

**CHAMPLAIN REGIONAL COLLEGE**  
**OF GENERAL AND VOCATIONAL EDUCATION**



**POLICY ON**  
**THE REVISION OF**  
**ACADEMIC PROGRAMS LEADING TO A**  
**DIPLOMA OF COLLEGE STUDIES**

**This Policy was approved for the first time by Board of Governors  
resolution number 1924 on April 27, 2001**

## Article 1 Purpose and Principles

- 1.01 The purpose of this policy is to set a framework within which program revisions shall be effected at each location.
- 1.02 Programs are revised so as to provide our students with the updated education and instruction they need to study in university or start a career, and engage in lifelong learning.
- 1.03 In keeping with current ministerial regulations and orientations, program revision is done in the context set by the program-based approach.
- 1.04 Program revision is carried out with a concern for using human, material and financial resources in the most efficient ways. In that context,
  - a) needs for professional development are carefully assessed and plans are made to provide for the upgrading or retraining required to offer the revised program.
  - b) disciplines and courses are chosen in consideration of the resources (credits, contact-hours) allocated for this program;
  - c) the program is designed so as to make the most efficient use of available space, material, equipment and ministerial funds for implementation if any, and so as not to generate additional recurrent costs;
  - d) whenever possible, courses are designed to serve students with similar needs in other programs.
- 1.05 The revised program must facilitate the achievement of educational objectives within the expected period of time and with reasonable effort by the students admitted to the program.
- 1.06 Successful program revision requires the participation of individuals and groups working together in a context where responsibilities are clearly defined.

## Article 2 Definitions

- 2.01 The definitions set forth by the *Règlement sur le Régime des études collégiales (RREC)* and the By-

Laws of the College apply to the present policy. In addition, in the present policy, the following expressions mean:

**MINISTERIAL PROGRAM:** the program set by the Ministry at the end of its own revision process and generally specifying the purpose, goals, objectives, standards and resources of the program.

**CURRENT PROGRAM:** the program currently offered at the location and submitted to revision under this policy.

**REVISED PROGRAM:** the program resulting from the revision process.

**PROGRAM REVISION:** a process which starts from the ministerial program and leads to the design, production and implementation of a coherent academic program in which general and specific education are integrated and which will replace the current program offered by the College on a given campus.

**PROGRAM-BASED APPROACH:** a concerted action involving teachers from different disciplines, professionals and members of management, working together in mutual respect, towards creating a program that will facilitate the acquisition, integration and application of knowledge, and the development of generic and specific skills and attitudes by the student.

**DEAN:** Academic Dean or Dean in charge of program revision at each location.

**LOCAL ACADEMIC ADVISORY COMMITTEE:** Local bodies known as Academic Advisory Council at Champlain-Lennoxville, Academic Council at Champlain-St. Lambert and Pedagogical Committee at Champlain-St. Lawrence.

**CONTRIBUTING DISCIPLINES:** although all disciplines taught in a program contribute to the attainment of the program objectives, this term refers to disciplines retained by the College to contribute to the attainment of objectives in the specific component of the program.

## Article 3 Scope

- 3.01 This policy applies to the revision of all pre-university and technical programs leading to a Diploma of College Studies (DEC) offered at the College.

3.02 A schedule for the revision of all programs is drawn up by the Dean at each location. It is based on the schedule set by the Ministry for the revision of its programs, or on local requirements in case of a college-generated revision, and adjusted as needed. In order to benefit from inter-campus collaboration, efforts will be made to harmonize revision calendars across locations.

#### **Article 4 Process**

4.01 A decision to revise the program at one location is made jointly by the Campus Director and the Director of Studies according to the local schedule and respecting ministerial deadlines when applicable. The options that will be offered by the location, a projected date for the implementation of the revised program and the resources that will be available for the revision process are announced.

4.02 A Preliminary Revision Committee is formed by the Dean. It is composed of teachers from all disciplines in the current program and of the Dean who chairs it ex officio. This committee analyzes the revised ministerial program in preparation for the meeting in 4.04.

4.03 The Director of Studies meets with the Preliminary Revision Committee to provide information, discuss current concerns and review parameters for the revision. Guidelines for the presentation and format of the program are provided to the Preliminary Revision Committee.

4.04 Disciplines included in the specific component of the current program and disciplines likely to make a contribution to the revised program are invited by the Dean to send teachers to a meeting where the content of the ministerial program is explained.

4.05 The above disciplines provide a statement of their contribution to the attainment of the objectives of the revised ministerial program, or justify in writing why they do not see their discipline as fitting under the objectives of the revised ministerial program.

4.06 A recommendation regarding contributing disciplines is made by the Preliminary Revision Committee on the basis of a clearly demonstrated contribution to be brought to the program, and in consideration of 1.02, 1.04 and 1.05. This completes the mandate of the Preliminary Revision Committee.

4.07 A decision regarding contributing disciplines is made jointly by the Campus Director and the Director of Studies.

4.08 The Revision Committee is established by the Campus Director. It is composed of teachers from the main discipline(s) of the specific component of the program, teachers from contributing disciplines, at least one teacher representing General Education disciplines, and the Dean who chairs the Committee ex officio.

4.09 An initial proposal for a local program is designed by the Revision Committee according to the content specified in 5.01 and in conformity with the ministerial program. In doing so, the Revision Committee uses information generated by the last program evaluation as available, and seeks complementary input from internal and external sources such as students, alumni, university or labour market representatives.

4.10 The Revision Committee validates the program proposal regularly with the Program Committee as work progresses and interim documents are sent to the Director of Studies.

4.11 Course descriptions are developed for all courses that will be part of the specific component of the revised program, by Faculty, Departments and the Revision Committee working in collaboration.

