



Approval of Processes for Non-Degree Studies

Health Leadership & Learning Network

Faculty of Health

April 1, 2020

Health Leadership
& Learning Network

In-Scope for the Faculty of Health

Continuing and Professional Education:

- Health Leadership & Learning Network (HLLN)
- Non-credit and non-degree professional and continuing education to external learners, employers/industry
- “NDS”

Purpose

- As per the Senate Principles and Procedures Governing Non-Degree Studies Activities at York, Section #3
 - Via VP Academic, NDS (non-degree studies) units are required to pursue “process” approval

“Offering units will have in place processes for approving new programs, assuring quality, closing programs, and making decisions about the frequency of offerings” ... “Approved process documents will be submitted to VP Academic”

“It is acknowledged that the expertise for program development and the responsibility of approving programs reside with the Offering Units”

Purpose continued...

- *“Processes for the review and approval of non-degree activities will be approved by the Dean/Principal and the relevant Faculty Council...”*

The Processes to be approved

- Developing, reviewing and approving new education programs
- Assuring quality
- Closing programs
- Frequency of offerings
- Hiring and vetting instructors
- Revising programs

The Processes

Developing, reviewing and approving new education programs

Pass through a standard operation procedure (SOP):

- Idea and content proposal
- Structure/format** (must be within HLLN model)
- Review – options; recommend to proceed or not**
- Market research and analysis, meet criteria for approval**
- As required – CEU application, development, partnership
- Budget**

If all items with ** approved, program proceeds to marketing, promotion and delivery

Revising existing programs = Improving a program

Continuous and iterative – a three step process:

- Factors driving need for Improvement
- Determine the need and what will change:
 - Course content and learning objectives
 - Logistics and Delivery formats
 - Instruction arrangements

Quality

- Measurement, feedback and improvement are embedded system wide
- Four areas:
 - Planning: via development of our education programs
 - Assurance: confidence in our systems and they are tested by our benchmarks
 - Control: reviewing all factors during production
 - Improvement: mechanism for assessment and improvement

Closing programs

- Consider multiple factors before a decision is made:
 - Sustainability
 - Current and future demand by the industry
 - In line with mission, vision and strategy
- July – November – Roster planning activities
 - Cancel and either archive or pivot
 - Continue

Frequency of offerings

Factors involved

- Marketplace demand
- Instructor availability
- Course survey scores
- Teaching space availability
- Maintaining high quality

Screening and hiring instructors

- Referred or Scouted
- Meet skills and qualifications (includes VS screen or proof of good standing)
- Interviewed
- Hiring process
 - Finance
 - Orientation
- Quality
 - Review process
 - Performance data



We(HLLN) respectfully request Faculty Council to approve the following motion when presented during the E&P report

Motion: Faculty Council approve the quality control processes as detailed in the document “Health Leadership & Learning Network Non-Degree Studies Processes (02/10/2020)”

