

QUALITY IMPROVEMENT OF PROGRAMS COMMITTEE (QIPC) TERMS OF REFERENCE



PURPOSE:

The Quality Improvement of Programs Committee was established to support continual academic program improvement. QIPC oversees the program quality improvement processes described in the Program Quality Assurance Policy and Procedures.

MANDATE:

QIPC is established under the Program Quality Assurance Policy and Procedures with a mandate from Deans' Council that includes the components of coordination, review and confirmation, and policy formation.

Coordination

- Advises Deans' Council on matters pertaining to program review. (advising authority)
- Establishes the criteria and processes for program review. (recommending authority for criteria in policy; principal authority for processes and procedures not included in the policy)
- Coordinates program review as part of the program planning processes of RDC. (advising authority)

Review and Confirmation

- Analyze and interpret the Annual Program Improvement data for general trends. Distribute reports to the Vice President Academic, Deans' Council, and Academic Council. (advising authority)
- Confirms all steps of the Quality Improvement Program Review have been completed for each program. (principal authority)
- Makes recommendations related to Program Review action plans to the Vice President Academic and the Dean and Associate Deans of the Program. (recommending authority)

Policy Formulation

- Recommends changes to the Program Review Procedures within the Program Quality Assurance Policy to Academic Policy Committee. (recommending authority to Academic Policy Committee)

RELATIONSHIP TO OTHER COUNCILS AND COMMITTEES:

- Academic Council: QIPC provides an annual report on program review to Academic Council.
- Deans' Council: Deans' Council approves the Terms of Reference for QIPC. QIPC provides an annual report on program review to Deans' Council.
- Curriculum Committee: QIPC consults with Curriculum Committee on areas of mutual interest related to review of academic programs.

- Service Council: QIPC consults with Service Council on areas of mutual interest related to review of academic programs. QIPC provides an annual report on program review to Service Council.

COMPOSITION:

1. Committee membership is broadly representative of RDC programs, with majority faculty representation.
2. Voting membership is composed of eight full-time faculty members, the Institutional Research Manager, the Dean of Teaching, Learning, and Research, one Associate Dean, one service area member, and one student.
3. Faculty members are nominated by motion of their School Council or Division for a 2-year term, renewable for up to three consecutive terms. Terms run concurrently with the Academic Year. Faculty members include:
 - 1.1 Teaching, Learning, and Research Division: 1
 - 1.2 Trades and Technologies: (Normally an Apprenticeship Instructor) 1
 - 1.3 Education: 1
 - 1.4 Health Sciences: 1
 - 1.5 Arts and Sciences 1
 - 1.6 Creative Arts: 1
 - 1.7 Donald School of Business: 1
 - 1.8 Library and Student Supports Division: 1
4. The student member is appointed by the RDC Students' Association.
5. The service area member is nominated by Service Council to serve a 2-year term renewable for up to three consecutive terms. Service area members on QIPC do not need to be members of Service Council.
6. The Associate Dean is appointed by the Office of the Vice-President Academic for 2-year terms for up to three consecutive terms.
7. Additional members may be appointed as the Committee deems appropriate, provided majority faculty representation is maintained.
8. Members who miss two meetings without advance notice and the approval of the Co-Chairs will be asked to step-down and a new member will be requested from the appropriate area.
9. A faculty member serves as Co-Chair with the Dean, Teaching, Learning & Research.. The Faculty Co-Chair is nominated by the QIPC Committee from serving members with at least 1 Term of service.

ACCOUNTABILITY:

QIPC is accountable to Deans' Council.

REPORTING:

QIPC provides an annual report on program review to Deans' Council, Academic Council, and Service Council.

ADMINISTRATIVE SUPPORT:

Provided by the Teaching, Learning & Research Division.

OPERATING PROCEDURES:

QIPC:

- Meets at least twice a year and regularly as required.
- Has agendas set by the Co-Chairs with input from QIPC members.
- Normally makes decisions by consensus or, where consensus is not possible, by a simple majority vote at a meeting where quorum is established. Quorum is 7 voting members with faculty majority at any meeting. Alternative voting methods may be used on an ad hoc basis at the discretion of the Co-Chairs and the Committee.
- May request information from any program or service area in the College.
- May invite guests to its regular meetings as deemed appropriate by the Committee.
- May strike subcommittees and may appoint members outside of QIPC to sit on these subcommittees.
- Reviews its Terms of Reference at least every year, with changes approved by Deans' Council.
- Conducts closed meetings (members, resources, administrative support, and invited guests only).
- Publishes Agendas, Minutes, Annual Reports, Program Review Action Plans, and supporting documentation accessible to the RDC community.

Levels of Authority for Decision Making:

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.