

Fanshawe College

## FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

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Documentation (Approvals etc...)

Quality Assurance

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2014

### QAS2 Curriculum Modification for 2015-16

Fanshawe College

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# DEGREE AUDIT CHANGE FORM

**RECEIVED**

DEC 0-1 2014

COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE" Office of the Registrar

**Program Requiring Changes**

Program Title: Quality Assurance	
Program Number: QAS2	Date Submitted: 11/25/2014
Dean responsible for program: Susan Cluett	Chair: Lisa Wells
Credential Provided: <input checked="" type="checkbox"/> Local Certificate <input type="checkbox"/> Ont. College Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Adv. Diploma <input type="checkbox"/> Degree	
Program Intakes: <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> S   Other:	Catalogue Year(s) Impacted: 20015/16
Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met	Date of Last Program Review: 4/15/2014

I have read the reasons for the change and...		Signature and date
Dean of Faculty (responsible for program):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	<i>[Signature]</i> 11/25/14
Dean of Faculty (impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Dean of Faculty (impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Associate Vice President Academic (required for major changes and late DAs):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	<i>[Signature]</i> 12/24/14
Director, Centre for Academic Excellence:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>[Signature]</i> Dec 23/14
Office of the Registrar:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>[Signature]</i>

will the other 2 programs be cancelled?  
 ↳ may to follow up.

Please answer each of the questions below, if applicable. Missing or incomplete information may delay review of the proposed changes.

- 1.0 Describe proposed change(s). Complete Appendix A (if necessary) and amend SDAR (Refer to Appendix C).
- We had three QA programs with low enrollment and during the program review our external members felt strongly about merging the 3 programs into one.

## 2.0 Reason/Rationale for Changes

2.1 The reason for the change is based on:

- A recent program review
- College Advisory Committee feedback
- Program Advisory Committee feedback
- Student feedback
- KPI results
- Accreditation or other regulatory requirements
- Shared curriculum
- Trends in the field/industry
- Other (please describe):

2.2 Does the change support the College's Strategic Framework (mission, vision, values)?

- Yes
- No (If no, please explain)

2.3 What strategic goal(s) does the proposed change support?

- Goal 1 - Enrolment growth
- Goal 2 - Flexible delivery options
- Goal 3 - Premier student experience
- Goal 4 - Sustainable College life

## 3.0 Students

3.1 Will the change affect the cost of the program for students?

- Yes
- No

3.2 If yes, there will be an additional cost for:

- Materials (Include details):
- Equipment (Include details):
- Other (Please describe): slightly more hours for the program

#### 4.0 Program Learning Outcomes

4.1 Will the proposed change meet the Program Vocational Learning Outcomes? (Complete Appendix B)

- Yes  
 No

4.2 Are there any implications related to progression because of pre-requisite courses (and/or co-requisite courses)?

- No  
 Yes (If yes, please explain)

#### 5.0 Relationships with Other Programs

5.1 Are any of the courses impacted by the change provided by another School (e.g., SLLS, LKSB) and/or delivered at another campus?

- No  
 Yes

5.2 What Schools/Campuses will be impacted by the proposed change?

- Tourism and Hospitality  
 Information Technology  
 Lawrence Kinlin School of Business  
 Health Sciences  
 Human Services  
 Nursing  
 Design  
 Language and Liberal Studies  
 Contemporary Media  
 Building Technology  
 Applied Sciences and Technology  
 Transportation Technology  
 Continuing Education  
 Oxford County Campus  
 James N. Allan Campus  
 St. Thomas Campus

5.3 Will the change affect pathway agreements (e.g., bridging, articulations, laddering, advance standing) with other Fanshawe programs and/or other institutions? (Refer to the pathway agreements listed here: <http://transferagreements.fanshawec.ca/>)

- No  
 Yes (If yes, please explain)

5.4 What discussions have been initiated with these programs/institutions regarding the changes? Each area that delivers the program was included in the program review

