

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Program Review Policy

EFFECTIVE DATE: January 7, 2020

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all programs of study leading to a credential that is awarded by Canadore College of Applied Arts and Technology (hereafter referred to as “Canadore” or “the College”), whether delivered directly by the College or through an agreement (collectively referred to as *programs* in this Policy).

2. PURPOSE AND PRINCIPLES

2.1 Purpose

To establish a framework for regular review of College programs as required by statute and College policy.

2.2 Principles

2.2.1 The College is committed to supporting an ongoing quality assurance and improvement process.

2.2.2 The College is committed to reviewing its programs regularly and effectively.

2.2.3 Program Review builds on annual curriculum review and focuses on continuous quality improvement.

3. DEFINITIONS

3.1 Dean

For the purpose of this policy, Dean refers to the Academic Administrator with program responsibilities.

3.2 Program Area and Program Employees

Includes any individual employee(s) of the College involved in delivery of a program, which includes but is not limited to, the Dean, Program Coordinator, Faculty Member(s), Technician(s)/Technologist(s), Support Staff, etc.

4. POLICY

4.1 Programs undergo a comprehensive review every three years, conducted in accordance with this policy and according to an approved schedule.

The comprehensiveness of program reviews for certificate, diploma and degree programs may vary to align with relevant standards, such as the Postsecondary Education Quality Assessment Board (PEQAB) requirements for degree programs, and provincial standards for diploma programs.

4.2 In the case of programs being offered at more than one College location, the Dean responsible for the program executes the Program Review process and ensures that the process includes representatives from all other locations.

4.3 The Program Review three-year schedule is reviewed and approved annually by the Vice President, Academic. Exceptions are approved on a case-by-case basis.

4.4 Program Review is collaborative, involving program area, service subject faculty, internal and external stakeholders.

4.5 The detailed Program Review process exists in the Program Review Guides. They are amended and updated annually to ensure relevancy.

4.6 An impartial internal committee, the Program Quality Assurance Advisory Group (PQAAG), audits the Final Program Review Report to ensure all requirements of the process are completed and that there is internal validity in the report.

4.7 The recommendations made in the Final Program Review Report (3-year implementation plan) are reviewed annually by the Dean and program area until all recommendations are addressed.

4.8 Senior Executive Team decisions may be required resulting from the Final Program Review Report, in which case the relevant policies and procedures are followed.

- 4.9 For degree programs, the program review process includes a report from an External Program Evaluation Committee (EPEC). The EPEC will consist of senior academic peers, both scholars and administrators, with relevant expertise external and internal to Canadore.

5. ROLES AND RESPONSIBILITIES

5.1 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5.2 Vice President, Academic

The Vice President, Academic is responsible for the effective implementation and interpretation of this policy.

5.3 Academic Director, Quality Learning, Teaching and Innovation (QLTI)

The Academic Director QLTI is responsible for initiation and monitoring the process, and supports the program areas in the completion of program review.

5.4 Dean

The Dean is responsible to ensure compliance with this policy in their program areas.

6. EVALUATION

This policy will be evaluated every five years or earlier if required.

7. RELATED MATERIALS

Canadore College Program Review Guides

Post-Secondary Education Quality Assessment Board (PEQAB) Handbook for Ontario Colleges

Ontario College Quality Assurance Service – CQAAP Standards

Minister's Binding Policy Directives *Framework for Programs of Instruction*