

## PROGRAM REVIEW PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	STUDENT / ACADEMIC
<b>Parent Policy:</b>	D22
<b>Approval Date:</b>	June 9, 2021
<b>Effective Date:</b>	June 9, 2021
<b>Procedure Owner:</b>	Director, Teaching and Learning Centre of Innovation

<b>Overview:</b>	<p>The Program Review schedule is established by the Vice President, Academic in consultation with the Deans.</p> <p>PAPRS approved degree programs will comply with Campus Alberta Quality Council cyclical review guidelines when conducting Formative and Comprehensive Program Reviews.</p> <p>Deans may request a formative review for any program. Formative Program Reviews are aimed primarily at identifying program strengths and need for change during early implementation.</p> <p>At least one Formative Program Review is completed for new programs or programs that have completed a Major Redevelopment, within one year following the graduation of the first class using data from the first graduates. If the Formative Program Review results in recommendations of extensive changes to the program, another formative program review is recommended following the implementation of changes.</p> <p>The program review process at Olds College:</p> <ul style="list-style-type: none"> <li>● focuses on identifying and implementing means of improving the quality of programs going forward;</li> <li>● involves broad stakeholder input, including input from students, alumni, faculty, staff, administration, industry, community representatives, receiving/sending institutions, professional associations, and independent academic experts (IAE) (as appropriate);</li> <li>● bases the overall assessment of program quality on appropriate national,</li> </ul>
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**Procedures:**

provincial, institutional and professional standards.

**Comprehensive Program Reviews**

The Comprehensive Program review process comprises 4 stages: Initiation, Data Collection, Data Analysis & Report Generation, and Implementation.

Certificate, Diploma, Post-diploma Programs	Degree Programs
<b>Stage 1: Initiation</b>	
<p>The Teaching and Learning Centre of Innovation (TLCI) will notify the Dean and Associate Dean of upcoming CPR based on the CPR Schedule or the Dean may request a review earlier than scheduled</p> <p>The Dean, Associate Dean, and TLCI:</p> <ul style="list-style-type: none"> <li>● reviews Comprehensive Program Review report template</li> <li>● develops and approves work plan</li> <li>● reviews data gathering tools</li> <li>● identifies potential stakeholders to contact for input</li> </ul> <p>Optional: Faculty submit a list of potential IAEs to the Dean.</p>	<p>The Teaching and Learning Centre of Innovation (TLCI) will notify the Dean and Associate Dean of upcoming CPR based on the CPR Schedule or the Dean may request a review earlier than scheduled</p> <p>The Self Study Committee:</p> <ul style="list-style-type: none"> <li>● reviews Comprehensive Program Review report template</li> <li>● develops and approves work plan</li> <li>● reviews data gathering tools</li> <li>● identifies potential stakeholders to contact for input</li> </ul> <p>Faculty submit a list of potential IAEs to the Dean. Requirement for degrees, optional for other programming.</p>
<b>Stage 2: Data Collection</b>	
<p>TLCI:</p> <ul style="list-style-type: none"> <li>● collects PCC and IAC notes/minutes</li> <li>● collects statistical data from the Office of the Registrar</li> <li>● schedules and conducts interviews with stakeholders</li> </ul>	<p>TLCI:</p> <ul style="list-style-type: none"> <li>● collects PCC and IAC notes/minutes</li> <li>● collects statistical data from the Office of the Registrar</li> <li>● schedules and conducts interviews with stakeholders</li> </ul>

Faculty complete program curriculum map	Faculty complete program curriculum map
<b>Stage 3: Data Analysis and Report</b>	
<p>Faculty identify student academic experience trends from program curriculum map (gaps in scaffolding, course sequence, alignment to program learning outcomes)</p> <p>Institutional Research &amp; Planning:</p> <ul style="list-style-type: none"> <li>● analyzes data to identify strengths, weaknesses, opportunities, and threats</li> <li>● provides draft of key findings and recommendations to the Dean and Associate Dean for distribution to PCC</li> </ul> <p>PCC reviews findings and recommendations, and drafts response to recommendations in the action plan</p> <p>Dean reviews PCC response to recommendations and provides feedback</p> <p>PCC makes refinements to the action plan based on feedback from the Dean</p>	<p>The Self Study Committee:</p> <ul style="list-style-type: none"> <li>● identifies student academic experience trends from program curriculum map (gaps in scaffolding, course sequence, alignment to program learning outcomes)</li> <li>● analyzes data to identify strengths, weaknesses, opportunities, and threats</li> <li>● prepares the self study report</li> <li>● shares a copy of the self study report with the Dean, Associate Dean, and PCC for discussion and correction</li> <li>● submits report to TLCI</li> </ul> <p>TLCI releases the self study report to IAEs along with supporting resources and a timeline for completion (in accordance with IAE Guidelines)</p> <p>IAEs present a single report based on consensus</p> <p>Dean shares IAE report with Self Study Committee</p> <p>The Self Study Committee develops a response to IAE report and submits to Dean</p> <p>The Dean prepares a response to the program review results. The response will include an action plan, with timelines, for addressing the issues raised by the review.</p>

#### Stage 4: Implementation

The program school submits the final CPR report to the Vice President, Academic and the Olds College Academic Document Repository

PCC is responsible for implementing the action plan

The PCC chair submits a report to the Dean detailing the progress made in implementing the action plan on a date agreed upon by the Dean and PCC chair each year of implementation

The program school submits the final CPR report to the Vice President, Academic and the Olds College Academic Document Repository

PCC reviews self study report, IAE review report, Self Study Committee response, and Dean response. The PCC is responsible for implementing the action plan.