**6.0 Resource Implications of Proposed Changes**

6.1 Will the proposed change have staffing implications?

- No
- Yes (If yes, please explain)

6.2 Will the proposed change impact any of the Enabling areas?

- No
- Yes (If yes, please explain)

6.3 Will the proposed change affect space and/or technology requirements?

- No
- Yes (If yes, please explain)

**7.0 General College Requirements**

7.1 Are changes consistent with Colleges policies/practices?

- Yes
- No (If no, please explain)

7.2 Indicate:

- i) Total program hours before proposed change: 264
- ii) Total program hours after proposed change: 330
- iii) Level(s) in which the proposed change(s) occurs: 1

7.2.1 Are the total program hours consistent with the requirements as listed below?

- Yes
- No (If no, please explain)

<b>Local Certificate</b> - 300 hours	<b>Ontario College Certificate</b> - 600 hours
<b>Diploma</b> - 1200 to 1400 hours	<b>Advanced Diploma</b> - 1800 to 2000 hours
<b>Graduate Certificate</b> - 600 hours	

7.3 Will the program meet the General Education requirements (Policy 2-B-02) as listed below?

- No
- Yes

<b>Local Certificate, Ontario College Certificate and Graduate Certificate</b> - none required)	<b>Diploma</b> - 3 required (minimum of 1 must be an elective)	<b>Advanced Diploma</b> - 4 required (minimum of 2 must be electives)
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7.4 Will the program have 25% distinct curriculum to meet the Residency Requirement of 25% credit units? Consider all pathway agreements (e.g., bridging, internal articulations, laddering, advance standing) with other Fanshawe programs and/or other institutions.

- No
- Yes

Note: In accordance with POLICY NUMBER: 2-B-17 Graduation from Approved College Programs

...to be eligible for any College Credential a student must be enrolled and complete at least 25% of that program's credit units at Fanshawe College, unless stipulated differently by other approving bodies such as the Postsecondary Education Quality Assessment Board (PEQAB).

APPENDIX A: PROPOSED DEGREE AUDIT CHANGES

Course Code	Existing/DA Course	Total Hours	Total Credits					
<b>LEVEL 1</b>								
Mach - 5015	Quality Audit Methods	24	2	Replace course	Mach 1164	Product Process Control	30	2
				Add Course	Mats - 1027	Material Science	30	2
				Add Course	Mach 1165	Metrology	30	2
<b>TOTAL</b>		24	2			<b>TOTAL</b>	90	6
<b>LEVEL 2</b>								
<b>TOTAL</b>		0	0			<b>TOTAL</b>	0	0
<b>LEVEL 3</b>								
<b>TOTAL</b>		0	0			<b>TOTAL</b>	0	0
<b>LEVEL 4</b>								
<b>TOTAL</b>		0	0			<b>TOTAL</b>	0	0
<b>LEVEL 5</b>								
<b>TOTAL</b>		0	0			<b>TOTAL</b>	0	0

