

**Title:**

Continuing Studies Quality Assurance Working Group (or the CSQA Working Group)

**Background:**

The Quality Assurance Process Audit (QAPA) is an “external review process to ensure that all public post-secondary institutions periodically conduct rigorous, ongoing program and institutional quality assessment” ([Quality Assurance Process Audit](#)). Langara underwent its first QAPA in Fall 2021 and has committed to implementing the assessors’ recommendations and affirmations, one of which includes integrating equivalent quality assurance processes in Continuing Studies.

**Purpose:**

The CSQA Working Group provides the Associate Vice-President, External Relations with recommendations and advice in relation to Continuing Studies’ academic quality assurance standards, policies and procedures. The CSQA Working Group will advise on the following: a) achieving QAPA recommendations successfully; b) maintaining post-QAPA academic quality assurance throughout Continuing Studies continually and consistently; c) preparing Continuing Studies for the College’s next QAPA. The CSQA Working Group may be called upon to review and affirm documents, presentations and other forms of institution-wide communication related to quality assurance in Continuing Studies.

The Director of the Office of Academic Quality Assurance (AQA) will undertake day-to-day preparation, operations and planning pertaining to the above.

**Membership:**

The size of the CSQA Working Group shall include but is not limited to the following:

1. AQA Director (Co-Chair)
2. Dean, Continuing Studies (Co-Chair)
3. Director, Professional Studies, Continuing Studies
4. Director, Extended Learning, Continuing Studies
5. TCDC Chair or designate
6. Administrative support

As part of its due diligence, the QA Steering Committee will seek occasional input from various members of the Langara community.

**Operating Procedures:**

1. Meetings will occur as needed.
2. The Working Group Co-Chairs or delegate will call meetings.

3. The Co-Chairs or delegate may invite internal or external persons to attend meetings and provide advice, assistance or information as needed.
4. The Co-Chairs will send regular updates to the College's Quality Assurance Steering Committee.

**Duties:**

***QAPA Recommendations***

1. Review the *QAPA Assessors' Report* (submitted by DQAB following the site visit) and provide advice on implementing Continuing Studies-related QAPA recommendations.
2. Regularly review the *QAPA Institution Response* to track the progress of Continuing Studies-related QAPA recommendations.
3. Provide strategic direction and advice to ensure the implementation of Continuing Studies-related QAPA recommendations proceed as planned.

***Post-QAPA Academic Quality Assurance***

1. Recommend the development of standards, policies, procedures and resources for ensuring consistent, College-wide and continual academic quality assurance.
2. Review documents, presentations, policies, procedures and resources and other forms of internal and external communication related to academic quality assurance.
3. Provide strategic direction and advice to ensure the implementation of program review recommendations proceed as planned.