


Policy Name:	PROGRAM REVIEW POLICY	
Approved By:	Board of Governors	
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Policy Holder:	Education Council	
Operational Lead:	Associate Dean, Learning and Teaching	
Policy Number:	EDU-017	

## PROGRAM REVIEW POLICY

### 1.00 PURPOSE

1.1 The purposes of this policy are to:

- a) communicate the process for program review at the College
- b) define the roles and responsibilities of all involved in program review
- c) align with expectations of the Ministry of Advanced Education, Skills and Training and the Degree Quality Assessment Board (DQAB) regarding program review at BC post-secondary institutions.

### 2.00 DEFINITIONS

2.1 For a list of all definitions related to educational policies see: [Education Council Policy and Procedures Definitions](#)

### 3.00 POLICY STATEMENT

3.1 Coast Mountain College (CMTN) systematically assesses and reviews its programs to ensure quality, relevance, accessibility, and accountability.

3.2 This policy supports the College’s strategic plan through program review, enabling CMTN to achieve its goals through sustaining quality of education for the learning success of its students.

3.3 Program reviews enable the College to:

- a) ensure CMTN credentials:
  - i. continue to meet the needs of its diverse community
  - ii. are recognized for the facilitation of pathways for learning and for opportunities for its graduates
  - iii. are consistent with industry and provincial standards
- b) anticipate and plan for changes that will affect program curriculum as well as build on strengths of programs.

#### 4.00 POLICY

- 4.1 The College requires that regular and systematic review of all existing credentialed programs occur as per the [\*College and Institute Act\*](#) (1996) to assess quality, currency and relevance.
- 4.2 Review and assessment of existing programs ensures alignment with the strategic plan of the College, the goals of the department, the needs of the community and recognized best practices for student learning.
- 4.3 A fair and rigorous review process should be consistently applied to all programs and departments for comprehensive results.
- 4.4 Program review is a self-reflective, in-depth formative assessment of a program.
- 4.5 A comprehensive review provides the opportunity for input and collaboration from all those related to the program. This includes, but is not limited to, faculty, staff, administrators, current students, past students, graduates, advisory committees, community groups, First Nations Council, industry representatives and employers.
- 4.6 The goal is to identify strengths and weaknesses (internal), opportunities and threats (external) as related to a program's viability.
- 4.7 It is expected that the results and recommendations emerging from program reviews will be considered in the strategic and budget plans of instructional departments and department action plans (DAPs).
- 4.8 Completed reviews will be provided to the Office of the Vice-President Academic, Students, and International (VP, ASI), Education Council and the Board of Governors.
- 4.9 The final report will be posted to the public website.
- 4.10 Reports posted publicly will not contain any information which could be used to identify students, faculty or other participants or individuals.
- 4.11 Faculty and staff are expected to maintain a professional commitment to program quality and student success through professional development and currency in their field, to regularly evaluate courses and programs through various means, and act to improve quality in an ongoing manner.
- 4.12 Program review will not address the performance evaluation of individual personnel. This is appropriately carried out through established procedures in accordance with collective agreements.

#### 5.00 AUTHORITY AND RESPONSIBILITY

- 5.1 The Office of the VP, ASI is responsible for ensuring the activation of the policies and procedures relating to the review of existing programs, and ensuring recommendations in the Action Plan are considered and implemented within the timelines identified.
- 5.2 The appropriate Dean is responsible for establishing a review cycle for each program and forming the Self-Study Team (SST). The Dean and/or Associate Dean or Director (AD&D) sets the timeline for program review and ensures timelines are met for the implementation of recommendations with the Cluster and the SST.
- 5.3 Education Council receives the final program review report and receives the one-year update on the Action Plan.

- 5.4 The SST consists of the Dean (or AD&D), the Academic Head/Coordinator/Chair and one or more faculty.
  - a) The SST works in consultation with the Centre of Learning Transformation (COLT) and Institutional Research (IR) to produce the Self-Study Report, response to External Report, and Final Report.
- 5.5 The External Review Team reviews the self-study report and undertakes a site visit to validate the internal review and recommendations.
- 5.6 The Institutional Research (IR) Office supports the program review process by providing a standardized set of data, and acting as a specialized resource for research and data collection and analysis.
  - a) The IR Office provides the program's key performance indicators (KPIs), additional metrics, customized data as available, and provides summary reports for use by the SST.
- 5.7 The Centre of Learning Transformation (COLT) provides support to the SST throughout the program review process by helping the SST plan the review and keep it focused, leading the curriculum review process and assisting with writing the self-study report and recommendations, the response to the external review team report, and the final report including the Action Plan.
- 5.8 Program instructors and staff participate in all aspects of program review, including the planning sessions, data gathering, providing resources and materials that will help with the reports, engaging in regular program review updates at cluster meetings, participating in the external review team site visit, and contributing to the SST's development of the recommendations and responses to the External Review Team's report.

#### 6.00 OVERVIEW OF PROGRAM REVIEW

- 6.1 Program review is a systematic, constructive, research-based examination of a program's quality.
  - a) This process contributes to a culture of self-reflection, evidence-based inquiry, and strives to improve learning for students.
- 6.2 Program review fosters a sense of a program's uniqueness, cultivates a broad dialogue on issues of teaching and learning, and results in an action plan to ensure programs remain current with developments and advancements in their fields.
- 6.3 The following is a broad overview of program review. The detailed procedures of program review are outlined in EDU-017P, *Program Review Procedure*.
- 6.4 Program review components are:
  - b) Self-Study Report: Program review begins with an internal self-study report undertaken by program faculty and administration (SST). This self-study report will include data, discussion, and analysis of several aspects of the program, and culminate in a series of recommendations.
  - c) External Review: An external review, including a site visit, will be conducted to assist the program and the College in validating the internal self-study and the resulting recommendations.

- d) Response to External Review: The SST reviews the external review and provides a written response.
- e) Final Report: A final report is written, incorporating a summary of the self-study report and the external review report, and creating an action plan to implement final recommendations.
- f) Institutional Response: The findings and recommendations in the program review final report will be presented to Education Council by the appropriate Dean and/or VP, ASI.
- g) One-Year Status Update: One year following the presentation of the program review findings and recommendations, the appropriate Dean and/or VP, ASI will present the status of the action plan implementation to Education Council.

7.00 RELATED POLICIES AND PROCEDURES

7.1 [EDU-017P, Program Review Procedure](#)

8.00 OTHER SUPPORTING DOCUMENTS

8.1 [BC College and Institute Act](#)

9.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	June 15, 2018		Board of Governors
Revised	Feb 2022		Board of Governors