



Policy No.	C.3.2
Title	Program Review and Renewal
Approval Body	Board of Governors; Education Council
Policy Sponsor	Vice President Academic, Students & Research
Last Revised/Replaces	June 24, 2005; November 27, 2008
Effective Date	April 4, 2018

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) is dedicated to providing high quality programming that leads to success in a student’s chosen pathway. The College has a series of quality assurance processes that are designed to strengthen and maintain its programs; this includes governance review, yearly review, in-depth renewal, and short- and long-term planning activities. This policy guides two parts: Program Review and Program Renewal.

Under Section 23(1) of the College & Institute Act, Education Council must advise the Board, and the Board must seek advice from Education Council, on the development of educational policy for the following matters (f) evaluation of programs and educational services.

SCOPE AND LIMITS

This policy applies to all College programs that lead to a credential approved by the Board of Governors.

The assessment of program quality is based on meeting applicable national, provincial, or discipline/professional standards, and meeting the quality assurance requirements as established by the provincial government.

Some programs are required to conduct reviews by external accrediting bodies. Where elements of the external review are consistent with College requirements for Program Renewal, the external accreditation process can be used in place of a Program Renewal, either fully or in part. Results from accreditation processes will be reported in the same manner as internal Program Renewals.

Program Review and Renewal does not address the performance evaluation of personnel, which is appropriately carried out through the established procedures of relevant collective agreements.

STATEMENT OF POLICY PRINCIPLES

1. VCC ensures that all of its programs are current, relevant and of the highest quality by conducting Program Reviews and Program Renewals.
2. The activities are guided by the College’s mandate, values, mission, and integrated plans. Recommendations and action plans are integrated into department and College-wide strategic and budget plans.
3. Program Reviews are conducted annually and are completed collaboratively by departments. The focus is on understanding the current state of the program, and

planning for continuous improvement. Action plans are developed within the context of the department's ability to complete tasks.

4. Program Renewals are comprehensive, forward-looking, and formative, building from the findings and action plans developed during the annual Program Reviews. They are collaborative, inclusive, and transparent processes. They provide the opportunity for consultation with stakeholders, including faculty/instructors, staff, administrators, current students, past students and graduates, industry and community representatives, and employers.
5. Program Review and Renewal are evidence-informed, and address a wide range of criteria and all aspects of the learning environment.
6. Activities are reasonable in scope, and depend on the size of the department and the resources/supports available.
7. Program Review and Renewal are relevant and meaningful for the specific program, and allow flexibility to accommodate particular program circumstances.

DEFINITIONS

Accreditation: The process whereby the College demonstrates to an external regulatory body that a set of professional criteria have been met.

Program Review: An annual assessment of select key performance indicators that assist a program in monitoring the state of teaching and learning, and addressing issues and opportunities in a continual and timely manner.

Program Renewal: A reflective, in-depth formative assessment of a program, with input from internal and external reviewers, for the purpose of improving educational quality and the student experience.

Program Review and Renewal Committee (PRRC): A standing committee of Education Council tasked with supporting the educational quality of the College by ensuring that College programs are regularly reviewed.

Quality Assurance: A framework of processes and activities designed to strengthen and maintain program excellence and the student experience. At VCC, this includes program review and renewal, governance review of curriculum, educational services review, and an integrated planning approach. The framework meets the requirements for quality assurance set by the British Columbia provincial government.

RELATED LEGISLATION & POLICIES

Legislation:

College and Institute Act, section 23(1)(f)

Policies:

C.3.1 Program Advisory Committees

C.3.14 Curriculum Development and Approval Process

D.1.1 Educational Services Review

RELATED PROCEDURES

Refer to C.3.2 Program Review and Renewal Procedures.