**Title:**
Quality Assurance (QA) Steering Committee

**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 ahead of the College's next audit.

**Purpose:**
The QA Steering Committee is responsible for providing the Associate Vice-President, Academic with strategic direction and advice in relation to the College's academic quality assurance standards, policies and procedures. The Committee will advise on the following: a) achieving QAPA recommendations successfully; b) maintaining post-QAPA academic quality assurance throughout the College continually and consistently; c) preparing the College for its next QAPA. The Committee may be called upon to review and affirm documents, presentations and other forms of institution-wide communication related to quality assurance.

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 QA Steering Committee shall include but is not limited to the following:
1. AQA Director (Chair)

2. Associate Vice President, Academic

3. Education Council Chair or designate

4. Two Academic Deans

5. Continuing Studies Dean or designate

6. Institutional Research Director or designate

7. Indigenous Education and Services (IES) Executive Director or designate

8. Chair, Teaching and Curriculum Development Centre (TCDC) or designate

9. Registrar or designate

10. A Division Chair

11. An Instructional Department Chair

12. Administrative support

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The Chair will ensure that the above constituents are represented on the QA Steering Committee. Members may represent more than one constituency group.

The QA Steering Committee will report to the Associate Vice President, Academic. The Associate Vice President, Academic will appoint members of the QA Steering Committee as well as the Chair.

As part of its due diligence, the QA Steering Committee will seek occasional input from various members of the Langara community. These will include but are not limited to:
1. Provost and Vice-President, Academic and Students

2. Academic Deans

3. Division Chairs

4. Associate Vice-President, Students

5. Chief Information Officer

6. Curriculum Consultants, TCDC

7. Department Chair, Co-op and Career Development Centre

8. Director, Facilities

9. Director, Langara Global

10. Director, Library

11. Director, Student Conduct and Academic Integrity

12. Faculty whose programs have undergone, are about to undergo, or are currently undergoing program review

13. Manager, Records Management and Policy

14. Chief Shop Steward, CUPE

15. President, Langara Faculty Association

16. President, Langara Student Union Association

17. Registrar, Registrar and Enrolment Services

18. Vice-President, People and Culture

19. Other support areas of the College

**Operating Procedures:**
1. Committee members will serve for a period of two years.  Appointments are renewable.

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2. The Terms of Reference will be reviewed annually.

3. Meetings will occur as needed.

4. The Committee will hold an annual Strategic Planning and Advising Retreat to discuss priorities for the upcoming year.

5. The Steering Committee Chair or delegate will call meetings.

6. The Chair or delegate, on behalf of the Steering Committee, may invite internal or external persons to attend meetings and provide advice, assistance or information as needed.

7. The AQA Director will send regular updates to the Committee on program review, program development and program renewal activity.

8. The AQA Director will send the Committee a yearly *Action Plan Progress Report* that summarizes themes and work departments/programs that have undergone program review have completed and reported in their *Annual Snapshots.*

## Duties:

### QAPA Recommendations

1. Review the *QAPA Assessors' Report* (submitted by DQAB following the site visit) and provide advice on implementing QAPA recommendations.

2. Review drafts of the *QAPA Institution Response* prior to its submission to DQAB.

3. Regularly review the *QAPA Institution Response* to track the progress of QAPA recommendations.

4. Provide strategic direction and advice to ensure the implementation of 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. Review the yearly *Action Plan Progress Report*.

4. Provide strategic direction and advice to ensure the implementation of program review recommendations proceed as planned.

### Future QAPA Preparations

1. Become familiar with the QAPA assessment criteria by reviewing future iterations of the *QAPA Handbook.*

2. Support the development of and approve a *QAPA Preparation Strategic Plan*.

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3. Review drafts of the *Institution Report*, which must be submitted prior to the QAPA site visit.

4. Support the development of and approve the QAPA site visit agenda.

5. Provide guidance in the development of presentations that Langara faculty and administrators will deliver during the QAPA site visit.