Fleming College

Procedure Title:	Program Review
Procedure ID:	#OP 2-213D
Manual Classification:	Section 2 – Academic Affairs
Linked to Policy:	#2-213 Program Quality Assurance
Approved by Senior Management Team:	February 24, 2021
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	Revisions: January 2018; September 1, 2019
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Next Review Date:	September 2024
Contacts for Procedure Interpretation:	Vice President Academic Experience

1.0 – Purpose

Fleming College is committed to promoting excellence in the development, design, delivery, and ongoing review of academic programs. Through program quality assurance processes, the College will demonstrate accountability to the Board of Governors, the Ministry, and the communities we
serve that there are mechanisms to ensure that all academic programs meet or exceed relevant quality standards and remain current, relevant, and innovative for students.

2.0 – Definitions/Acronyms

Annual Program Review (APR): is a process where under the guidance of the program coordinator (or designate), the program team completes curriculum mapping, a reflective report, and a program improvement plan.

Cyclical Program Review (CPR): is a comprehensive review process whereby every 3-5 years, program information is analyzed, and a reflective report and an improvement plan is generated with deliverables.

Program Efficacy Review (PER): is an evidence-based tool that includes the use of both quantitative and qualitative data to inform decision making and ensure appropriate resources are allocated for programs to be created, enhanced, redesigned, maintained, or suspended.

Program Review: ensures that the six accreditation quality standards that have been developed from by the Management Board of OCQAS (Ontario Colleges Quality Assurance Service) have been achieved and/or exceeded. Program review occurs either annually or cyclically every 3-5 years. The process and instructions for program review are articulated and described in the *Program Review Framework* document.

Program Review Leader (PRL): is assigned to lead the program team to complete a cyclical program review.

Program Quality Assurance (PQA): is the process for the ongoing formative and

summative evaluation of College programs, which aligns with standards of Ontario College Quality Assurance Service (OCQAS). PQA promotes institutional learning and renewal, guides decision-making, engages stakeholders and supports constructive governance by the Board of Governors.

Mechanisms of program quality assurance include program review, program mix analysis and new program development.

3.0 – Procedure

3.1 Program Review Data and Schedule

a) Annually, program efficacy review, which is used in both program review and program mix analysis, is generated using contributions of quantitative and qualitative data from the Institutional Research Office and the Academic Quality Office, respectively.

b) Each spring, the Academic Quality Office, in conjunction with the school Dean/Designate determines which programs are designated for cyclical program review, totaling roughly 20% of program offerings at the College.

c) The roster of programs scheduled for cyclical program review are posted electronically on the 'Program Review' webpage

d) All programs not scheduled for cyclical program review are required to complete an annual program review during the spring term of each year.

3.2 Guidelines for Annual Program Review (APR)

a) Each winter, the Academic Quality Office, will provide information regarding annual program review process to program coordinators, who serve as the program review leader for annual program review as determined by the Coordinator Baseline Duties.

b) The annual program review and associated deliverables as described in the *Program Review Framework* document will be completed by the program review leader with input from the program team and academic leaders, as needed.

c) The annual program review and associated deliverables will be approved by the school Dean and submitted to the Academic Quality Office no later than June 30th of each year.

d) The annual program review and associated deliverables will be reviewed by the Academic Quality Office under the direction of the Office of the Vice President Academic Experience.

e) The Academic Quality Office will prepare an annual 'Program Review Report', with recommendations from annual and cyclical program reviews with priorities, investment, and highlights to be submitted to the Vice President Academic Experience.

f) The Vice President Academic Experience, in conjunction with Academic Quality Office and school Dean will approve a budget and action plan to address recommendations within the program improvement plan within the upcoming academic planning cycle.

g) The school Dean will provide an update on the recommendations and action plan at the six- month mark, to the Vice President Academic Experience.

h) The APR template will be reviewed annually by the Academic Quality Office and

updated accordingly to ensure alignment with College priorities.

