	4
Five Year Financial Trend	Program has a net contribution loss in each of the last 5 years	Program has had a net contribution loss in 3 or 4 of the last 5 years	Program has a net contribution loss in 1 or 2 of the last 5 years	Program has not had a net contribution loss in the last five years
Capital Requirements Of Program	Program requires more than 20% of operating budget of \$25k annually	Program requires less than 20% of operating budget of \$20k annually	Program requires more than 10% of operating budget of \$10k annually	Program requires less than 10% of operating budget or \$5k annually which ever is greater
Faculty To Student Ratio	Program has a full time faculty to student ratio of less than 12:1	Program has a full time faculty to student ratio of less than 15:1	Program has a full time faculty to student ratio of less than 20:1	Program has a full time faculty to student ratio of less than 30:1
Net Contribution Per Student	Net contribution per student has not met per/student cost over the last 5 years	Net contribution per student hasn't met per/student cost in 3 or 4 of the last 5 years	Net contribution per student hasn't met per/student costs in 1 or 2 of the last 5 years	Net contribution per student has met or exceeded per/student cost in all of the last 5 years
Program Availability	Program is offered at 12 or more other colleges	Program is offered at 2 other Northern colleges and/ or is offered at 6 or more other Colleges	Program is the only program offered in Northern Ontario	Program is the only one offered in the province
Program Delivery Model	Program is offered F2F	Program can be offered F2F, On-line asynchronous	Program is offered F2F, On-line, distance synchronous / asynchronous	Program is offered F2F, On-line, distance synchronous/asynchronous and in a blended model
Course Outlines	Course outlines are not available	Course outlines are available but have not been reviewed for more than 3 years	Course outlines are available have been reviewed annually	Course outlines are available and have been reviewed annually and are accessible on the LMS
Course Level Learning Outcomes	Course level learning outcomes are not available	Course level learning outcomes are available but have not been reviewed for more than 3 years	Course level learning outcomes are available have been reviewed annually	Course level learning outcomes are available and have been reviewed annually and are accessible on the LMS
Indigenous Learning Outcomes (ILO)	ILO are not embedded in the program	More than 2 ILO are embedded in the program	More than 4 ILO are embedded in the program	All 7 ILO are embedded, have been validated, and are reviewed annually
Assessment Aligns with Outcomes	There is no demonstrated connection between the outcomes and assessment	Assessment methodology has limited alignment with the outcomes	Assessment aligns with outcomes	Assessment aligns with outcomes and uses multiple assessment methods to assess
Facility	Facilities need full renovation to continue programming	Facilities need major upgrading to meet program needs	Facilities need minor upgrading to meet program needs	Facilities meet the current needs of the program

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ATTACHMENT 2 - BLANK PROGRAM COSTING REPORT CARD

Program Costing (blank copy)	Program Weight	Program Funding Unit	Program Product = Fu*Wt.
0	2017/2018	2018/2019	2019/2020
Enrolment			
Summer			
Fall			
Winter			
International			
Total			
Avg # Students per semester ( all years)			
Prorated Students( Students per semester per year)			
Weighted Funding Units ( Prorated Stud * prg product)			
# of Semesters			
Break Even Enrolment ( students per semester)			
Break Even Enrolment ( students per semester per year)			
International Tuition Revenue			
Domestic Tuition Revenue			
Domestic Grant Revenue			
Total Revenue			
Revenue per Student			
School Average			
College Average	-	-	-
Total Costs( Direct, Dean's & Indirect PS Overhead)			
Direct Instructional Costs			
Service Subject Costs			
Net Contribution Covering Direct Costs	\$ -	\$ -	\$ -
Dean's Overhead			
Net Contrib Covering Direct and Dean's Overhead	\$ -	\$ -	\$ -
Indirect Overhead Allocated Costs			
International Overhead			
Net Contribution	\$ -	\$ -	\$ -
Total Costs	\$ -	\$ -	\$ -
Net Contribution	\$ -	\$ -	\$ -
Cost per Student			
School Average			
College Average	\$ -	\$ -	\$ -
Net Contribution per Student ( Avg)	\$ -	\$ -	\$ -
Contribution Ranking			
Total Number of Programs Ranked	-	-	-
* 2017/18 Year Changed Overhead Allocation Method			