

Policy Number:	<b>5001</b>
Policy Title:	<b>Program Review</b>
Approved by:	<b>Senate</b>
Approval date:	<b>February 5, 2014</b>
Effective date:	<b>February 5, 2014</b>
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Next review date:	<b>June 2028</b>

## 1. Policy Statement

1.1. All University Canada West (UCW) degree programs must undergo a multi-stakeholder program review, including internal and external reviews, in five-year cycles.

## 2. Purpose

2.1. The Program Review ensures that:

2.1.1. All UCW programs are current

2.1.2. They meet the quality assurance standards and requirements of the Ministry of Post-Secondary Education and Future Skills and relevant accreditation bodies

2.1.3. They identify opportunities for program improvements and further development for curriculum and student experience.

2.2. The purpose of this Policy is to establish the framework for program evaluation and effectiveness, in accordance with the standards and criteria outlined by the Degree Quality Assessment Board (“DQAB”). The framework includes several components:

2.2.1. A faculty-led Self Study which uses evidence-based practice to evaluate performance.

2.2.2. An External Review conducted by experienced experts external to UCW with recommendations outlined in a report.

2.2.3. A Program Response and a VPA Summary Report outlining the responses to the External Review report, actions to address the recommendations within an established timeline. The Summary Report is made public on the University’s website.

2.2.4. Follow-up reports to the appropriate governance entities (Quality Assurance Committee and Senate) outlining progress on addressing recommendations.

## 3. Scope

2.3. In addition to regular program updating practices, all UCW degree programs should undergo periodic internal and external program reviews which establish appropriate procedures and timelines.

2.4. Non-degree program can follow the same structure, as applicable.

#### 4. Definitions

These definitions apply to terms as they are used in this policy:

Word/ Expression	Definition
<b>External Review</b>	An assessment of the academic quality of the program and learning outcomes by a panel of experts external to the University. External reviewers must have the qualifications and experience relevant to the program(s) under review and to the review process
<b>Follow-up Report</b>	Periodic updates provided to the appropriate governance body (Quality Assurance Committee and Senate) outlining the status of the actions in response to recommendations outlined in the Response/Summary Report.
<b>Program Response</b>	Response to the External Review report from the Program Chair (or the appropriate Self Study Committee Chair), addressing each of the recommendations and providing list of actions and timeline for implementation.
<b>Self Study</b>	An analysis of existing program design and curriculum, pedagogy, learning outcomes, and resources. The Self Study Committee is led by the Department Chair(s) responsible for the program(s) being reviewed under the direction of the VP Academic. This process includes relevant faculty members, staff, students, alumni and the Program Advisory Committee
<b>Summary Report</b>	Report prepared by VP Academic with the overview of the program review process, recommendations from the Program Response with actions and timelines for implementation

#### 5. Associated procedure

Procedure Number	Procedure Title
<b>5001p</b>	Program Review Procedure

#### 6. Responsibility

2.5. The Vice-President Academic (VPA) is accountable for:

- 2.5.1. The completion of program reviews within five (5) year cycles (or as required by the schedule of applications for consent from the Minister of Post-Secondary Education and Future Skills).
- 2.5.2. The commissioning of qualified external reviewers to assess and report on the quality of the academic program, student experiences, and program learning outcomes.
- 2.5.3. For the submission of results to Senate and provision of appropriate documentation to the Ministry of Post-Secondary Education and Future Skills and the Degree Quality Assurance Board (DQAB).

2.6. The Department Chair(s) of Undergraduate Programs, or Department Chair(s) of Graduate Programs are responsible for leading the internal self-study in accordance with established procedures and timelines, ensuring inclusion of faculty, staff, students and Program Advisory Committee (PAC) input.

2.7. The Office of Institutional Accountability is responsible for:

- 2.7.1. maintaining the schedule for cyclical program reviews
- 2.7.2. supporting the Self-Study Committees
- 2.7.3. maintaining the public website with the results of the reviews.