

## QUALITY ASSURANCE POLICY

<b>Policy Name</b> Quality Assurance	<b>Responsible Owner</b> Vice President Academic & Research	<b>Created</b> 2024 March <b>Effective Date</b>
<b>Policy Number</b> E-3.06	<b>Approval Body</b> Board of Governors with Edco advice	<b>Last Reviewed/Revised</b> N/A
<b>Category</b> Education	<b>Replaces</b> New	<b>Next Review</b> 2030 March

### TABLE OF CONTENTS

- PURPOSE
- SCOPE
- DEFINITIONS
- POLICY STATEMENTS
- SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- RELATED ACTS AND REGULATIONS
- RELATED COLLECTIVE AGREEMENTS

### PURPOSE

This policy defines and describes the program quality assurance processes related to program review and renewal.

### SCOPE

This policy applies to all credentialed programs and the compliance requirement of the College and Institutes Act (1996) and other relevant legislation. The *College and Institute Act* (1996), sections 23-25, confers authority for the establishment of credentialed programs and related quality assurance on Education Council with approval by the Board of Governors. The program quality assurance policy also aligns with the Ministries Degree Quality Assessment Board and the Quality Assurance Process Audit requirements.

### DEFINITIONS

**Credentialed Program** – programming that has received formal approval through the Board of Governors in accordance with the *College and Institute Act*.

**Consultation** – a transparent, objective, documented process of ensuring that feedback from internal and external interested parties is deliberately sought and considered.

**Collaboration** - meaningful engagement and joint effort of program faculty, staff, and administration in program review processes.

**Feasibility Assessment** – formal, documented assessment conducted according to *Program Development Procedures*.

**New Program Development** - the process of developing new programs and courses at NLC.

**Program Revision** – the process of proposing revisions to programs and courses at NLC.

**Program Cancellation** – the process of cancelling programs and courses at NLC.

**Level 1 Program Review** – an annual documented formative review completed by each program or grouping of programs according to Level 1 Quality Assurance Procedures.

**Level 2 Program Review** – a periodic documented comprehensive summative review completed by each program or grouping of programs. The typical period is every 7 years, or as requested by the program Dean, or accrediting and professional body. The Level 2 Program Review will align with accreditation and professional bodies reporting requirements.

**Program** – a set of courses or a course of study that leads to a college academic credential.

## **POLICY STATEMENTS**

Northern Lights College (NLC) is committed to continuous improvement and quality assurance in the programs we provide students. As an educational institution in Northern British Columbia, we recognize the role NLC plays in educating and training our students and communities to ready themselves for the future. The program quality assurance policy meets the strategic direction of the college and aligns with provincial legislation and standards, NLC policy, accreditation, professional, and regulatory body standards, and transfer pathways.

1. NLC's programs support the College's vision and direction as described in its Strategic, Academic and other relevant plans.
2. NLC's programs meet standards of quality through comprehensive quality assurance policy and continuous improvement procedures that support the approval of high-quality new program and course development, revisions to existing programs and courses, revisions to education policy and admission and standards, and program reviews review processes.
3. NLC's program quality assurance procedures are developed through a transparent and objective consultation process, evidence-based, and that is thoroughly documented.
4. NLC's program quality assurance procedures are defined to ensure consistent and continuous improvement occurs annually and periodically, recognizing the short and long-term demand for the program, associated costs, and impacts to the institution, students, and its communities.

## **SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

Program Approval and Revision Policy E-3.04 and Procedures

Program Review Policy E-3.07 and Procedures

New Course Approval, Course Revision and Course Outline Policy E-3.09

Education Council By-Laws

Edco Curriculum Committee Terms of Reference

## **RELATED ACTS AND REGULATIONS**

- *College and Institute Act* (1996)  
[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96052\\_01](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96052_01)
- BC Degree Quality Assessment Board (DQAB) Guidelines and Criteria  
<https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/degree-authorization/degree-quality-assessment-board>
- DQAB Quality Assurance Process Audit procedures  
[https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/degree-authorization/qapa/2\\_qapa\\_handbook.pdf](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/degree-authorization/qapa/2_qapa_handbook.pdf)

## **RELATED COLLECTIVE AGREEMENTS**

N/A