The PCC chair submits a report to the Dean detailing the progress made in implementing the action plan on a date agreed upon by the Dean and PCC chair each year of implementation

#### ***Important Deadlines to Consider:***

- Academic Council approval required by November for programs that start the following academic year.
- [Advanced Education Timelines for PAPRS Proposals](#)
- Changes to program name, length, start date, description, admission requirements need to be completed by July 1 to be included in recruitment materials (ex. Viewbook) for the following academic year.
- Changes to a Program of Study and/or course outlines that impact the schedule and require Dean Approval are sent to the Scheduling Administrator by December 1 in order to be active for the following academic year.

#### **Formative Program Reviews**

The Formative Program review process comprises 4 stages: Initiation, Data Collection, Data Analysis & Report Generation, and Implementation.

#### **Stage 1 : Initiation**

- Following Academic Council approval of a new program or program that has completed a major redevelopment, TLCI will notify the Dean and Associate Dean of an upcoming formative program review. The Dean or VP, Academic may request a formative program review at any time.

The Dean, Associate Dean, and TLCI:

- review Formative Program Review report template
- develop and approve work plan
- review data gathering tools
- identify potential stakeholders to contact for input

The Dean and Associate Dean in consultation with the PCC, will determine the faculty members who will be part of the Program Review Team.

### **Stage 2: Data Collection**

TLCI:

- collects PCC and IAC notes/minutes
- collects statistical data from the Office of the Registrar
- schedules and conducts interviews with stakeholders

### **Stage 3: Data Analysis and Report**

- Program Review Team will analyze data and draft key findings and recommendations
- PCC reviews findings and drafts response to recommendations for program improvement to be shared with the Dean
- Dean reviews PCC recommendations and provides feedback
- PCC develops an action plan

### **Stage 4: Implementation**

- The final formative program review report will be submitted to the Vice President, Academic and the Olds College Academic Document Repository
- PCC is responsible for implementing the action plan
- the PCC chair will submit a report to the Dean detailing progress made in implementing the action plan at a date agreed upon by the Dean and PCC Chair

### ***Important Deadlines to Consider:***

- Academic Council recommendations required by November for programs that start the following academic year
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## Definitions:

**Action Plan:** A document that lists what steps must be taken in order to achieve a specific goal. The purpose of an action plan is to clarify what resources are required to reach the goal, and to formulate a timeline for when specific tasks need to be completed.

**Independent Academic Expert:** Independent academic experts play a pivotal role in the preparation of new degree program proposals and/or the cyclical review of an institution's programs, the general purpose of which is to monitor the quality of approved degree programs on a continuing basis (CAQC Handbook Appendix G - Independent Academic Experts for New Program Proposals)

An individual from outside Olds College who will provide an objective assessment of the academic program under review, assess the quality of the program in a broader context, and provide insights into improving quality. (Adapted from the U of L Academic Assurance Quality procedures)

**Industry Advisory Committee (IAC):** A committee made up of both Olds College staff, current students, alumni and industry members who assess program outcomes in relation to the needs of the industry sector. For more details, please review Policy D23 - Industry Advisory Committees.

**Major redevelopment:** redevelopment that results in one or more of the following: change of credential name, change in major or concentration, substantial change (traditionally 30% or more) in program learning outcomes, design, and/or length.

**Program:** An organization of credit courses and related learning experiences leading to certification as defined in the Graduation Policy (D20).

**Program Curriculum Committee (PCC):** A committee primarily composed of program faculty responsible for designing, developing, and maintaining certificate, diploma, applied degree, and degree programs approved by the Ministry of Advanced Education. For more details, please review Policy D35- Program Curriculum Committee.

**Program Review Team:** Composed of 1-2 PCC members and Manager of Institutional Research and Planning. The program review team may include representation from the Office of the Registrar and the Teaching and Learning Centre of Innovation. Focused on providing an unbiased review of collected data and recommendations.

**Self Study Committee:** The Self Study Committee will be selected by the Dean in consultation with the PCC. The size of the committee varies depending on the

	<p>program, with a minimum of 3 members. At least 2 of the members should be faculty within the program. The Self Study Committee plans the program review process by setting the key deadlines in the program review and determining the tasks and work required. The committee must also communicate with program faculty on the program review criteria, key milestones expected, and on progress towards fulfilling those milestones.</p> <p><b>Student Success:</b> Is indicated in the results of statistical feedback from the Office of the Registrar around student retention, persistence, and graduation. Measurement of student success may also include: attainment of learning outcomes, personal satisfaction and goal/intent attainment, job placement, and career advancement.</p>
<p>Related Information:</p>	<p><a href="#">A33 Sustainability</a>  <a href="#">D21 Course Development and Revision</a>  <a href="#">D35 Program Curriculum Committee</a>  <a href="#">D24 Academic Scheduling</a></p>
<p>Review Period:</p>	<p>3 years</p>
<p>Revision History:</p>	<p>2007: New Policy          2012: Revision          2015: Major revision          2019: Major revision          2021: Revision</p>