

Policy Name:	Program Review Policy	
Approved By:	Board of Governors	
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Amendment Date:		
Policy Holder:	Education Council	
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Category:	Education	

POLICY STATEMENT

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

1.00 PURPOSE

Program reviews enable the College to:

- Ensure CMTN credentials: continue to meet the needs of its diverse stakeholders; are recognized for the facilitation of pathways for learning and for opportunities for its graduates; and, are consistent with industry and provincial standards
- Anticipate and plan for changes that will affect program curriculum as well as build on strengths of programs

The purposes of this policy are to:

- Communicate the process for program review at the College
- Define the roles and responsibilities of all involved in program review
- 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

2.01 For a list of all definitions related to Educational Policies see: [Education Council Policy and Procedures Definitions](#)

3.00 POLICY

3.01 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.

3.02 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.

- 3.03 A fair and rigorous review process should be consistently applied to all programs and departments for comprehensive results.
- 3.04 Program review is a self-reflective, in-depth formative assessment of a program.
- 3.05 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, First Nations Council, industry representatives and employers.
- 3.06 The goal is to identify strengths and weaknesses (internal), opportunities and threats (external) as related to a program's viability.
- 3.07 It is expected that the results and recommendations emerging from program reviews will be considered in the strategic and budget plans of instructional departments.
- 3.08 Completed reviews will be provided to the Office of the Vice-President Education, Student Services and International (VP, ESSI), Education Council and the Board of Governors.
- 3.09 Final review reports will be posted to the public website.
- 3.10 These reports will not contain any information which could be used to identify students, faculty or other participants or individuals.
- 3.11 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.
- 3.12 Program review will not address the performance evaluation of individual personnel. This is appropriately carried out through established procedures in accordance with collective agreements.

4.00 AUTHORITY AND RESPONSIBILITY

- 4.01 **The Office of the VP, ESSI** is responsible for ensuring the activation of the policies and procedures relating to the review of existing programs, and ensuring recommendations are implemented within the timelines identified.
- 4.02 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.
- 4.03 **Education Council** receives the final program review report, requests clarifications, makes comments, and receives the one year update on the action plan.
- 4.04 The **SST** consists of the Dean (or AD&D), the Academic Head/Coordinator/Chair and one or more faculty. The SST works in consultation with Centre of Learning Transformation (COLT) and Institutional Research (IR) to produce the Self-Study Report, response to External Report, Action Plan, and Final Report.

- 4.05 **External Review Team** reviews the self-study report and undertakes a site visit to validate the internal review and recommendations.
- 4.06 **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. 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.
- 4.07 **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 action plan.
- 4.08 **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.

5.00 OVERVIEW OF PROGRAM REVIEW

Program review is a systematic, constructive, research-based examination of a program's quality. This process contributes to a culture of self-reflection, evidence-based inquiry, and striving to improve learning for students. 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. The following is a broad overview of program review. The detailed procedures of program review are outlined in the Program Review Procedures document.

5.01 Program Review Components:

1. **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.
2. **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.
3. **Response to External Review:** The SST reviews external review and provides a written response.
4. **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.

5. **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, ESSI.
6. **One Year Status Update:** One year following the presentation of the program review findings and recommendations, the appropriate Dean and/or VP, ESSI will present the status of the action plan implementation to Education Council.

6.00 RELATED POLICIES

- 6.01 New Program Approval Process