

Program Review and Renewal Policy

Purpose

1. The purpose of the Program Review and Renewal Policy is to support and enhance the quality of VCC programs. In so doing, the College will be able to
 - build confidence among internal and external stakeholders regarding the integrity, quality and effectiveness of our programs, and
 - inform decision making.

Policy

1. All instructional departments will conduct Ongoing Program **Reviews** once each year to assist in maintaining and improving program quality.
2. In addition, each VCC program area will participate in a Formal Program **Renewal** normally every six years.
3. Formal Program Renewal has the following guiding principles:
 - Program renewal is forward looking. The renewal process may examine the program's current status but the priority of the renewal process is the determination of future improvements to the program
 - Program renewal is not just a snapshot of the program in time, but a robust qualitative and quantitative evaluation of the program's potential and needs for the future
 - Program renewal provides a concise, honest appraisal of a program's strengths, challenges and opportunities in order to determine a plan to improve
 - Meaningful program renewal results in an action plan that, if implemented, enables the program to increase its standing within academia and/ or industry and achieve distinction within these arenas
 - Action plans focus on enhancements that are reasonable, appropriate and affordable for the program and the College and that include timelines for completion, documented milestones and measurable outcomes to

determine success. The action plans will form the basis of any new budget or other new resource requests.

4. This policy does not apply to programs which are being considered, for any reason, for cancellation (these situations are dealt with under the Criteria for Development or Cancellation of Programs Policy C.3.3).
5. For programs that require external accreditation and/or have external program review requirements the relevant reports will function as formal program renewal unless otherwise requested by the Vice President Education.
6. All recommendations and resulting actions from Reviews and Renewals will be subject to the governance processes of Education Council, Operations Council and the VCC Board.
7. This policy does not preclude departments from undertaking activities that assess and assure various aspects of program effectiveness.
8. VCC is committed to separating program review and renewal from instructor appraisal and evaluation. This policy covers Ongoing/Annual program review and formal program renewal.

Applies to

All VCC Instructional Departments.

Procedures

- I. The Office of the VP Education will maintain a comprehensive handbook to guide program review and renewal.
- II. The Vice President of Education will seek Education Council's advice and/or approval on any recommendations or resulting plans for action from ongoing/annual review and/or formal program renewal that fall within Education Council's jurisdiction. In addition, the Vice President of Education will provide to Education Council a formal program renewal report for information.

A. Ongoing Annual Program/Department Review

1. Each year the dean or delegate and department head will conduct an ongoing/annual review of the program by:
 - i. Reviewing the membership of the Program Advisory Committees and the role of the Program Advisory Committee in program support
 - ii. Reviewing relationships with industry and/or community supporters
 - iii. Reviewing and making any recommendations based on data such as graduate outcome reports, survey results, enrollment and completion statistics, as they become available
 - iv. Reviewing and making any recommendations based on the tabulated results of surveys conducted by departments of their students and graduates. Research and Strategic Services will adapt, when necessary, any survey to meet the needs of a particular department and forward a copy to the VCCFA and the dean of the program area. The dean will approve the survey in consultation with RSS.
 - v. Reviewing curriculum and recommending curriculum changes if necessary
2. The department head will review the information with the dean, involving other department members, as appropriate, to identify and act on strengths and areas for improvement.
3. The dean and department head will provide a one to two page report to the department and the Vice President of Education outlining:

- i. Program status, innovations and issues
- ii. Program development recommendations and timelines and how the recommendations will be achieved

B. Formal Program Renewal

1. The Vice President Education will bring forward a proposed 3-year formal program renewal schedule to Education Council for information in September of each year. In addition, departments, deans or the Vice President Education may request formal program renewals outside the usual rotational schedule.
2. Once a program has been designated for renewal, a Formal Program Renewal Committee (FPRC) will be formed to conduct the renewal process.
3. The length of the program renewal process, from data compilation through reviewing the data to the creation of the final report, will normally not exceed six months.
4. The dean of the program will strike a Formal Program Renewal Committee (FPRC) normally consisting of:
 - a. An instructional associate as chair (FPRC Chair)
 - b. A dean or director from another division of the College
 - c. An instructor with responsibility allowance (IRA) from the program department
 - d. A faculty member from the program department elected by the department
 - e. The Director or Associate Director of Research and Strategic Services
 - f. As applicable, a staff person who works directly with the program.
 - g. If not covered by the above, an expert in curriculum design

The dean of the program may also add other external or internal members, in conjunction with the department head.

