

Procedure #	AC109P1
Related Policy Name & #	Program Review
Approved by:	Vice President Academic
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Replaces Procedure Dated:	N/A
Admin. Contact(s):	Associate Dean, Program Development
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Program Review

Purpose:

This procedure outlines consistent procedures for degree, certificate and diploma program review.

This document is available in alternate format on request.

Definitions:

None

Procedures:

1. General:

- 1.1 All approved postsecondary programs will be reviewed every five to seven years through a process of program self-assessment and internal and external review.
- 1.2 The self-assessment reports and internal and external review assessments will be forwarded to the Academic Administrator of the program.
- 1.3 An Action Plan of each review will be prepared by representatives from the Planning and Development Unit in collaboration with the Dean and/or his/her designate.
- 1.4 The Dean and/or designate will implement the Action Plans and report back to the Vice President Academic within one year of completion of the program review.

2. Degree Program Review

- 2.1 The process of the review for degree programs will include:
 - A Self Study
 - Review by a Program Evaluation Committee
 - Receipt of Report of the Committee
- 2.2 The Self Study

Faculty members, program coordinators and administrators of the program will complete a self-study. The completion of the self-study is facilitated by administrators from the Planning and Development Office in collaboration with the Academic Administrators of the relevant school. In conformity with the Postsecondary Education Quality Assessment Board (PEQAB) requirements, the self-study includes an assessment of:

- 2.2.1 The strategic fit of the program with the organization's mission, educational goals, and long-range plans.
- 2.2.2 The learning outcome achievements of students/graduates by comparison with:
 - the program's stated learning outcome goals and standards;
 - the degree-level standard;
 - the opinions of employers, students/graduates; and
 - the standards of any related regulatory, accrediting or professional association.
- 2.2.3 Key Performance Indicators (graduate employment rates, graduate satisfaction level, employer satisfaction level, student satisfaction level, and graduation rates), the default rate on the Ontario Student Assistance Program or other student loan plan, and student retention rates.
- 2.2.4 The continuing relevance of the program to the field of practice it serves, including evidence of revisions made to adapt to changes in the field of practice.
- 2.2.5 The continuing appropriateness of the method of delivery and curriculum for the program's educational goals and standards.
- 2.2.6 The continuing appropriateness of admission requirements (i.e. achievement level, subject preparation) for the program's educational goals and standards;
- 2.2.7 The continuing appropriateness of the program's structure, method of delivery and curriculum for its educational goals and standards.
- 2.2.8 The continuing adequacy of the methods used for evaluating student progress and achievement.
- 2.2.9 The efficient and effective utilization of existing human, physical, technological and financial resources.
- 2.2.10 Indicators of faculty performance, including the quality of teaching and supervision and demonstrable currency in the field of specialization.
- 2.2.11 Individual student work in the terminal stage of the program, that reflects exemplary, average, and minimally acceptable performance, and demonstrates that the degree level standard has been achieved.

The Planning and Development Office will provide the required templates, central data and assistance with the completion of the self study.

2.3 Review by a Program Evaluation Committee

As per the PEQAB requirements, a committee is identified to evaluate the program based on (a) the self study and (b) a site visit. The committee is composed of senior academic peers (normally two external peers) and one academic peer internal to the college but outside the program. The external committee members must have relevant expertise from outside the institution and all members must be free of any conflict of interest.

Copies of the self-assessment report are distributed to the program evaluation committee prior to the site visit. At the site visit the committee members normally meet with faculty members, students, graduates, employers and administrators to gather information. The

Program Evaluation Committee will prepare an assessment report of the program using the template provided.

2.4 The Report of the Committee

As per the PEQAB requirements, the purpose of the committee is to assess program quality and recommend any changes needed to strengthen that quality. The self-assessment reports, internal and external review assessments, and the assessment report will be forwarded to the Vice President Academic and the Program Administrators. The results of the program review will be used to develop an Action Plan and make appropriate planning decisions and changes to the program.

3. Diploma and Certificate Program Review

3.1 Each spring, the Planning and Development department will consult with the Deans to determine a suitable schedule of programs to review for the upcoming fall and winter semester.

3.2 The process for review of certificate and diploma programs will include:

- Self-Assessment
- Student focus groups
- External assessment by two outside reviewers (ideally one from industry and one from academia)
- Receipt of report of the committee

3.3 The Self-Assessment

Faculty members, program coordinators, and administrators of the program will complete a program self-assessment. The completion of the self-study is facilitated by administrators from the Planning and Development Office in collaboration with the Academic Administrators of the relevant school. The self-assessment will include:

- 3.3.1 The strategic fit of the program with the organization's mission, educational goals, and long-range plans.
- 3.3.2 The learning outcome achievements of students/graduates by comparison with:
 - the program's stated learning outcome goals and standards;
 - the opinions of employers, students/graduates; and
 - the standards of any related regulatory, accrediting or professional association.
- 3.3.3 Key Performance Indicators (graduate employment rates, graduate satisfaction level, employer satisfaction level, student satisfaction level, graduation rates, and student retention rates).
- 3.3.4 The continuing relevance of the program to the field of practice it serves, including evidence of revisions made to adapt to changes in the field of practice.
- 3.3.5 The continuing appropriateness of the method of delivery and curriculum for the program's educational goals and standards.
- 3.3.6 The continuing appropriateness of admission requirements (i.e. achievement level, subject preparation) for the program's educational goals and standards;
- 3.3.7 The continuing appropriateness of the program's structure, method of delivery and curriculum for its educational goals and standards.

- 3.3.8 The continuing adequacy of the methods used for evaluating student progress and achievement.
- 3.3.9 The efficient and effective utilization of existing human, physical, technological and financial resources.
- 3.3.10 Indicators of faculty performance, including the quality of teaching and supervision and demonstrable currency in the field of specialization.

The Planning and Development Office will provide the required templates, central data and assistance with the completion of the self-assessment.

3.4 Student Focus Groups

- 3.4.1 Students currently enrolled in the program under review will be invited by Planning and Development to participate in a focus group session.
- 3.4.2 A summary of student responses from the focus group will be provided to the outside reviewers.

3.5 External Assessment by Two Outside Reviewers

- 3.5.1 A committee is identified to evaluate the program based on (a) the self-assessment and (b) a site visit. The committee is composed of two outside reviewers (ideally one from industry and one from a postsecondary institution).
- 3.5.2 Copies of the self-assessment report are distributed to the program external assessment reviewer prior to the site visit. At the site visit the committee members normally meet with faculty members, students, graduates and administrators to gather information. The external assessment committee will prepare an assessment report of the program using the template provided.

3.6 The Report of the Committee

The purpose of the committee is to assess program quality and recommend any changes needed to strengthen that quality. The self-assessment reports, internal and external review assessments, and the assessment report will be forwarded to the Vice President Academic and the Program Administrators. The results of the program review will be used to develop an Action Plan and make appropriate planning decisions and changes to the program.

References:

The Ministry of Training, Colleges and Universities, Colleges of Applied Arts and Technology Binding Policy Directive Framework for Programs of Instruction

[Postsecondary Education Quality and Assessment Board Handbook for Ontario Colleges 2010](#)