

The Honourable Chris Bentley, Minister
Ministry of Training, Colleges, and Universities
Mowat Block, 3rd floor
900 Bay Street
Toronto, ON M7A 1L2

September 28, 2007

Re Intent and Permission to cancel degree program

Dear Minister Bentley

By letter dated February 27, 2003, (and revised by letter dated July 15, 2003) St. Clair College of Applied Arts and Technology was granted consent to advertise and offer the following applied degree program:

Bachelor of Applied Technology (Industrial Management)
MTCU Code – 80217 APS - 03000

St. Clair College utilized its resources and energies to launch and sustain the above degree. However, owing to enrolment challenges and the strain on fiscal resources, St. Clair College now seeks the Minister's permission to discontinue the offering of this degree program and to phase-out the existing components of the Bachelor of Applied Technology (Industrial Management). It is the intention of St. Clair College to explore the viability of a business focused degree in industrial management and to make application in the future should these investigations support the viability of such a degree.

In the meantime, St. Clair College confirms the following:

- The College will meet and uphold all of the Standard Terms and Conditions relating to the offering of degree programs, the terms and conditions set out in the original letter of consent dated February 27, 2003 and the revisions to the terms and conditions contained in the letter of revision dated July 15, 2003.
- St. Clair College affirms its support of the students currently enrolled in the program and confirms its commitment to ensuring the successful completion of their degree requirements and to meeting their needs during the teach-out process.
- St. Clair College also confirms that it will not advertise or offer any further intakes of students to this degree program.

Schedule A attached to this letter sets out the history and enrolment information relating to the Bachelor of Applied Technology (Industrial Management).

Schedule B attached to this letter sets out St. Clair College's intentions and plan for the "teach-out" of this degree and its commitment to ensuring that each student enrolled in the program has full opportunity to complete the degree in the normal pattern.

Schedule C attached to this letter sets out St. Clair College's intentions and plans to support the degree completion of those students who for a variety of reasons are not able to complete their degree in the normal pattern.

Schedule D attached to this letter sets out St. Clair College's commitment to communicating the "teach-out" plan to all enrolled students and to other constituents. This communication plan will ensure awareness of the implications and affects of the decision to terminate the degree program.

I would be happy to respond to any questions or concerns that you may have regarding any matter raised by this letter, our degree or its termination.

Respectfully yours

Dr. PeterJ. Tumidajski
President, St. Clair College

(4 attachments: schedules A, B, C, D)

Schedule A**History and enrolment information:****Bachelor of Applied Technology (Industrial Management)**

Date	Event	Enrolments by Intake year
February 27, 2003	Letter of consent	
July 15, 2003	Revised letter of consent	
September 2003	Initial intake of students	9
September 2004	Second intake of students	15
September 2005	Third intake of students	17
September 2006	Fourth intake of students	9
September 2007	Suspension of intake of students	0

Current enrolments by Semester (Fall 2007)

Semester 1	0	
Semester 3	7	(2006 intake)
Semester 5	9	(2005 intake)
Semester 7	8	(2004 intake)

Total Current Enrolments (all semesters) = 24 (fall 2007)

Schedule B

As indicated in *Schedule A*, the Bachelor of Applied Technology (Industrial Management) currently has students enrolled in the second year (semester 3), the third year (semester 5), and the fourth year (semester 7). The normal progression for these students would be as set out in the following table:

	Academic year 2007/2008	Academic year 2008/2009	Academic year 2009/2010	Total Number of Students remaining in degree program (all semesters)
2004 intake	Semester 7 / 8 Graduation Spring 2008			16 (2008)
2005 intake	Semester 5 / 6	Semester 7 / 8 Graduation Spring 2009		7 (2009)
2006 intake	Semester 3 / 4	Semester 5 / 6	Semester 7 / 8 Graduation Spring 2010	0 (2010)

During the phasing out or "teach-out" of the degree program, St. Clair College intends to maintain the quality of its degree program and to ensure that the terms and conditions of consent are honoured and sustained. Specifically, St. Clair College will ensure the following:

- Maintenance of the promotion, progression and graduation requirements for the program
- Maintenance and support for the Program Advisory Committee
- Obtaining feedback from the students currently enrolled in the degree program
- Maintenance and support of the co-operative education work program

By July 1 of each year until all students have completed their degree requirements (or have been given reasonable access to completion), St. Clair College undertakes to file a report with the Minister relating to this phasing out of the Bachelor of Applied Technology (Industrial Management) and which documents the steps taken to ensure completion of the degree, the maintenance of quality in the program, and the maintenance of the terms and conditions of the original and revised consent.

