

HOLLAND COLLEGE		
Quality Procedure A14	Issue Date: July 14, 2011	Revision: Three
Title: Control of Program Related Documentation		Page 1 of 3
Authorized by: President of Holland College, Brian McMillan:		

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1. PURPOSE:

To ensure that documents necessary to the operation of the program are available, accessible, and up to date.

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2. SCOPE:

All programs.

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3. RELATED PROCEDURES, DOCUMENTS & DEFINITIONS:

- 3.1** Quality Procedure [A18](#)— Adult & Community Education - Program Planning & Delivery
- 3.2** Quality Form [011.docx](#)— Document Location List
- 3.3** Quality Form [103.pdf](#) ([103.docx](#))— Adult Education Document Location List
- 3.4** Quality Form [145.pdf](#) ([145.docx](#))— Holland College Student File Checklist
- 3.5** Quality Form [104.pdf](#) ([104.docx](#))— Adult Education Student File Checklist
- 3.6** Quality Form [110.pdf](#) ([110.docx](#))— Community Education Student File Checklist for LINC Students

Note: “doc” files of the student file checklists can be added to in order to customize the form for the program.

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4. RESPONSIBILITIES:

- 4.1 Program Managers:** for ensuring that program related documents are up to date and available at the locations identified on their Document Location Lists.

- 4.2 Staff:** for ensuring that documents/files, for which they have assigned responsibility, are maintained as required.

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5. PROCEDURE:

GENERAL

- 5.1** The documentation maintained will vary according to the type of program.

DOCUMENTATION LOCATION LISTS

- 5.2** All Program Managers will maintain a Documentation Location List (Quality Form 011 or Quality Form 103 for Adult Education or QF110 for Community Education) for programs under their responsibility.
- 5.3** Non-applicable items on the list will be marked N/A.

STUDENT FILES

- 5.4** A file on each enrolled student will be maintained by the program instructor(s) or the Program Manager's office. Each student file shall contain an appropriate student file checklist (See section 3 for a list of student file checklists).
- 5.5** The student file checklist is used to track forms and other documentation required to be in each student's file. In cases where it is more efficient to keep a particular form or document in a separate file, a class/group file, or electronically, this can be noted on the Student File Checklist.
- 5.6** Checklist are available for downloaded in MsWord format and additional items specific to the program may be added to the checklist. The QF145 is also available in legal size in order to accommodate more items. The checklist may also cover actions that are to occur during the academic year or in preparation for student exit.

CONTROL OF EXTERNAL DOCUMENTS

- 5.7** Up-to-date versions of external documents, such as accreditation or regulatory documents, that have a direct bearing on the program will be available to staff and all staff concerned must be made aware of amendments.

PROGRAM DOCUMENTATION FILES

- 5.8** Program Managers will maintain a file(s) for each program under their responsibility.

- 5.9** The files will be maintained in sections that are clearly labeled and each file will identify the program to which they relate.
- 5.10** When multiple files are used for a program, the Document Location List for that program will be kept in the first file in the section dedicated to that program.
- 5.11** The Program Manager will ensure that documents and files identified on the Document Location List are maintained/stored as indicated.
- 5.12** Program files will be stored in locations that are accessible to all staff directly related to the program.

OBSOLETE DOCUMENTS

- 5.13** Copies of withdrawn or superseded documents will be either destroyed or clearly identified so as to prevent their inadvertent use.