

## POA Program Review Working Document

<b>Program Coordinator:</b>		<b>School:</b>	
<b>Program Code:</b>		<b>Date Completed:</b>	
<b>Program Name:</b>			
<b>Indicator</b>	<b>Summary of Key Findings</b>		
<b>1.0 Industry Trends</b>	<b>Summary of Key Findings</b>		
<p><b>1.1 Sectoral Standards and Industry Trends</b></p> <p><b>Review / discuss:</b></p> <ul style="list-style-type: none"> <li>• New or emergent industry / sector themes or issues that may have a potential impact on program positioning</li> <li>• Industry / sector issues identified by the Program Advisory Committee</li> <li>• Recent labour market data or sector reports</li> <li>• Recent or anticipated changes in occupational standards, level of entry and credential and / or standards of accreditation</li> <li>• Program alignment to labour market and sectoral trends</li> <li>• Trends identified by the Program Advisory Committee</li> </ul>			
<p><b>1.2 Industry Liaison</b></p> <p><b>Review / discuss:</b></p> <ul style="list-style-type: none"> <li>• Program initiatives to maintain involvement with the industry / sector such as field placement supervisions, clinical, faculty renewal, professional learning, other professional affiliations, or community-based projects</li> </ul>			

<b>Program Coordinator:</b>		<b>School:</b>	
<b>Program Code:</b>		<b>Date Completed:</b>	
<b>Program Name:</b>			
<b>2.0 Curriculum Development and Framework</b>		<b>Summary of Key Findings</b>	
<b>2.1 Curriculum Framework</b> <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>Describe how your program demonstrates a learner centered approach and addresses our core promise to students concerning personalized learning and support.</li> </ul>			
<b>2.2 Outcomes from Curriculum Renewal</b> <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>Key outcomes from the Curriculum Renewal processes of the past few years</li> <li>Progress to date in implementing the recommendations arising from Curriculum Renewal</li> <li>Success of the changes implemented and the means by which they are being evaluated</li> </ul>			

<b>Program Coordinator:</b>		<b>School:</b>	
<b>Program Code:</b>		<b>Date Completed:</b>	
<b>Program Name:</b>			
<b>2.3 Curriculum Sequencing and Alignment with Standards</b>  <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>• The Ontario College Credentials Framework and the extent to which the program aligns with the provincial standards.</li> <li>• The program's current admission requirements and their suitability in relation to program rigor and student preparedness</li> <li>• The extent to which course content, levels of learning, and assessment methodology are successfully sequenced and aligned between courses and across semesters</li> </ul>			
<b>2.4 a) Curriculum Map</b> <ul style="list-style-type: none"> <li>• Review the Program Curriculum Map and discuss the extent to which there is alignment of vocational and course outcomes</li> <li>• Review / discuss the distribution and progression of Vocational Learning Outcomes, Essential Employability Skills, and General Education themes across the curriculum.</li> </ul>			
<b>2.4 b) Curriculum Map</b> <b>Submit an updated curriculum map as an attachment to the Program Review Report</b>			
<b>2.5 Delivery Mode</b>  <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>• The <i>primary</i> modes used to deliver curriculum such as lecture, seminar, lab, applied project, field camp and web based courses</li> </ul>			

<b>Program Coordinator:</b>		<b>School:</b>	
<b>Program Code:</b>		<b>Date Completed:</b>	
<b>Program Name:</b>			
<ul style="list-style-type: none"> <li>• The rationale for, and appropriateness of, these delivery modes in relation to program learning outcomes</li> <li>• The degree and depth to which the program is providing work integrated learning experiences</li> <li>• The degree and depth to which the learning experiences are enhanced by the use of educational technology.</li> </ul>			
<p><b>2.6 Assessment and Evaluation Methods</b></p> <p><b>Review / discuss:</b></p> <ul style="list-style-type: none"> <li>• The program approach to learning assessment</li> <li>• The balance and frequency of assessment types across the curriculum and their appropriateness to course / vocational outcomes</li> <li>• Reflect and comment upon the variety of methods used to demonstrate outcomes. Are learner-centered principles part of the assessment approaches?</li> </ul>			
<p><b>2.7 Curriculum and Diversity</b></p> <p><b>Review / discuss:</b></p> <ul style="list-style-type: none"> <li>• Program strategies that support student diversity and promote understanding of diversity, including program culture / climate, curriculum content and approaches to teaching and learning</li> </ul>			

