



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

A. ANNUAL PROGRAM REVIEW

1. A report for each program is compiled by Institutional Research (IR) annually. The Vice President Academic, Students and Research (VP Academic)'s Office will inform Department Leaders when the reports are ready for review with the faculty/instructors, support staff, and/or administrators of the program. The report can be adjusted based on the needs of a particular program at the request of the department, but will typically include:
 - a. Student profile data
 - b. Student Outcomes Data from BC Student Outcomes Survey and VCC Student Survey
 - c. Student enrolment data
 - d. The previous year's departmental Action Plan.
2. The Department Leader or delegate, in consultation with department members, completes a report that provides:
 - a. Comments on the data provided by IR;
 - b. Any additional information about the program (optional);
 - c. A reflection on teaching, learning and assessment methodologies used in the program;
 - d. An update on the previous year's departmental Action Plan, and
 - e. A departmental Action Plan for the upcoming year.
3. The Dean reviews this report, adds any additional comments, and approves the report prior to submitting it to the VP Academic.
4. The VP Academic shares the Program Review reports with Program Review and Renewal Committee (PRRC). The PRRC meets with all of the Deans to discuss the reports, including a review of the previous year's action plans.
5. The PRRC reports to Education Council and other College bodies regarding trends and barriers affecting the College. This can include: upcoming curriculum changes, new programs, curriculum development funding, capital or facility needs, educational technology, accreditation, and Program Renewal.

B. PROGRAM RENEWAL

6. The VP Academic will bring a draft five year Renewal schedule to the PRRC for discussion, and a final version to Education Council for information in September of each year. Two (2) to five (5) will be scheduled in a typical year.
7. The Program Renewal schedule is based on a need for revitalization identified in the annual Program Review process, a significant change in the field/industry, or at the request of the department.
8. Degree programs are renewed every five (5) to seven (7) years.
9. Where there are several related programs, the program areas should be scheduled for Program Renewal at the same time to increase the efficiency of the process and increase integration among related programs.
10. Program Renewal will typically not exceed twelve (12) months in length but will vary according to the capacity of the program area and size of the program.
11. A typical Program Renewal will include:
 - a. An internal self-study of the program;
 - b. An external review of the program;
 - c. A report that summarizes the self-study and external review reports, and includes recommendations and any institutional responses; and
 - d. An action plan guiding changes to the program.

Program Renewal Steering Committee

12. An ad hoc steering committee is struck by the VP Academic for each Program Renewal.
13. It will typically consist of:
 - a. Instructional Associate as Chair
 - b. Dean of the program
 - c. Department Leader of the program
 - d. One (1) to three (3) program instructors (depending on size of department and availability)
 - e. One (1) departmental staff person, where applicable
 - f. Director of Institutional Research or delegate
 - g. Other members as necessary (e.g. school operations manager).
14. The Steering Committee will have an initial launch meeting to orient members to the process, discuss the key questions or issues to focus on, set an expected timeline for deliverables, and identify needed resources for a successful Renewal process.

Internal Self-Study

15. The department, supported by the Steering Committee, conducts an internal self-study that systematically reviews the program strengths, weaknesses, needs, and recommendations for quality improvement.

16. The self-study will be comprehensive and evidence-informed, and will include the use of a broad range of data as appropriate to the context of the program under review. All self-study reports will contain, at a minimum, sections on:
 - a. Curriculum and Instruction
 - b. Instructors and Staff
 - c. Student Outcomes
 - d. Student Support Services
 - e. Program Planning and Administration
 - f. Physical Environment
17. The indicators and metrics will be agreed upon through consensus by the department and Steering Committee.
18. Data will typically be collected from a variety of sources such as:
 - a. Annual Program Reviews
 - b. Faculty/instructors and staff from the department
 - c. Educational support services
 - d. Current and past students, and graduates
 - e. Program Advisory Committee, industry stakeholders, community representatives, and employers
 - f. Institutional Research reports, such as enrolment or completion data
 - g. Curricular documents such as Program Content Guides, Course Outlines, course syllabi, and program handbooks.
 - h. Program and course evaluations
 - i. Input from the Faculty Association, CUPE, and the Students' Union.
 - j. Financial reports
 - k. Labour market data
 - l. Comparable programs at other institutions
19. The department, with the support of IR, will analyze the data collected. The Department Leader or delegate, supported by the Steering Committee, will prepare a report with findings and recommendations that focuses on purposeful and reasonable suggestions for change and identifies the existing strengths of the program.
20. The Department Leader or delegate provides the self-study report to the Steering Committee for final approval.

External Review

21. An external review team will usually consist of two (2) to three (3) members selected by the Steering Committee, with at least one team member being from an academic institution. The team members will typically be:

- a. Experts who are academic peers from other post-secondary institutions; and, if applicable,
 - b. An appropriate industry/employer/community representative with expertise in the field.
22. The external review will typically include:
- a. A review of the self-study report;
 - b. A site visit; and
 - c. Input from students, faculty/instructors, staff, administration, educational support services, and representatives from external stakeholder groups.
23. The external review team will submit a report to the Steering Committee that identifies strengths and recommendations for improvement. This report will be available to the department.

Summary Report

24. The Steering Committee will ask for any responses to the external report, either from the department, Dean, or VP Academic.
25. The Steering Committee will prepare a final report that summarizes the key findings and recommendations of the self-study and the external review. The Steering Committee will provide final comments or recommendations.

Action Plan

26. The department, supported by the Steering Committee, will prepare an action plan based on the Renewal recommendations. This report will identify:
- a. Key projects and initiatives
 - b. Resources needed for completion
 - c. Reasonable timelines for the completion of the projects
 - d. An evaluation plan to validate the effectiveness of the identified projects

Reporting

27. The summary report and action plan is sent to the VP Academic, to the PRRC, and to Education Council for information.

C. PROGRAMS WITH EXTERNAL ACCREDITATION

28. Programs that undergo Review by an external accrediting body are required to submit a summary report that reflects the findings of the accreditation review, final recommendations and action plan. The summary report is sent to the VP Academic, to the PRRC, and to Education Council for information.

D. PLANNING AND ACCOUNTABILITY

29. The Department Leader and the Dean will monitor and report out on the action plans from annual Program Review, Program Renewal, and program accreditation as part of the College's integrated planning process.
30. The PRRC will track action plans and follow up as needed.

31. The PRRC and the VP Academic will identify major trends, goals, needs, barriers, and action items, and prepare reports for Education Council and other appropriate committees.
32. The VP Academic will seek the advice of Education Council on the major trends and goals arising from Program Reviews and Renewals.

RELATED POLICIES

Refer to C.3.2 Program Review and Renewal Policy.