

AC403: Annual Self-Audit

Policy Title:	Annual Self-Audit
Policy Number:	AC403
Owner:	Sr. Vice-President Academic
Approved by:	College Executive Team
Effective Date:	September 2021
Reference:	Quality Assurance on SLC Intranet and <i>SLC Quality Assurance</i> folder on the S drive As of March, 2021, this policy meets the College Quality Assurance Audit Process (CQAAP) Standards found at: http://www.ocqas.org/resources/
Links to Other Policy:	AC410 Program Quality Improvement System

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Purpose:

The Annual Self-Audit process is an integral component of the Program Quality Improvement System (PQIS) process at St. Lawrence College, providing the framework for faculty to review the highlights, achievements, improvements, challenges and student successes of the past year. Its purpose is to collect program information from the past year, document goals and action plans, and review and update the status of recommendations from the most recent Formal Program Review or external accreditation, as applicable. This policy provides expectations for the completion and communication of results related to the annual self-audit and follow up recommendations.

Scope:

This policy applies to all Ontario College Certificate, Diploma, Advanced Diploma, Ontario College Graduate Certificate and Degree programs developed and conferred by St. Lawrence College, either directly or through a third party and/or offshore partner.

POLICY STATEMENTS

1. All programs are expected to complete an Annual Self-Audit.
2. The Annual Self-Audit form is to be completed by the Program Coordinator, in consultation with the program team, which includes, but is not limited to; part-time, partial load, full-time faculty, and the Student Success Facilitator.
3. The Self-Audit form is to be submitted to the program's Associate/Campus Dean for both strategic and operational input, and then submitted to the Program Planning, Development, and Renewal Department (PPDR) by the required date.
4. PPDR will summarize all Self-Audit recommendations by School/Campus in support of identifying and communicating common themes, informing resource allocation and strategic action decision-making and tracking of outcomes for the upcoming academic year.
5. A summary of program changes resulting from Annual Self-Audit are to be shared with the Program Advisory Committee and other stakeholders.
6. The Self-Audit form and all supporting documents are updated, distributed, and stored electronically on the S drive by the PPDR on an annual basis.

MONITORING

It is the responsibility of the Senior Vice President, Academic and the Deans/Associate Deans to ensure adherence to the policy and to interpret the policy.

POLICY REVISION DATE

September 2026

SPECIFIC LINKS