<b>Program Coordinator:</b>		<b>School:</b>	
<b>Program Code:</b>		<b>Date Completed:</b>	
<b>Program Name:</b>			
<b>2.8 Learning Pathways</b>  <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>Recent or anticipated initiatives that promote student pathways including high school articulations, dual credit, program laddering, dual diplomas, and university transfer, articulations, and partnerships</li> </ul>			
<b>3.0 Student and Graduate Satisfaction</b>		<b>Summary of Key Findings</b>	
<b>3.1 Formal Measures of Student and / or Graduate Satisfaction</b>  <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>Key Performance Indicator results for the program with a focus on #s 4, 8, 9, and 11</li> <li>Program status and positioning in relation to the KPIs of other programs of a similar type (where applicable)</li> <li>Feedback and summary report from Learning Support Services (LSS) summary</li> <li>Themes or issues emerging from a review of course evaluation summaries (Chair/Dean response here)</li> </ul>			

<b>Program Coordinator:</b>		<b>School:</b>	
<b>Program Code:</b>		<b>Date Completed:</b>	
<b>Program Name:</b>			
<b>3.2 Other Measures of Student and Graduate Satisfaction</b>			
<b>Review / discuss outcomes from:</b> <ul style="list-style-type: none"> <li>• Student focus groups (mandatory component)</li> <li>• Student Advisor observations / reports</li> <li>• Formal or informal discussions with students and graduates such as class councils, class representatives, individuals or delegations</li> <li>• Debriefing sessions following a field placement, clinical placement, or practicum</li> </ul>			
<b>4.0 Employment Trends</b>		<b>Summary of Key Findings</b>	
<b>4.1 Employment</b>			
<b>Review / discuss:</b> <ul style="list-style-type: none"> <li>• Graduate employment statistics over the last few years, including those of students employed in the field, in a related field, outside the field, or unemployed, and any emerging patterns in this data</li> <li>• Student preparedness for entry-level positions</li> <li>• Emergent employment trends such as new types of positions, changing job market, regional distinctions, changing employer profile, or emerging skill shortages</li> </ul>			
<b>4.2 Other Graduate Destinations</b>			

<b>Program Coordinator:</b>		<b>School:</b>	
<b>Program Code:</b>		<b>Date Completed:</b>	
<b>Program Name:</b>			
<b>Review / discuss:</b> <ul style="list-style-type: none"> <li>Alternative graduate destinations such as further education, international opportunities, volunteer service, or other experiences</li> </ul>			
<b>5.0 Strategic Positioning</b>		<b>Summary of Key Findings</b>	
<b>5.1 College Alignment</b> <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>Program alignment with college priorities such as vision, mission, values, strategic plan, academic framework, and the educational mandate, and / or academic priorities of the School</li> <li>Opportunities for new program initiatives based on Program, School, or community strengths and alliances</li> </ul>			
<b>5.2 Competitor Programs</b> <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>Key parallels and differences between this program and those of its closest competitors, where applicable</li> <li>'Value-added' program distinctions and their attractiveness to prospective students</li> </ul>			
<b>6.0 Enrolment Trends</b>		<b>Summary of Key Findings</b>	

