



Bylaw Number 9

CONCERNING THE MANAGEMENT OF PROGRAMS OF STUDY

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BYLAW NUMBER 9
Concerning the Management of Programs of Study

Article 1: GENERAL PROVISIONS

1.01 Definitions

The definitions set forth in Clause 1.01 of Bylaw Number 1 apply to Bylaw Number 9. Specific terms relating to programs of study are defined in Article 1 of the *College Education Regulations* (CQLR, chapter C-29, r. 4), hereinafter referred to as the Regulations.

1.02 Designation

This bylaw is entitled “Bylaw concerning the management of programs of study” and is designated Bylaw Number 9.

1.03 Responsibility for implementation

The Academic Dean is responsible for the implementation of this bylaw.

Article 2: LEGAL FRAMEWORK

2.01 Authorization to implement programs

The College is authorized to implement programs in accordance with Article 6 of the *General and Vocational Colleges Act* (CQLR, chapter C-29), hereinafter referred to as the Colleges Act.

2.02 Diploma of College Studies / Diplôme d'études collégiales (DEC)

Programs leading to a DEC are described in Section III, Articles 5 to 15, of the Regulations.

2.03 Attestations of College Studies / Attestation d'études collégiales (AEC)

Programs leading to an AEC are described in Section IV, Article 16, of the Regulations.

2.04 Admission of students

The general rules for admission of students into programs are described in Section II, Articles 2 to 4, of the Regulations.

The College establishes special conditions of admissions in accordance with Article 19 of the Colleges Act and Bylaw Number 7 entitled “Special conditions for admission”.

2.05 Evaluation of learning

The evaluation of student learning is conducted in accordance with Section VI, Articles 25 to 31, of the Regulations.

Pursuant to Article 25 of the Regulations, the College has, after consulting the Senate (Academic Council), established an Institutional Student Evaluation Policy (ISEP).

2.06 Sanction of studies

2.06.1 In accordance with Article 32 of the Regulations, the Board of Governors recommends to the Minister the students who have met the requirements of a DEC in the program to which they had been admitted.

2.06.2 In accordance with Article 33 of the Regulations, the Board of Governors awards an AEC to the students who have attained the objectives of the attestation program to which they had been admitted.

2.06.3 College policy with respect to the sanction of studies is contained in ISEP. The procedures leading to recommendations to the Board of Governors are carried out under the supervision of the Dean of Academic Systems.

Article 3 ELABORATION OF PROGRAMS

3.01 Elaboration

Under the supervision of the Deans mandated by the Academic Dean, a program of study shall be elaborated in accordance with *Les prescriptions ministérielles et l'élaboration d'un programme défini en objectifs et standards*.

3.02 Approval

The local version of the program shall be approved by the Board of Governors after consulting the Senate.

Article 4 PROGRAM IMPLEMENTATION

Under the supervision of the Program Dean mandated by the Academic Dean, a program of study shall be implemented in a manner that respects the program approved by the Board of Governors.

Article 5 PROGRAM EVALUATION

Pursuant to Article 24 of the Regulations, the College has, after consulting the Senate, established an Institutional Policy on the Evaluation of Programs (IPEP). The evaluation of programs shall be carried out under the supervision of the Deans mandated by the Academic Dean and in accordance with IPEP.

Article 6 PROGRAM REVISION

A program revision shall be required when:

- i. the Ministry revises a program or
- ii. substantive changes are deemed necessary by the Program Committee and/or the Program Dean.

6.01 Responsibility

A revision shall be carried out under the supervision of the Deans mandated by the Academic Dean and in accordance with *Les prescriptions ministérielles et l'élaboration d'un programme défini en objectifs et standards*.

6.02 Approval

In cases where the revised components of a program must be submitted to the Ministry, a program revision shall be submitted to the Board of Governors for approval, after consulting the Senate.

In all other cases, a program revision shall be recommended by the Senate to the Academic Dean.

Article 7 PROGRAM COMMITTEES AND DEPARTMENTS

The Faculty Collective Agreement addresses the roles of program committees and departments. Program committees and departments work together to harmonize their efforts to ensure the effective management of programs of study.

7.01 Roles of the Program Committee

The Program Committee is responsible for, among other things:

- a. implementing the program according to the document approved by the Board of Governors and in compliance with the Regulations and the College's bylaws and policies;
- b. putting in place mechanisms to ensure that the criteria for program evaluation, as defined in the Institutional Policy on the Evaluation of Programs, are properly addressed;
- c. putting in place mechanisms to support students and provide feedback to them;
- d. ensuring the quality and pedagogical harmonization of the program, the integration of learning, the interdisciplinary consistency, and the development of program competencies within terms (horizontal integration) and across terms (vertical integration);
- e. designing and implementing the comprehensive examination;
- f. creating effective mechanisms, including advisory mechanisms, to ensure that students are being adequately prepared for the workforce and/or university;
- g. participating in the evaluation and revision of the program;
- h. making recommendations to the College to improve the quality of the program.

For an AEC program, the roles set out above shall be carried out by the Dean of Continuing Education and Community Services and the Program Coordinator, in consultation with the teachers in the program.

7.02 Roles of the Department

The Department is responsible for, among other things:

- a. appointing professors to the program committees to which its discipline contributes;
- b. advising the program committees to which its discipline contributes;
- c. defining the objectives, applying the teaching methods and establishing the assessment tools specific to each course in specific education for which it is responsible, taking into account the context and competencies of the program in which each course is given.

7.03 Policy document

The roles of Program Committees and Departments are elaborated further in the College policy entitled “Policy on the management of programs of study.”

Article 8 REVISION OF THIS BYLAW

Bylaw Number 9 shall be reviewed at least once every five years. Such a review may lead to a revision.