PROGRAM TOTAL 24 2

PROGRAM TOTAL 90 6

PROGRAM MAPPING (Quality Assurance Certificate (Basic))														
PROGRAM VOCATIONAL LEARNING OUTCOMES														
1. Introductory	2 - Intermediate	3 - Advanced	MATH 3026	COMM 1009	MGMT 1190	MGMT 5019	MACH 5012	MGMT 1183	MGMT 1184	METROLOGY MACH 3029 REVISED	MATERIAL SCIENCE MATS 1003 REVISED	PRODUCT AND PROCESS CONTROL NEW COURSE	# OF COURSES EVALUATING THE OUTCOME	TOTAL FOR PROGRAM
<b>The graduate has reliably demonstrated the ability to: (Source: MTCU Code )</b>														
1. Apply probability and statistical theory to practical problems.														
2. Create and edit documents related to the quality assurance industry using related software.														
3. Apply human relations concepts to Quality Assurance organizations.														
4. Develop and implement Quality Programs.														
5. Explain the elements of ISO/OS standards and how to conduct a Quality Audit.														
6. Define the principles of continuous improvement and benchmarking.														
7. Apply QA problem-solving techniques to identify fundamental defects in an Industrial/commercial enterprise.														
8. Use precision instruments and metrology techniques to determine the compatibility of products and processes.														
9. Describe testing and the compatibility of materials to an application to include ferrous - non-ferrous as well as non-metals such as plastics and composites.														
10. Perform calculations relating to Quality Control.														
11. Define, identify and apply product and process control methods.														
<b>TOTAL # OF OUTCOMES EVALUATED BY EACH COURSE</b>														
V = Vocational Courses E = Essential Employability Skills Courses														
GM = General Education (mandatory) G = General Education (elective)														
<b>NB - Only indicate the outcomes that are Taught &amp; Evaluated (TE or TRE) in a course</b>														
PROGRAM COORDINATOR: Michael Fediv														
ACADEMIC CHAIR:														
Date Completed:														
Professor:														



**Degree Audit Report**

**Catalog:** 2015/2016

**Program:** QAS2

**Name:** Quality Assurance

**Department:** BMG - Continuing Education

**Academic Level:** CE

**CCD:** 6 - Locally Determined-Min 300 Hrs

**Credential:** Certificate

**Grade Scheme:** LG2

**Major:** QAS2 - Quality Assurance

**Div:** CED - Faculty of Regional & Continuing Ed

**Co-Op Indicator:** N/A

**Academic Program Requirement**

**Total Credits:** 19.00

**Residency Reqmt:** 5.00

**GPA Requirement:** 2.000

**Residency Reqmt GPA:** 2.000

**Minimum Grade:** D

**Academic Requirement:** QAS2.15 Quality Assurance

**Major:** QAS2

**Grade Scheme:** LG2

**Minimum GPA:** 2.000

**Minimum Grade:**

**Subrequirement:** Level 1

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MACH-5012	ISO Quality Standards	24.00	2.00	
COMM-1009	Communications for Quality Assurance	45.00	3.00	
MGMT-1190	Quality Principles & Team Building	33.00	2.00	
MGMT-1183	Continuous Improvement & Benchmarking	33.00	2.00	
MGMT-1184	Basic QA Tools & Problem Solving	24.00	2.00	
MACH-5015	Quality Audit Methods	24.00	2.00	
MATH-3026	Statistical Methods	45.00	3.00	
MGMT-5019	Planning for Quality	36.00	3.00	

**Subrequirement:** Program Residency

Students Must Complete a Minimum of 5 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program

MATS 1027 Material Science New 30hrs. 2  
 MACH-1165 Metrology New 30hrs. 2  
 MACH-1164 Product and Process Control 30

*Lisa Wells*  
 Approved By Chair/Manager:

BMO - Nov 25/14.  
 Department and Date:

*[Signature]*  
 Approved by Dean:

Nov 25/14  
 Date:

General Education Approved By(as appropriate):

Date:

*[Signature]*  
 12/29/14

FANSHAWE COLLEGE OF APPLIED ARTS AND TECHNOLOGY PROGRAM REVIEW  
REPORT SUMMARY

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**GENERAL INFORMATION**

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Program Titles: **Quality Assurance Advanced Certificate (QAA1); Quality Assurance Advanced Management Certificate (QAM1); Quality Assurance Basic Certificate (QAS1)**

Review by: External Focus Group and Internal Program Review Committee

School/Campus: Continuing Education/London Campus

Date of Last Formal Evaluation: 2006

Date of Motion of CAC Approval: \_\_\_\_\_

Chair, Program Review Committee: Gord Miller

Reviewed by Tracy Gedies, Director, Centre for Academic Excellence: Tracy Gedies Date: April 15/14

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**SIGNATURES**

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1) Gord Miller, Chair, Program Review Committee: Gord Miller Date: April 30/2014