<b>Program Coordinator:</b>		<b>School:</b>	
<b>Program Code:</b>		<b>Date Completed:</b>	
<b>Program Name:</b>			
<b>6.1 Demand for the Program</b> <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>• Patterns in the number of program applicants, qualified applicants, and actual registrants over the past 6 years</li> <li>• Changes, if any, in the student demographic profile, including level of maturity, diversity, prior knowledge, technological literacy, work experience, and expectations</li> <li>• Impact, if any, of this changing student profile on program curriculum</li> </ul>			
<b>6.2 Student Progression</b> <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>• Patterns of student success and retention on a semester by semester basis over the last six years</li> <li>• The effectiveness of any strategies adopted to improve student success and retention</li> </ul>			
<b>7.0 External Relations</b>		<b>Summary of Key Findings</b>	
<b>7.1 Alumnae</b> <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>• The type and range of alumnae involvement in the program</li> <li>• Current and future strategies to engage alumnae in the program</li> </ul>			



<b>Program Coordinator:</b>		<b>School:</b>	
<b>Program Code:</b>		<b>Date Completed:</b>	
<b>Program Name:</b>			
<b>7.2 Community Relations</b>  <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>• Significant partnerships, relationships, connections, or offers of support from the community that help to enrich the program and the student experience</li> <li>• Faculty, staff, and student involvement in volunteer projects and events</li> <li>• Contributions to the not for profit sector such as committee or board service by program-associated faculty and staff</li> <li>• Community recognition in the form of student bursaries, awards and scholarships</li> </ul>			
<b>7.3 Program Advisory Committee</b>  <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>• The distribution of Committee membership by constituency, sector, and / or region</li> <li>• The vitality of the Committee such as the frequency of meetings, and members' level of participation, engagement, and turnover</li> <li>• The extent to which Committee operations are aligned with the Fleming College Advisory Committee Orientation Manual and Advisory Committee policy.</li> </ul>			
<b>8.0 Program Resources</b>		<b>Summary of Key Findings</b>	

<b>Program Coordinator:</b>		<b>School:</b>	
<b>Program Code:</b>		<b>Date Completed:</b>	
<b>Program Name:</b>			
<b>8.1 Human Resources</b>  <b>Review / discuss:</b> <ul style="list-style-type: none"> <li>• The number and distribution of all faculty, technicians, and technologists associated with the program including full-time, part-time, sessional, and cross-appointments</li> <li>• Profile of the Dean, faculty, and staff associated with the program including cumulative credentials, scholarship, work-related and teaching experience, and expertise in education</li> <li>• Significant faculty or staff accomplishments such as professional recognition and awards, achievement of credentials, and appointments</li> <li>• Contributions to the professional community or industry by program-associated faculty and staff including board / committee service, research, and presentations / publications</li> <li>• Current staffing levels for the program in relation to program numbers, curriculum, delivery modes and areas of specialization / generalization</li> <li>• Hiring priorities over the next few years based on the above</li> <li>• Current professional development and renewal plans in relation to program or student needs</li> </ul>			
<b>8.2 Physical Resources</b>  <b>Review / discuss:</b>			

<b>Program Coordinator:</b>		<b>School:</b>	
<b>Program Code:</b>		<b>Date Completed:</b>	
<b>Program Name:</b>			
<ul style="list-style-type: none"> <li>• Program costing information</li> <li>• Scope of current program resources such as laboratory equipment, software, library holdings, or tools essential to or which enhance program delivery or student learning</li> <li>• The adequacy of above resources in the context of program outcomes, program currency, and student numbers</li> <li>• Program specific external revenue such as sponsorships, grants, donations or gifts-in-kind</li> <li>• Other externally generated revenues, if applicable</li> </ul>			

File Program Review report in: **S:\shared data\CLT\School Name\Program Name**  
 Attach copies of existing and revised bench marks  
 Attach an updated Program Curriculum Map

Based on an analysis of your key findings, identify areas that require attention.

Develop recommendations and an action plan that reflects the program's priorities and its capacity to achieve them.

Program Review Action Plan	Responsibility	Timeframe
<b>Recommendations:</b>		