Schedule C

St. Clair College recognizes that some students owing to a variety of reasons will not be in a position to complete the program requirements in the normal pattern. St. Clair College is committed to working with these individual students to provide pathways or alternative routes to complete their degrees. Each student will need particular and individualized support to complete their degree requirements. The College undertakes to provide this support in developing a degree completion plan for each of these off-pattern students.

Wherever feasible, St. Clair College will provide the required course(s) to these students.

Where it is not possible, St. Clair College will identify alternate course options through its existing articulation agreements with other universities or colleges or through specially negotiated access to courses at other educational institutions. Examples of these institutions are the University of Windsor, Eastern Michigan University, and Lawrence Technological University.

St. Clair College will work with the student to identify these alternate pathways in a manner that recognizes both the quality of the completion routes and the need to mitigate the cost of completion to the student.

St. Clair College will use its best efforts to assist the student(s) who are not able to complete in their normal program pattern to comply with the co-operative education requirements of the degree program.

St. Clair College will use its best efforts to assist the student(s) who are not able to complete in their normal program pattern to complete their graduation requirements.

By July 1 of each year until all students who are off-pattern in the degree program have completed their degree requirements (or have been given reasonable access to completion), St. Clair College undertakes to file a report with the Minister relating to this phasing out of the Bachelor of Applied Technology (Industrial Management) and which documents the steps taken with respect to these off-pattern students to ensure completion of the degree, the maintenance of quality in the program, and the maintenance of the terms and conditions of the original and revised consent.

Schedule D

Communication Plan for Students and Other Stakeholders

Categorization of stakeholders and identification of their needs:

- **ENROLLED STUDENTS** who are following the **NORMAL ACADEMIC PATTERN**
 - Need for immediate communication of the termination of the degree program
 - Need for ongoing communication concerning the teach-out period and its impact on these students
 - **Communication methods and timing for this category**
 - Immediate class visits by Vice President, Academic or Assistant Vice President, Academic, together with Chair of the department to inform students of the decision (3rd semester – 7 students, 5th semester – 9 students, 7th semester – 8 students, for a total of 24 students)
 - Presentation of the teach-out plan to students
 - Presentation of a written plan for the teach-out, affirming the College's commitment to the students, the degree and to academic quality during the teach-out
 - Discussion of arrangements for consultation, obtaining feedback, and addressing concerns during teach-out
 - Commitment to return for further discussions and feedback in one week.
 - After receiving feedback from the students, they will be asked to sign a written acknowledgement that they understand the plan and the provisions for continuous feedback concerning teach-out issues.
 - Students will be provided opportunities to provide feedback at least once a semester on a formal, organized basis by means of a survey or focus group
 - Students will be encouraged to provide ongoing, informal feedback to the Chair or Assistant Vice President, Academic by means of email and meetings

- **ENROLLED STUDENTS who are NOT FOLLOWING THE NORMAL ACADEMIC PATTERN**
 - Need for immediate communication of the termination of the degree program
 - Need for ongoing communication concerning the teach-out period and its impact on these students
 - Ongoing consultation and counselling concerning degree completion plan

 - **Communication methods and timing for this category**
 - See above plan for students who are on the normal academic pattern
 - These students will also be invited to attend individual counselling sessions with the Chair of department to identify their personal needs in connection with identifying what course requirements they need to complete and to develop a written plan for completing those degree requirements.
 - Where the degree completion requirements relate to completion of the co-operative education work terms, additional counselling sessions will be organized with the co-operative education consultant and a written plan developed for the completion of these requirements
 - The Chair and/or the co-operative education consultant will schedule at least two individual counselling sessions per semester.
 - The written plans for degree completion that are developed from these sessions should be signed by the student and the college representative and forwarded to the Assistant Vice President, Academic

- **POTENTIAL STUDENTS** who may have been considering the degree program
 - Need for communication to sources of information about the degree
 - External to College:- OCAS, local high schools, guidance counsellors
 - Internal to College:- College website, College Calendar, Registrar's Office, Recruitment Office