2) Susan Cluett, Dean, Faculty of Regional and Community Education: Susan Cluett Date: May 20/14

3) Robert Collins, Chair, College Advisory Committee: Robert Collins Date: May 20/2014

4) Ben Cecil, Associate Vice- President Academic: Ben Cecil Date: 05/22/14

5) Gary Lima, Senior Vice-President Academic: Gary Lima Date: 07/02/14

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6) Approval by Office of the President: P.J. Li Date: 21/7/14

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## 1. ABSTRACT

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### 1.1 PROCESS USED

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- 1.1.1 Program identified for review process, February 2013
- 1.1.2 Curriculum consultant assigned to the Program Review Committee by the Centre for Academic Excellence (CAE)
- 1.1.3 Program Mapping Completed September 2013
- 1.1.4 External Focus Group Members recruited October 2013
- 1.1.5 Packages prepared by CAE and sent to the External Focus Group Members one week prior to meeting on November 12, 2013 at Fanshawe College, London Campus
- 1.1.6 Internal Assessment Report completed by the school and submitted to CAE on December 3, 2013
- 1.1.7 The Program Review Committee met on January 15, 2014 to review the recommendations and document an action plan

### 1.2 SUMMARY OF RECOMMENDATIONS

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- 1.2.1 Summary of Review Findings – External Focus Group  
**See Appendix A**
- 1.2.2 Summary of Review Findings – Internal Assessment  
**See Appendix B**

## 2. PROGRAM REVIEW COMMITTEE

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### 2.1 NAMES AND CAPACITIES OF MEMBERS

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**Gord Miller**, Chair, Program Review Committee  
**Susan Cluett**, Dean, Faculty of Regional and Continuing Education  
**Bruce Smith**, Senior Manager, Faculty of Regional and Continuing Education  
**Mike Fediw**, Program Consultant, Quality Assurance Programs  
**Tom Pickard**, Academic Manager, Continuing Education, London Campus  
**Patricia Kaye**, Curriculum Consultant, Centre for Academic Excellence  
**Tara Green**, Program Review Coordinator, Centre for Academic Excellence (recording)

# Summary of External Recommendations - Program Review of: Quality Assurance Advanced CMI/GDT/CMM Quality Assurance Advanced Management Quality Assurance Basic

Program Review Committee Chair: Gord Miller

External Meeting Date: November 12, 2013

#	KEY ISSUE(S)	#	RECOMMENDATION(S)	Faculty Comment	College Comment	Action Plan
				<i>Faculty members provide comments, including implications</i>	<i>The Dean and Chair provide comments, including implications</i>	<i>Completed during the Event 6 meeting.</i>
1	Relevance: Is there a need for the QA programs at this time?	1	Continue to offer the QA programs – with some adjustments as indicated below.		Agreed	<ul style="list-style-type: none"> <li>Continue to offer program</li> </ul>
2	<p>The program should be restructured to better reflect community need and therefore enhance enrollments. The following should be considered:</p> <p>a. Maintain some of the current core programs such as Cost of Quality, Blueprint reading, GD&amp;T, Risk Management, Manufacturing – process, documentation, Project Management, Research &amp; Development, Problem-Solving Issue cont'd ...</p>	2	Investigate restructuring of the 3 programs into one, with current and relevant streams of specialization.	With focus on those that run often, frequently higher enrollment.	QAS2 to be modified as recommended by this process. QAS2 may require a name change. Remaining QA Programs QAA1 and QAM1 to be retired.	<ul style="list-style-type: none"> <li>QAS2 to continue</li> <li>Retire QAA1 and QAM1 as they no longer meet needs</li> <li>Explore restructuring plan in consideration of suggestions (see college comment and issues)</li> <li>Complete by September 2014</li> </ul>

