

POLICY AND PROCEDURES

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| POLICY NAME: Program Review | POLICY NUMBER: 2.4.2 | CATEGORY: Academic |
| RESPONSIBLE EXECUTIVE: Vice President/Principal | APPROVED BY: Academic Council | Effective Date: September 1, 2020 |
| NEXT FULL REVIEW DATE: August 31, 2025 | REVISED: | REPLACES: |

Purpose

Coquitlam College (the College) is committed to developing and maintaining high quality educational programs that meet and support the College’s mission, value and goals.

This policy establishes the principles and guidelines for the review and evaluation of post-secondary programs for quality, currency, and operational effectiveness.

Scope

This policy applies to all programs offered by the College for which a post-secondary credential is awarded.

Program Review does not evaluate performance of individual faculty, staff, or administrators.

Policy Statements

1. The College conducts program reviews on a regular basis to maintain the quality, relevance, and delivery of its academic programs.
2. Program areas will conduct an Annual Program Review, as well as a Comprehensive Program Review every five years. Both review processes will follow the appropriate College supplied program review guidelines and templates.
3. Due to the diverse nature of program areas and departments at the College, the scope of program reviews will vary to address the specific requirements of national and provincial legislation, and applicable accreditation standards.
4. The comprehensive program review schedule is set by the Vice President/Principal and will be reviewed by Academic Council on an annual basis.
5. Comprehensive program review summary reports and action plans will be made available on request.

Procedures

1. The Curriculum Development and Quality Control Coordinator (the Coordinator) is responsible for initiating and managing the Annual and Comprehensive program review processes, and for the maintenance of program review records.

Annual Program Review

2. Annual program reviews are conducted in May-June of each year.
3. The Coordinator will forward reminders and timelines to Department Heads to begin the annual review process.
4. The Department Head, in consultation with the department and other College staff, will compile relevant information and will complete an Annual Program Review Report.
5. Department Heads will present draft Annual Program Review Reports to the Academic Council for discussion and comment.
6. The Executive Council provides final approval of all action plans.
7. The information gathered in annual program reviews will be considered during a programs comprehensive review process.

Comprehensive Program Review

8. College programs will undergo a comprehensive program review every five years.
9. The Coordinator is responsible for:
 - a. initiating and managing the comprehensive program review process following the approved review schedule
 - b. working with Department Heads to gather relevant information and data
 - c. arranging, and where necessary conducting, internal consultations and/or interviews with staff and students
 - d. collaborating with Department Heads to complete the Self-Study Report
 - e. research and recommend members for an Independent Review Team (the Review Team)
10. The Academic Council will review and provide feedback on the Self-Study Report and the recommended members for the Review Team.
11. The Executive Council provides final approval of the Self-Study Report and selects the members of the Review Team.
12. The Review Team will conduct an impartial review of the program using the Comprehensive Program Review Manual supplied by the College. This manual includes:
 - a. a thorough review of the Self-Study Report,
 - b. a one-day site visit,
 - c. completion of an Independent Review Report

Summary Report and Action Plan

13. The Coordinator, in collaboration with the Department Head, will produce a program review Summary Report and Action Plan. The report is based on the feedback and recommendations provided in the Self-Study Report and Independent Review Report.
14. The summary and action plan will be presented to both the Academic Council and Combined Departmental Council (Operations) for review and feedback.
15. The Executive Council provides final approval of all Summary Reports and Action Plans.

Definitions

Annual Program Review: A yearly 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.

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

Related Documents

- Annual Program Review Report
- Comprehensive Program Review Manual