 - **Communication methods and timing for this category**
 - Immediate communication to all of the identified sources of information about the degree that it is no longer offered with ongoing confirmation of the status of the degree and other alternatives

- **INDUSTRY PARTNERS** who participated in the development of the degree
 - Need for immediate communication to all industry partners informing them of the termination and rationale for the decision

 - **Communication methods and timing for this category**
 - Letter of information and appreciation for their support with ongoing commitment of partnership and mutual support
 - Ongoing discussions concerning alternative partnerships, alliances and directions

- **COMMUNITY MEMBERS** who participated in the development of the degree
 - Need for immediate letter to all industry partners informing them of the termination and rationale for the decision

 - **Communication methods and timing for this category**
 - Identification of community partners and letters sent informing them of the decision and inviting discussion on future directions and partnerships

- **FACULTY MEMBERS** who participated in the development of the degree
 - Need for immediate communication of the decision to terminate the degree program and the rationale for the decision
 - Explanation of the teach-out plan
 - Discussions relating to impact on their teaching workloads
 - Discussions relating to developing new directions
 - Notice to the faculty union and discussions if needed

By July 1 of 2008, St. Clair College undertakes to file a report with the Minister relating to this phasing out of the Bachelor of Applied Technology (Industrial Management) and which documents the steps taken to ensure the communication of the “teach-out” plan and which records the feedback from and the impact for each of the stakeholders but with particular emphasis on the students.

By July 1 of subsequent year after 2008 until all students have completed their degree requirements (or have been given reasonable access to completion), St. Clair College undertakes to file a report with the Minister relating to this phasing out of the Bachelor of Applied Technology (Industrial Management) and which documents the steps taken to ensure the communication of the “teach-out” plan and which records the feedback from and the impact on students who have not yet completed their degree requirements .

Draft

St. Clair Letter Head
(Student Address)

Dear (Student' Name)

As a student of the Bachelor of Applied Technology (Industrial Management) I would like to formally advise you that we will no longer be offering any further program intakes. The limited student demand over a number of years resulted in the college's senior management taking a very close look at all facets of this program, and ultimately making a very difficult decision, to formally suspend any new program intakes.

I want to emphasize the fact that although student demand has been limited, the need for graduates of this program by premiere production facilities in North America remains healthy.

**Commitment to the program and learners as approved by the Ministry of Training
College's & Universities**

St. Clair College is fully committed to ensuring that **all current learners engaged in years II through IV of academic studies receive all program components that were presented and approved by the Ministry of Training, Colleges and Universities and leading to the Bachelor of Engineering Technology (Industrial Management).** Enhancement to program content is the only curriculum change that may occur over the next three years.

More specifically, the in-school learning will continue to involve both the theoretical and practical knowledge that is required to prepare graduates for meaningful work and/or continuous learning. This comprehensive degree will continue to focus on learning that will empower graduates to assume leadership roles in industrial settings. A Program Advisory Committee comprised of industrial and academic leaders will continue to guide program design.

Commitment to learners who do meet graduation requirements by June 2011

Dr. Adel Esayed will identify students who may be in jeopardy of completing their program by June 2011. He will invite each learner to meet with him to discuss their academic status. Together a documented strategy for degree completion will be authored and monitored. Contact has been made with the University of Windsor, Faculty of Engineering, regarding our planned teach out and they are very receptive to working with us to assist any learner who does not complete their program by June 2011.

Commitment to Co-operative Education

The two mandatory Co-operative Education components of this program involve two courses of study. The Co-operative Education Consultant is available to support your efforts in securing a Co-op Work Term. In addition to working with you to develop a Co-op job search plan, the Co-op office will make every effort to identify employment opportunities for students to apply.

Ongoing Communication Plan

Dr. Adel Esayed, Chair School of Engineering Technologies will maintain a formal dialog with all students. Each semester a town hall discussion will take place. This forum will enable all learners, the chair and faculty to engage in an exchange of information and respond in an appropriate manner.

In closing I would like to thank you for your time and feedback. I would encourage each of you to contact myself or Dr. Adel Esayed if you have any concerns you would like to bring to our attention.

Sincerely,

Dennis A. Dowker B. A., LLB, M. Ed.
Assistant Vice President, Academic
St. Clair College of Applied Arts & Technology

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