*OWNERSHIP?*

#	KEY ISSUE(S)	#	RECOMMENDATION(S)	Faculty Comment	College Comment	Action Plan
				Faculty members provide comments, including implications	The Dean and Chair provide comments, including implications	Completed during the Event 6 meeting.
4	The marketing of the program needs to reflect the changes that are going to be made to this program and could include: a. Focus on newly restructured program b. Contacting HR and Training coordinators in the industry – reach out to industry c. Enable CE online offerings to international students d. Mass email regarding new offerings e. Attend monthly meetings such as EMC, PMI, and ASQ f. Consider “compressed training” that is quick, focused and less time consuming	4	Enhance marketing options for this program to a broader audience.	Good.	New program to be included in the Strategic Marketing Plan.	<ul style="list-style-type: none"> <li>Investigate marketing options including those with ASQ</li> <li>Complete by fall 2014</li> </ul> Responsible: Program Consultant (Mike Fediw)  <ul style="list-style-type: none"> <li>Explore compressed training opportunities such as weekend college for January 2015</li> </ul> Responsible: Program Consultant (Mike Fediw)
5	This program would benefit from software that includes modelling, computer assisted design (CAD), and a generic awareness and/or exposure to quality systems.	5	Explore introduction of some relevant software.	Good.	Agreed	<ul style="list-style-type: none"> <li>The same action as for External Recommendation #6 (directly below)</li> </ul>

# Summary of Internal Recommendations - Program Review of: Quality Assurance Advanced CMI/GDT/CMM Quality Assurance Advanced Management Quality Assurance Basic

Program Review Committee Chair: Gord Miller

#	KEY ISSUE(s)	Refer to Report Section #	#	RECOMMENDATION(s)	Rank by priority	Faculty Comment	College Comment	Action Plan
						Faculty members provide comments, including implications	The Dean and Chair provide comments, including implications	Completed during the Event 6 meeting.
1	PCAT – required per PQAPA Report 2013	A2	1	Create a PCAT – Program Cluster Advisory Team			More Advisory Committees for CE will increase existing time constraints.	<ul style="list-style-type: none"> <li>Explore means of meeting PQAPA requirements in a variety of ways including the possibility of creating further advisory committees for a grouping of programs or connecting with other College PACs/CACs</li> <li>Complete by December 31, 2014</li> </ul> <p>Responsible: Dean (Susan Cluett)</p>

#	KEY ISSUE(S)	Refer to Report Section #	#	RECOMMENDATION(S)	Rank by priority	Faculty Comment	College Comment	Action Plan
						Faculty members provide comments, including implications	The Dean and Chair provide comments, including implications	Completed during the Event 6 meeting.
5	Hours do not meet MTCU requirements, integrate QA & Project Management where possible. Restructure to address currency and enrolment needs as per internal and external portions of the review.	C1/C2	5	Investigate interaction of QA courses and Project Management Courses (combine). Restructure to meet MTCU requirements – enhance hours			Agreed	<ul style="list-style-type: none"> <li>Connect to Business Program Consultant (Scott Dart) to review the sharing of courses and restructure in consideration of recommendations</li> <li>Complete by May 2014</li> </ul> <p>Responsible: Program Consultant (Mike Fediw)</p>
6	Program Outcomes	C2	6	Investigate Program Outcomes - posting on FOL or Course Guide - PLS			Not feasible to include Program Outcomes in the course guide. Will investigate posting Program Outcomes on FOL.	<ul style="list-style-type: none"> <li>College is currently investigating a way to make Program Information Sheets publically available (including program outcomes)</li> <li>Continuing Education to publish program outcomes as with all other college programs</li> </ul>

#	KEY ISSUE(S)	Refer to Report Section #	#	RECOMMENDATION(S)	Rank by priority	Faculty Comment	College Comment	Action Plan
						<i>Faculty members provide comments, including implications</i>	<i>The Dean and Chair provide comments, including implications</i>	<i>Completed during the Event 6 meeting.</i>
10	Accessibility	C9	10	Explore options to enhance accessibility.			Will meet AODA standards	<ul style="list-style-type: none"> <li>Instructors to complete accessibility training by January 2014</li> </ul>