

 <b>CAPILANO UNIVERSITY</b>		<b>PROCEDURE</b>	
Procedure No.		Officer Responsible	
<b>B.106.01</b>		<b>Vice-President Academic and Provost</b>	
Procedure Name			
Program Review			
Policy This Procedure is Under			Date of Next Policy Review
B.106 Program and Course Review and Approval			<b>2020</b>
Date Issued	Date Revised	Related Policies, Reference	
March 2017	<b>NEW</b>	<b>B.104 Program and Course Discontinuance</b> <b>B.106.02 Program Approval</b>	

## 1 PURPOSE

Every five (5) to seven (7) years, the University conducts individual formal reviews of existing programs to ensure quality, currency, and appropriate resourcing as well as alignment with the values, priorities, goals, expectations and requirements of the University, and the provincial government.

Program review is a process of quality assurance and ongoing improvement that provides a regular opportunity for self-reflective, in-depth, formative and summative, internal and external assessment and peer review.

Program reviews are meant to be evidence-based and comprehensive, addressing a wide range of criteria and all aspects of the learning environment. It is assumed that all programs, even those of the highest quality, may benefit from review with an eye to improvement.

A comprehensive program review provides the opportunity for input from all stakeholders, including faculty, staff, administrators, prospective students (as appropriate), current students, former students, community members, business/industry representatives, and prospective employers.

The goal is to identify program strengths and weaknesses, highlight opportunities for improvement and growth, recommend changes where appropriate, and indicate pathways for future directions.

A five- to seven-year program review cycle provides a flexible timeline for the specific needs of programs. These needs may include, for example, non-degree programs that require a cycle shorter than seven years and/or programs with accreditation requirements that necessitate review cycles in line with a five-year cycle.

## 2 DEFINITIONS

**“Program”** is a plan of coursework that leads to a credential. Programs are administered under Faculties, which are the educational administrative division of the University.

**“Program review report”** is a report that contains the program self-study, five-year action plan, external examination report, and letters from the Dean, Vice-President Academic and Provost, and Senate Academic Planning and Program Review Committee.

**“External reviewer”** is a person recommended by the program under review who is:

- a) Qualified, through education, experience, or both, to provide informed feedback regarding the program under review;
- b) Committed to the principles and practices of post-secondary quality assurance;
- c) Recognized by their peers as having appropriate critical skills and sound judgment; and,
- d) Able to provide full disclosure and be free of any actual or perceived conflict of interest or bias regarding the University or the program under review.

## 3 INITIATION OF A PROGRAM REVIEW

No later than May 1<sup>st</sup> of each year, the Vice-President, Academic and Provost identifies programs scheduled for review in the following academic year (i.e. August through July) and notifies the Board of Governors, the Senate, and the Dean of the program areas to be reviewed.

The dean of the Faculty in which a program resides will be responsible for oversight and direction of the program review process, and for presenting the results to the Vice President Academic and Provost.

## 4 COMPONENTS OF THE PROGRAM REVIEW PROCESS

Components and criteria for program review, including administrative procedures and timelines, will be set, updated as required, and published electronically by the Vice-President Academic and Provost. In general, components will include:

- a) Preparation of the Program Review Report;
- b) External review of the program including a scheduled site visit and formal evaluation with findings and recommendations;
- c) Revision of the Program Review Report and presentation to the Dean, the Vice President Academic and Provost, and the Senate for review.

## 5 FINAL REVIEW AND APPROVAL

The Final Program Review Report will be presented to the Senate Academic Planning and Program Review Committee (SAPPRC) for review. Once SAPPRC is satisfied with the Program Review Report, it provides written confirmation to Senate that the program review process has been successfully

completed.

Once Senate approves the Program Review Report it is presented to the Board of Governors for information.

## **6 DISPOSITION OF REPORTS**

The Vice-President Academic and Provost will post all approved Program Review Reports on the University Intranet and maintain a current copy of file until the next program review.