SUBJECT	NEW MINISTRY OF COLLEGES AND UNIVERSITIES (MCU) PROGRAM STANDARD RELEASE PROCEDURE

Identify curriculum revisions and program title change, if required, resulting from the new/revised program standard during the Annual Program Review (APR)	Program Coordinator, Academic Department(s)	Fall
Implement revised Vocational Learning Outcomes (VLOs) and curriculum revisions, and program title change, if required, in the MIS to take effect for the upcoming academic year.	Deans, Program Coordinators	Winter
Update program outcomes mapping and course outlines in COMMS	Program Coordinator and Faculty, Academic Department(s)	Spring
Update website to reflect program title change (if required)	Marketing	Spring

LOGISTICS AND RESPONSIBILITIES FOR PROGRAM CHAIRS AND CONTACT(S) IN NEW/REVISED PROGRAM STANDARD CONSULTATION PHASE

DEANS/CHAIRS

Deans/Chairs are responsible to ensure that current and appropriate program contacts are put forward for confirmed, as well as expected, program reviews identified in the rolling three-year
he success of the program standards review
and development process depends on gaining a wide range of stakeholder contacts: employers, graduates and importantly college staff - including faculty and curriculum developers .
Deans/Chairs should also ensure that faculty who have been put forward as program contacts for standards that are confirmed for review in-year. On occasion, the consultation phase may extend into the winter term, with the expectation of no more than 1-2 hours of work in the term reviewing notes from the consultation phase in a shared document and identifying any additional feedback if relevant.

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PROGRAM CONTACTS

Program contacts are responsible to participate in all consultation meetings scheduled in the Fall term, as well as engage in any assigned activities related to the program standard review. Program contacts should leverage their experience and discipline-specific knowledge to put forward any recommendations for the new/revised standard during the consultation phase, as well as raise any concerns about proposed standard language. Updates from the consultation process should be shared back with the department regularly to help program administrators and faculty prepare for the eventual release of the revised standard.

IMPLEMENTATION OF THE NEW/REVISED PROGRAM STANDARD

DEANS/CHAIRS

Deans/Chairs are responsible to review draft validation survey responses provided by the staff and identify any required revisions to the responses within the designated timeframe. Deans/Chairs should validate that program contacts participated in the consultation phase of the new/revised program standard and raise any major impacts to the program delivery that may result from the implementation of the standard. Once Dean/Chair approval for the validation survey responses is provided, the Dean submits the survey responses to SVPA for approval and enters the responses in the PEQAB survey portal.
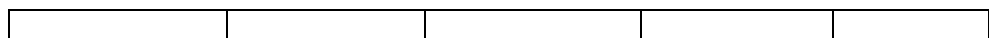
Following the release of the new/revised program standard, the Dean/Chair (or designate) are responsible to approve attestation that the program standard will be implemented in their program in the upcoming academic year. Upon receiving the Dean/Chair approval for attestation, the Dean escalates the attestation for SVPA approval, and then the Dean (or

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Following the Dean/Chair confirmation of attestation to the program standard, program contacts should ensure that required curriculum revisions are identified during the Annual Program Review (APR) process, for implementation in the upcoming academic year. Implementation of the new/revised program standard includes any revisions to the program of study (new and revised courses), as well as revised mapping of courses to the new/revised VLOs in COMMS.

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Deans/Chairs identify program contacts (program coordinators, faculty, staff, Program Advisory Committee members, and curriculum developers) to participate in the consultation phase of the program standard review.

Program contacts participate in the consultation phase of the program standard review, and communicate regularly with Deans/Chairs to provide updates on activities

Deans/Chairs to review draft validation survey responses provided by the staff and identify any required revisions to the responses within the designated timeframe

Deans/Chairs attest (via email confirmation to the SVPA) to implement the new/revised program standard by the effective date.

Deans/Chairs and Program Coordinators identify any required changes to program curriculum resulting from the new/revised program standard.

For programs delivered at multiple campuses, Deans/Chairs will ensure participation and changes to program curriculum are implemented for all deliveries