Procedure Title:	Program Review
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Manual Classification:	Academic Affairs
Linked to Policy:	Policy # 2-213: Program Quality Assurance
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Contacts for Procedure Interpretation:	Vice President Academic Experience

1.0 – Purpose

This procedure outlines the program review process for all Ministry approved postsecondary programs of instruction.

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

2.0 – Definitions/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.

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: are 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 degree, diploma or certificate awarded by the College

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 Lead (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, program modification and revision, and new program development.

3.0– Procedure

3.1 Overview

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 Program Review Data and Schedule

4.1 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.

4.2 Annually, the Academic Quality Office, in conjunction with the school Dean/Director determines which programs are designated for cyclical program review in accordance with the Ministry requirement that all programs be reviewed every 3-5 years.

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

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

5.0 Annual Program Review (APR) Process

5.1 Each winter, the Academic Quality Office, will provide information regarding the annual

program review process to program coordinators, who serve as the program review lead for annual program review as determined by the Coordinator Baseline Duties.

5.2 The annual program review and associated deliverables as described in the *Program Review Framework* document will be completed by the program review lead with input from the program team and the school, as required.

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

5.4 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.

5.5 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.

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

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

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

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

6.0 Cyclical Program Review (CPR) Process

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

6.2 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.

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

- Program Efficacy Review (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)

6.4 A minimum of 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.

6.5 Each spring, 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.

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

6.7 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.

6.8 The Vice President Academic Experience, in conjunction with Academic Quality Office and school Dean/Director 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.

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

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

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

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

7.0 Connection to Program Mix Analysis and Program Quality Assurance

7.1 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.

7.2 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 Board of Governors for review.

8.0 Roles and Responsibilities

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

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

8.3 It is the responsibility of the **school Dean/Director** to ensure program reviews are completed as per the procedure and the *"Program Review Framework"* document.

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

8.5 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.

9.0 – 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
- College Policy #2-200 Indigenous Perspectives Designation Policy

10.0 – History of Amendments & Reviews

Approved by SMT December 5, 2017

Revisions approved by SMT January 2018; September 1, 2019; Revisions approved by SMT February 24, 2021; March 3, 2022