

PROGRAM MANAGEMENT AND ACADEMIC OPERATIONS POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Academic
Approval Date:	June 26, 2014
Effective Date:	July 1, 2014
Policy Owner:	Vice President, Teaching and Learning
Policy Administrator:	Senior Manager, Academic Research and Development
Objective:	<p>In order to achieve the NorQuest Learning Experience and to align with our mandate, Academic Plan, and strategic goals, NorQuest College strives to maintain high standards of academic quality and institutional integrity.</p> <p>Authority to establish this policy is derived from the NorQuest College Board of Governor's Policy No. 5, which delegates authority to the President and CEO to establish policies and procedures for the College's management and operation.</p>
Policy:	<p>Teaching and Learning will provide centralized oversight and leadership in developing, advancing, and stewarding the College's program management and academic operations in a clear and consistent manner to ensure delivery of the NorQuest Learning Experience and achieve our objectives, goals, and mandate.</p> <p>Responsibilities and authority are outlined in the procedures associated with this policy.</p>
Definitions:	<p>Academic Operations: are the functional activities required to carry out services and support to our educational programming and establish accountability to internal and external stakeholders e.g. course evaluations, attendance, and exam procedures. Academic Operations may also include the planning, development, and support of these activities.</p> <p>Program Management: refers to all facets of the program lifecycle and the activities which support academic programs and academic quality assurance e.g. program review, program architecture, and course review.</p>
Related Information:	<ul style="list-style-type: none"> • Academic Plan (to be created) • Comprehensive Institutional Plan • NorQuest Learning Experience
Related Procedures:	<ul style="list-style-type: none"> • Alberta Works Funded Student Attendance Procedure • Distance and Online Student Exam Request Procedure • Student Exam Procedure
Next Review Date:	May 2017
Revision History:	<p>June 2014: New</p> <p>November 2014: update for document links</p>