i) All annual program reviews will be stored centrally with the Academic Quality Office and form part of the program record

3.3 Guidelines for Cyclical Program Review (CPR)

a) The school Dean and/or Academic Chair will assign a program review leader to complete the cyclical program review for programs scheduled for cyclical program review on winter workloads.

b) The Academic Quality Office will provide orientation and training on cyclical program review to all assigned program review leads at the beginning of the winter semester.

c) Cyclical program review requires the program review leader, with assistance from the Dean, Academic Chair, and program team to analyze a variety of program information including but not limited to:
   - Program Efficacy Review (PER)
   - Key Performance Indicators (KPI)
   - Labour market information
   - Provincial program descriptions/standards (where applicable)
   - Completed APR reports (mapping, reflections, improvement plans) from previous years
   - Program enrolment, retention, and other program data
   - Feedback from stakeholders: students, graduates, Program Advisory Committee (PAC) members and employers
   - Program faculty credentials, experience, professional development; and
   - Accreditation Status (for relevant programs)

d) One student focus group per program will be facilitated to collect feedback on the student experience in the program. The student focus group will be facilitated by the Academic Chair or designate

e) Each spring, the Academic Quality Office and will facilitate curriculum mapping sessions to assist program teams during the program curriculum review and mapping to vocational learning outcomes and essential employability skills.

f) The program review lead will submit the completed CPR report with all associated deliverables and recommendations as per the direction in the *"Program Review Framework"* document no later than June 30th of that year to the Quality Assurance Office.

g) The cyclical program review and associated deliverables will be reviewed by the Academic Quality Office under the direction of the Office of the Vice President Academic Experience.

h) The Academic Quality Office will prepare an annual 'Program Review Report', with recommendations from annual and cyclical program reviews with priorities, investment, and highlights to be submitted to the Vice President Academic Experience.

i) The Vice President Academic Experience, in conjunction with Academic Quality Office and school Dean will approve a budget and action plan to address recommendations within the program improvement plan within the upcoming academic planning cycle. The plan will be shared with the program team.

j) The Dean/Designate will provide an update on the recommendations and action plan at the six- month mark, to the Vice President Academic Experience.

k) The CPR template will be reviewed annually by the Academic Quality Office and

updated accordingly to ensure alignment with College priorities.
l) All cyclical program reviews will be stored centrally with the Academic Quality Office and form part of the program record.
m) APR is not required in years that program is undergoing CPR.

3.4 Connection to Program Mix Analysis and Program Quality Assurance

a) The Vice President Academic Experience and the Academic Quality Office use program reviews and information from the program efficacy reports to inform decision making in the execution of program mix analysis as described in Program Mix Analysis 2-213C.
b) An annual 'Program Quality Assurance Report' created by the Academic Quality Office and approved by the Vice President Academic Experience will be presented to the Senior Management Team and the Board of Governors for review.

3.5 Roles and Responsibilities

a) It is the responsibility of the Vice-President Academic Experience to ensure this procedure is fully implemented.
b) It is the responsibility of the school Dean/Designate to ensure program reviews are completed as per this procedure and the *"Program Review Framework"* document.
c) It is the responsibility of each program review leader and program review team to complete program review deliverables as described and directed by the *"Program Review Framework* document.
d) It is the responsibility of the program team to consult with the Academic Quality Office and/or the Learning Design and Support team, as required, for guidance on curriculum best practices to implement the program improvement plan following program review, including compliance with curriculum requirements described by Fleming College policy.
e) It is the responsibility of the Academic Quality Office to provide training on the process and store all program reviews and provide direction to the Vice President Academic Experience.

4.0 – Related Documents

Program Review Framework
College Policy #2-220, Quality Assurance
College Policy #2-213, Program Quality Assurance

5.0 – History of Amendments & Reviews

Approved by SMT December 5, 2017
Revisions approved by SMT January 2018
Revisions approved by SMT September 1, 2019
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