

Procedure Number:	5001p
Procedure Title:	Program Review Procedure
Approved by:	Academic Council
Approval date:	February 5, 2014
Effective date:	February 5, 2014
Review date:	December 4, 2020
Next review date:	December 2025

1. Purpose

- 1.1. This Procedure supports the Program Review Policy.

2. Procedures for the Self-Study

- 2.1. The Vice-President Academic (VPA) initiates program reviews and, in consultation with the appropriate Department Chair(s) (Undergraduate or Graduate Programs), identifies timeframes and resource requirements for the completion of the self-study and external review. Program reviews will be anticipated and budgeted for, with costs expensed to the appropriate budget centre.
- 2.2. The Department Chair(s) responsible for the program(s) under review recommend the appropriate standards and criteria for review (based on standards set by the Degree Quality Assessment Board and/or other relevant accreditation bodies). The designated Department Chair(s) assembles a Self-Study Committee comprised of a combination of four to seven (4-7) full-time and sessional faculty who teach within the program(s) under review.
- 2.3. The Self-Study Committee establishes the criteria, processes and timelines for completion of the Self-Study Report; formulates a Self-Study Report outline, a list of questions to be addressed, and identifies the data and resources required to complete the self-study. Criteria for assessment must be aligned with DQAB guidelines, or quality assurance and compliance standards as well as standards for any accreditation body for which UCW has received, or is applying for, accreditation. The Self-Study Committee develops a work plan specifying collective and individual duties and delivery dates.
- 2.4. The Self-Study Committee secures data from staff and appropriate departments to support the self-study analysis and reporting requirements.
- 2.5. The Department Chair(s) and Committee uses appropriate methods for gathering and analyzing input from the relevant faculty members, staff, students and the Program Advisory Committee (PAC).
- 2.6. A draft of the Self-Study Report with initial key findings is reviewed by the VPA prior to the writing of the final report providing an opportunity for review and clarification of the findings and recommendations.
- 2.7. The Self-Study Committee produces a comprehensive and clearly written Self-Study Report identifying program strengths, areas for short and longer-term improvements, and opportunities for new course or program development.

- 2.8. The Self-Study Committee submits the final Report to the VPA who commissions qualified external reviewers to assess and report on program operations and deliverables. The Self-Study Committee may recommend appropriate reviewers to be considered for appointment by the VPA.
- 2.9. The VPA or Designate provides the Self-Study Report to the external reviewers, assists the reviewers to plan and coordinate site visits and access to information required by the reviewers.se

3. Procedures for the External Review

- 3.1. The VPA or Designate appoints an External Review Panel comprised of three to five (3-5) qualified individuals (depending on the size of the program). External reviewers will be reimbursed for expenses (travel, accommodation, meals, honoraria).
- 3.2. The primary focus of the External Program Review Panel is on academic quality, curriculum and program learning outcomes. The External Program Review Panel considers the Self-Study Report for the program(s) and any documentation regarding University policies, procedures, the University Academic Calendar and website, detailed course outlines, online courses, and data on student and faculty performance. The Chair of the External Program Review Panel prepares an agenda for the panel's site visit. The agenda is reviewed by the VPA or Designate and the Review Panel Chair to ensure availability of participants to meet with the External Program Review Panel.
- 3.3. The External Program Review Panel provides preliminary feedback to the VPA and the Chair at the conclusion of their site visit.
- 3.4. External reviewers compile a draft report identifying program strengths and areas for further development. The draft report is forwarded to the VPA with a copy to the Chair, within fifteen (15) working days of site visit. The VPA, in consultation with the Department Chair(s) (Graduate or Undergraduate), the Self-Study Committee, the President, the Registrar or other senior leadership staff (where applicable) has fifteen (15) working days in which to respond in writing to the External Program Reviewer Panel accepting the report, correcting elements noted therein, or questioning or disputing findings.
- 3.5. The External Program Review Panel reviews the feedback from the University and completes the final version submitting the report to the VPA.

4. Final Report

- 4.1. The VPA presents the Report of the External Program Review Panel to Academic Council normally at the meeting immediately following receipt of the Final Report. The VPA includes a formal response to the Report from the External Program Review Panel outlining action plans to address recommendations made by the Self-Study Committee and the External Program Review Panel.