4.12 The program proposal is submitted by the Dean to the Director of Studies who may request adjustments before consultations begin.

4.13 Final consultations are carried out according to local practices, namely with the Local Academic Advisory Committee.

4.14 The program proposal is submitted by the Dean for advice from the Commission of Studies.

4.15 The program proposal is adjusted as required following consultations, before it is submitted to the Board of Governors.

4.16 As early as possible in the revision process, an implementation plan is developed by the Dean, in consultation with the Campus Director, the local Finance Officer, the Registrar and one or two members of the Revision Committee. The implementation plan is approved by the Campus Director and the Director of Studies before consultations begin.

- 4.17 The program proposal is submitted by the Director of Studies to the Board of Governors for approval.
- 4.18 The date for the implementation of the revised program is confirmed by the Campus Director.
- 4.19 Information concerning the program is sent to the Ministry jointly by locations and by the Director of Studies as per current ministerial requirements. Liaison is ensured until the program is validated.
- 4.20 Courses and course outlines are developed by Faculty and Departments in conformity with the program approved by the Board of Governors.

## Article 5 Results

- 5.01 The revised program comprises:
  - a) organizational data, acknowledgements,
  - b) ministerial specifications;
  - c) the exit profile;
  - d) a grid specifying the correspondence between program objectives and courses;
  - e) a grid indicating the breakdown of courses over the prescribed four or six semesters;
  - f) a general description for each course in the specific component of the program;
  - g) a complete description of the comprehensive assessment framework;
  - h) other information deemed relevant by the location.
- 5.02 The Program Proposal submitted to the Board includes all sections of the program developed as per 5.01.
- 5.03 All teachers in the program receive a complete copy of the document approved by the Board.
- 5.04 The annual calendar, or prospectus, and all other program-related documents are developed in conformity with the program approved by the Board.
- 5.05 Each location chooses appropriate means to make its program public and ensures that all students have access to a description of the program, in compliance with Art. 17 of the *RREC*.
- 5.06 The implementation plan addresses the following issues:
  - a) the clientele projected in the program over the next three years and recruitment strategies;
  - b) an estimate of the number of faculty and other staff needed;

- c) a plan for the utilization of existing space (classrooms, labs, other specialized rooms, et al.) and needs for additional space or renovation if any;
- d) a plan for the utilization of existing equipment, replacement and purchase of additional equipment;
- e) an identification of professional development needs and how they will be met;
- f) an implementation budget: cost estimates for c) d) and e), using funding from the Ministry and identifying potential sources for additional funding if need be.

## Article 6 Responsibilities

- 6.01 The application of this policy is under the joint responsibility of the Director of Studies and the Campus Directors.
- 6.02 Responsibilities for different operations are as follows:

### **The Board of Governors**

- a) Approves this Policy and its periodical revisions.
- b) Approves programs revised according to this Policy.

### **The Commission of Studies**

- a) Analyzes the program proposal, may request changes as it sees fit, and recommends the approval of the program by the Board.
- b) Recommends the revision of this Policy.

### **The Local Academic Advisory Committee**

Analyzes the program proposal, may request changes as it sees fit, and recommends its approval.

### **The Campus Director jointly with the Director of Studies**

- a) Make initial decisions regarding the revision of the program;
- b) Make the final decision concerning disciplines and courses to be included in the revised program;
- c) Approve the implementation plan.

### **The Campus Director**

- a) Ensures that Committees are established.
- b) Confirms the date for the implementation of the revised program.

**The Director of Studies**

- a) Meets with the Preliminary Revision Committee and provides guidelines for the revision;
- b) Declares the program proposal ready for consultation;
- c) Submits the program proposal for approval by the Board;
- d) Forwards required information to the Ministry and ensures follow-up until the program is validated;
- e) Examines the Policy, proposes its revision to the Commission of Studies and monitors its revision.

**The Dean**

- a) Draws up a schedule for the revision of all programs offered at the location;
- b) Participates in decisions concerning the revised program;
- c) Forms the Preliminary Revision Committee;
- d) Invites faculty to a meeting where the revised ministerial program is explained;
- e) Oversees and participates in the revision as Chair of the Revision Committee;
- f) Develops the implementation plan in collaboration as per Art. 4.16;
- g) Submits the Program Proposal to the Commission of Studies.

**The Registrar**

- a) Provides input into the revision process;
- b) Forwards program information to the Ministry;
- c) Revises the annual calendar and program-related documents used for advertisement and recruitment to ensure their conformity with the program approved by the Board.

**Departments and Faculty**

- a) Participate in activities as per 4.04 and 4.05;
- b) Contribute to course descriptions in their respective discipline as per 4.11;
- c) Develop courses and course outlines as per 4.20.

**The Program Committee**

- a) Designates teachers who will sit on the Preliminary Revision Committee and on the Revision Committee;
- b) Contributes to the identification of needs for Professional Development as described in 1.04 and 5.06 e);
- c) Provides input and feedback into the revised program throughout the revision process.

**The Revision Committee**

- a) Develops the proposal for a revised program as per 4.09 through 4.16;
- b) Carries out all local consultations;

- c) Adjusts the Program Proposal as required after successive consultations.

**Article 7 Calendar**

- 7.01 First operations, such as 4.01 through 4.07, will preferably be done in the year preceding revision, to facilitate a prompt start of the revision in the fall.
- 7.02 The revision process is completed within a timeframe that allows the program proposal to be submitted to the Board of Governors in early spring for implementation in the following fall.

**Article 8 Revision of this Policy**

- 8.01 This Policy is examined at least every five years to ensure that it continues to meet the needs of the College.
- 8.02 The policy is revised and appropriate local and college-wide consultations are carried out.
- 8.03 The revised policy is submitted to the Commission of Studies for advice, before being sent to the Board for approval.