5. The FPRC will collect Formal Program Renewal data from the following and other sources:
 - i. Ongoing/Annual program review

- ii. Faculty and staff within and outside of the program area, including Education Services
 - iii. Students and graduates
 - iv. The Program Advisory Committee
 - v. VCCFA
 - vi. CUPE
 - vii. Dean and/or VP of the program area
 - viii. Research & Strategic Services reports
 - ix. Financial and Administration
 - x. Other industry and/or community stakeholders
 - xi. External reviewers
6. The FPRC will review all available data and prepare a draft report.
7. A copy of the draft report will be sent by the FPRC to the dean of the program and the department faculty for their input and clarification.
8. The FPRC will review all responses to the draft report and submit a final report of the committee's findings and recommendations to the dean of the program and the Vice President Education. The Vice President will review the report and approve or request further information.
9. Additional Review:
- i) If the Vice President of Education concludes, that further review is required, he/she will re-convene the FPRC and will request a specific additional review. The Vice President Education may request expanded membership of the committee.
 - ii) At the conclusion of the additional review, the FPRC chair will submit a revised report to the Vice President of Education and the dean of the school or centre.
10. Roles and responsibilities within the program renewal process :

The Vice President of Education is responsible for:

- informing Education Council of the major outcomes of ongoing/annual program reviews
- determining the schedule for formal program renewal
- seeking Education Council's advice or approval on any recommendations or resulting plans for action that fall

- within its jurisdiction
- sharing the results of program renewal with the college community.

The dean of the program area is responsible for:

- assigning personnel to sit on the Formal Program Renewal committees
- providing the committee with any required administrative support
- discussing recommendations from the final Formal Program Renewal report with the Vice President
- creating an action plan in consultation with faculty and staff for program renewal relative to the recommendations in the report within six months of the review.
- sharing results of the program renewal with the College community
- reporting the outcomes of the action plan to the VP Education within one year of the completion of the program renewal.

The department head is responsible for:

- coordinating faculty and staff input into Formal Program Renewal Committee and process
- providing general information that forms the context of the program renewal process and final report.

The instructional associate as chair of the Formal Program Renewal Committee is responsible for:

- chairing meetings
- compiling all pertinent data and making it accessible to the FPRC
- coordinating focus groups, external peer reviews, and other research, as tasked by the committee
- communicating ongoing progress of the renewal process to FPRC and to the College
- providing guidance to the Committee on the review process
- collaborating with the FPRC to write the report
- providing the vice president and the dean of the program with the final FPRC report.

The Research and Strategic Services representative is

responsible for:

- forwarding pertinent information to departments and the chair of the FPRC
- developing and approving student/stakeholder surveys as required
- overseeing research methods
- assisting in development and implementation of other surveys
- providing guidance on data analysis and action plans

Education Council is responsible for:

- providing advice to the college board on the development of program review and renewal policy
- consulting on the review/renewal process as stated in this policy
- approving and/or providing advice on any recommendations or resulting plans for action that fall within Education Council's jurisdiction

Review and Revisions

- III. The Vice President of Education and Education Council will review the policy every two years and implement any policy and/or procedural changes required to address implementation concerns.

Policy sponsor: Vice-President Education

Approvals:

President: _____

Date: _____

Education Council Chair: _____

Date: _____

Operations Council Chair: N/A

Board Chair: _____

Date: _____