**DOUGLAS**COLLEGE

## PROGRAM REVIEW POLICY

| Policy Name: Program Review | Responsible Owner: Vice President, Academic and Provost | Created: 2010 Mar |
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| Policy Number: A38 | Approval Body: Senior Management Team | Last Reviewed/Revised: 2019 Apr |
| Category: Administration | Replaces: A18.01.01 Program and Service Review | Next Review: 2023 Apr |

## A. PURPOSE

This policy outlines the purpose for and principles underlying regular academic program review processes, ensuring that programs are evaluated for quality and operational effectiveness.

## B. SCOPE

This policy applies to all academic credit courses and programs and continuing education programs offered at Douglas College.

## C. DEFINITIONS

1. **Annual Review (AR):** a largely quantitative and formative report on a variety of success indicators (e.g., application numbers, fill rates) relating to inputs, processes and outcomes, and reflecting on the quality and effectiveness of each department/discipline/program (DDP) or cluster of closely related programs within the Academic Division.

2. **Comprehensive Review (CR):** an in-depth assessment of the goals, processes, operational issues and outcomes of a DDP, informed by input from faculty and other College employees, students and external stakeholders, as appropriate.

3. **Program:** coordinated instructional activities, including closed- or limited-enrolment programs that offer specific credentials; open-enrolment departments/disciplines that contribute credit course options for a variety of College credentials (i.e., Associate degrees); and defined continuing studies offerings that lead to a credential.

4. **Self-Study:** a detailed report and the principal component in a CR, developed according to the *Self-Study Guide and Template* under the guidance of the Dean, assessing the quality, currency and effectiveness of the DDP under review.

## D. POLICY STATEMENTS

1. Program reviews fulfill the following objectives:

   - Assess curricular rigour and currency;
   - Communicate accomplishments;
   - Identify and provide opportunities for improvement;
   - Provide a formal avenue for identifying risks and corresponding mitigation strategies and to inform planning; and
   - Provide public accountability.

2. Douglas College is committed to excellence in providing education for its students. Formal, systematic and timely review of programs ensures that these programs meet expectations for excellence. Program development, implementation and review are based on the Core Purpose, Vision and Values of Douglas College, as well as on the College's Strategic Plan.

3. AR inform planning processes, enrolment management activities and assessments of risk. CR ensure that programs remain relevant, current and aligned with the overall strategic directions and the College's Core Purpose, Vision and Values.

4. CR are routinely scheduled according to a five- to seven-year cycle, as established by the Vice President, Academic and Provost (VPA), in consultation with the Vice President's Academic Council (VPAC). The *Schedule of Comprehensive Reviews* is reviewed annually by Senior Management Team. An off-cycle CR may be undertaken ahead of schedule in response to emergent concerns and/or trends, at the discretion of the VPA in consultation with the relevant Dean and Senior Management Team. Programs that are subject to external accreditation reviews will have external review cycles taken into account.

5. Whereas AR are generally conducted at the DDP level, CR may be conducted across groups of related DDPs, at the discretion of the Dean in consultation with the VPA.

## E. PROCEDURES

Responsibility for ensuring that each DDP completes its AR as per established timelines, and for initiating CR as per the *Schedule for Comprehensive Reviews*, rests with the area's Dean, who will consult with the appropriate Chairs and/or Coordinators.

Examples of evidence that may trigger an early CR of a DDP include but are not limited to the following:

1. Major enrolment deficits;
2. Major Program Advisory Committee recommendations;
3. Major changes in the employment field or labour market for graduates;
4. Major changes in articulation or transfer agreements with other institutions; and
5. Changing College priorities that affect one or more programs.

The Office of Institutional Effectiveness supports the completion of AR and CR Self-Studies through the provision of templates, data and survey tools.


## F.  SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- *Schedule for Comprehensive Reviews*
- *Program Review Guidelines (Effective Fall 2019)*
- *Self-Study Guide and Template (Effective Fall 2019)*
- Douglas College's current Strategic Plan
- Douglas College's Core Purpose, Vision and Values
- Protocol for Completing Annual Reviews
- Annual Review Templates


## G.  RELATED ACTS AND REGULATIONS

N/A

## H.  RELATED COLLECTIVE AGREEMENTS

N/A