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| **Procedure Title:** | Program Review for Certificates and Diplomas |
| **Procedure ID:** | #OP 2-213D |
| **Manual Classification:** | Section 2 – Academic Affairs  |
| **Linked to Policy:** | #2-213 |
| **Approved by Senior Management Team (SMT):** | October 22, 2024 |
| **Effective Date:** | November 1, 2024 |
| **Next Review Date:** | October 1, 2027 |
| **Contact for Procedure Interpretation:** | Executive Vice President, Academic Experience |

**1.0 – Purpose**

This procedure outlines the program review process for all Ministry approved certificates and diplomas.

Terms not defined in this Procedure have the same meaning found in the Program Quality Assurance Policy.

**2.0 – Definitions and Acronyms**

**Academic Planning Cycle:** an itemized list of key steps toward the implementation and delivery of program curriculum, faculty workloads, scheduling and timetabling including initiation and completion dates for each process. Dates for each semester within the Academic Year are provided.

**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.

**Board of Governors (BoG)**: The authority to govern Sir Sandford Fleming College is given to the Board of Governors through the Ontario College of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03, Ministry Binding Policy Directives, and further outlined in the Board of Governors Bylaw 1.

**College Community:** Any person who studies, teaches, conducts research at or works at, or under, the auspices of the College and includes without limitation, employees or contractors; appointees (including volunteer board members); students; visitors; and any other person while they are acting on behalf of, or at the request of the College.

**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.

**Ontario College Quality Assurance Service (OCQAS) Standards**: is a set of established standards and accompanying requirements that provide the framework for Ontario Colleges to create and assess quality assurance mechanisms and practices for the learning environment.

**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 of Instruction**: means a group of related courses leading to a credential awarded by the College.

**Program Review**: ensures that the 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. 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 to ensure compliance with standards of provincial governing bodies. PQA promotes institutional learning and renewal, guides decision-making, engages stakeholders and supports constructive governance by the Board of Governors.

**3.0 – Guiding Principles**

Program review is a formalized process to ensure that all academic programs meet or exceed relevant quality standards and remain current, relevant, and innovative for students.

**4.0 – Scope**

This procedure applies to all diploma and certificate programs.

**5.0 – Operating Procedure**

**5.1 – Program Review Data and Schedule**

Annually, the program efficacy review report, 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.

Annually, the Academic Quality Office, in conjunction with each school’s Dean, determines which programs are designated for cyclical program review; totaling roughly 20% of program offerings at the College.

The roster of programs scheduled for cyclical program review are posted electronically on the ‘Program Review’ webpage

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

* 1. **– Annual Program Review (APR) Process**

Each winter, the Academic Quality Office, will provide information regarding the 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.

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 the school, as needed.

The annual program review and associated deliverables will be approved by the program Dean and submitted to the Academic Quality Office by the established deadline.

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

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 Executive Vice-President Academic Experience.

The Executive Vice-President Academic Experience, in conjunction with Academic Quality Office and program Dean will approve a budget and action plan to address recommendations within the program improvement plan within the upcoming Academic Planning Cycle.

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

The APR template will be reviewed annually by the Academic Quality Office and updated accordingly to ensure alignment with College priorities.

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

* 1. **– Cyclical Program Review (CPR) Process**

The program 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 and spring workloads.

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.

Cyclical program review requires the program review leader, with assistance from the program Dean, Academic Chair, and program team to analyze a variety of program information including but not limited to:

* Program Efficacy Report (PER)
* Labour market information
* Industry Alignment Review Report (as described in the Program Review Framework)
* 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).

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.

The Academic Quality Office will facilitate curriculum mapping sessions to assist program teams during the program curriculum review and mapping to vocational learning outcomes and essential employability skills.

The cyclical program review and associated deliverables will be approved by the program Dean and submitted to the Academic Quality Office by the established deadline.

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 Executive Vice-President Academic Experience.

The Executive Vice-President Academic Experience, in conjunction with Academic Quality Office and program Dean will approve a budget and action plan to address recommendations within the program improvement plan within the upcoming Academic Planning Cycle.

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

The CPR template will be reviewed annually by the Academic Quality Office and updated accordingly to ensure alignment with College priorities.

All cyclical program reviews will be stored centrally with the Academic Quality Office and form part of the program record.

Annual Program Review is not required during years that the program is undergoing Cyclical Program Review.

* 1. **Connection to Program Mix Analysis and Program Quality Assurance**

The Executive 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.

An annual ‘Program Quality Assurance Report’, created by the Academic Quality Office and approved by the Executive Vice-President Academic Experience will be presented to the Board of Governors for review.

* 1. **Roles and Responsibilities**

It is the responsibility of the **Senior Management Team** to ensure that the Program Quality Assurance Policy and the Program Review for Certificates and Degrees Procedure are fully implemented.

It is the responsibility of the **Executive** **Vice-President Academic Experience** to oversee the implementation of the Program Quality Assurance Policy and the Program Review for Certificates and Degrees Procedure, and to report to the Senior Management Team on this implementation as necessary.

It is the responsibility of the **program** **Dean** to ensure program reviews are completed as per the procedure and the *“Program Review Framework”* document.

It is the responsibility of each **program review leader** and program review team to complete the program review as described and directed by the *Program Review Framework* document.

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 Executive Vice-President Academic Experience.

**6.0 – Related Documents**

* Minister's Binding Policy Directive: Framework for Programs of Instruction
* College Quality Assurance Audit Process (CQAAP) Standards of Quality
* College Policy #2-220: Quality Assurance Policy
* College Policy #2-213: Program Quality Assurance
* College Procedure #2-213C Program Mix Analysis
* Program Review Framework

**7.0 – History of Amendments & Reviews**

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| **Date Approved** | **Approved By** | **List of Approved Amendments / Review** |
| December 5, 2017 | SMT | NEW |
| January 2018 | SMT | Revisions |
| September 1, 2019 | SMT | Revisions |
| February 24, 2021 | SMT | Revisions |
| October 22, 2024 | SMT | Updating to current formatting. Substantive changes. |