

BROKERAGE OF PROGRAMS PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Academic
Parent Policy:	Program Management and Advisory Committee Policy
Approval Date:	June 27, 2017
Effective Date:	June 27, 2017
Procedure Owner:	Vice President, Academic
Procedure Administrator:	Dean, Research and Strategic Enrolment

Overview:

NorQuest College (college) is committed to creating and sustaining collaborative and mutually beneficial relationships with other educational providers in order to facilitate high-quality learner experiences, workforce-relevant programming, and applied research and innovation.

The college may enter into a brokering agreement with other post-secondary institutions to expand program or course offerings, assess student and labour-market demand, deliver programs on an ad hoc basis, and deliver education that maximizes efficiencies and use of resources. In a brokering arrangement, full-load equivalents (FLEs) can be counted by either institution. Graduates and program accreditation remains with the credentialing institution.

All brokerage agreements must be approved and signed by the Vice President, Teaching and Learning.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Contracts between the institutions outline the brokering and credentialing responsibilities of each institution, FLE counts and all related costs. Agreements to share enrolment between the institutions does not require formal approval.

Only those credit programs that have been approved by the government are eligible to be brokered. For non-credit programs, see the "External Sale Lease, Exchange or Provision of Instructional Materials" Procedure

The college will act as the credentialing institution when it can ensure the quality of instruction, learner outcomes, and program delivery is not in direct competition with its own programs.

Entering into a brokering agreement is to be managed using the following principles and requirements:

- The Dean discusses any brokerage opportunities for either a credentialing or brokering role with the Vice President, Teaching and Learning.
- The Dean, in collaboration with the partnering institution, will define the roles and responsibilities for each institution using the Brokering

Agreement template provided by Research and Strategic Enrolment including:

- FLE counts
 - Curriculum materials
 - Credentialing and graduate information
 - Operational details
 - Communication plan
 - All related costs
- The Dean will follow the [Contract Management Procedure](#) to obtain approval for the brokering agreement.
 - The office of the Vice President, Academic, will arrange signing with the other institution's Senior Academic Officer.
 - Once authorized and signed by both institutions, the Dean will provide the Office of the Registrar, Research and Strategic Enrolment, and Business and Financial Services with a copy of the Brokering Agreements. The Dean will ensure that credentialing information and operational details of the partnership will be included in the information communicated for program set up.
 - The college policies and procedures will have precedence unless otherwise stated in the brokering agreement.

Definitions:

Brokering Arrangement: an arrangement in which an institution that owns or is responsible for a program (the credentialing institution) enters into an agreement with one or more other institutions (the brokering institution) to deliver programming

Full-load equivalents (FLEs): the method of counting students as required by the Government of Alberta. One FLE is the measure of one student completing one full-year of a program or several students whose course loads are combined to make the equivalent of one student taking a full year.

Program Accreditation: a quality assurance process where program services and operations are evaluated against specific criteria and standards by an external body/agency. Accreditation is granted if the external body/agency determines that the standards are met.

Graduate: a student who has successfully completed all course requirements in a certificate or diploma credit program and is issued a parchment.

Credentialing Institution: in a brokering arrangement, the organization that owns or is responsible for a program, and which takes on the role of providing the curriculum content, unique materials and/or equipment, guidelines for the selection of instructional staff, and issuing of appropriate credits or certification. Also known as the sponsoring institution.

Related NorQuest College Information:

- [Contract Management Procedure](#)
- Brokering Agreement Template (to be developed)
- [Program Management and Advisory Committee Policy](#)
- External Sale, Lease, Exchange or Provision of Instructional Materials Procedure (to be developed)

Related External Information:

- [Post-Secondary Learning Act](#)

Next Review Date:

June 2021

Revision History:

June 2017 new (replaces Standard Practice 3.3: Brokerage of Programs May 12, 2004)

August 2019: Compliance Office template & reorganization update

April 2021: retired Program Management and Academic Operations Committee Policy and replaced with Program Management and Advisory Committee Policy, updated this procedure accordingly.