

POLICY AND PROCEDURES

POLICY NAME: Program Review	POLICY NUMBER: 2.4.2	CATEGORY: Academic
RESPONSIBLE EXECUTIVE: Chief Academic Officer	APPROVED BY: Academic Council	Effective Date: September 1, 2020
NEXT FULL REVIEW DATE: August 31, 2025	REVISED: October 23, 2023	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. Department Heads will conduct a Departmental Program Review every three years and the College will conduct 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 Curriculum Review Coordinator (the Coordinator) and will be reviewed by the Academic Council.
5. Comprehensive program review summary reports and action plans will be made available on request.

Procedures

1. The Coordinator is responsible for initiating, managing and maintaining Departmental Program Review and Summary Reports as well as Comprehensive Program Review processes and records.

Departmental Program Review

2. Program reviews are conducted in May-June on a three-year cycle.
3. The Coordinator will forward reminders and timelines to Department Heads to begin the review process.
4. The Department Head, in consultation with the department and other College staff, will compile relevant information and will complete the Department Program Review Report.
5. Department Heads will present draft Departmental Program Review Reports to the Academic Council for discussion and comment.
6. The Senior Leadership Team provides final approval of all action plans.
7. The information gathered in department program reviews will be considered during a programs comprehensive review process.
8. The Coordinator is responsible for developing and maintaining departmental program review manuals and resources.

Comprehensive Program Review

9. College programs will undergo a comprehensive program review every five years.
10. The Coordinator is responsible for:
 - a. 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)
11. The Academic Council will review and provide feedback on the Self-Study Report and the recommended members for the Review Team.
12. The Senior Leadership Team provides final approval of the Self-Study Report and selects the members of the Review Team.
13. 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

14. The Department Head will provide the Departmental Program Review Report to the Coordinator.
15. The Coordinator will produce a Summary Report of the Departmental Program Review Reports, and the Senior Leadership Team, in collaboration with the Coordinator, will produce the Action Plan. The report is based on the feedback and recommendations provided in the Self-Study Report and Independent Review Report.
16. The Summary Report and Action Plan will be presented to both the Academic Council and Senior Leadership Team for review and feedback.
17. The Senior Leadership Team provides final approval of all Summary Reports and Action Plans.
18. Action Plans will be shared with the College staff.

Definitions

Departmental Program Review: Selected 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

- Appendix A: Program Review Guide Data Collection and Usage
- Appendix B: Introduction to Program Review at Coquitlam College
- Appendix C: Departmental Program Review Report
- Appendix D: Comprehensive Program Review Manual