



Program Review Policy

Date Approved: November 12, 2014

Date Revised: November 2018

Date Reviewed: November 2017

Replaces Program Renewal Policy
September 2010

Purpose

To provide a comprehensive process for reviewing program performance that ensures continuous improvement and results in the delivery of programs that meet the needs of all stakeholders.

Definitions

Program Plan: a document used to assist in program planning and the development and reporting of performance goals, renewal strategies, and achievements in alignment with strategic priorities/directions.

Performance Scorecard: a strategy performance management tool used to assess program performance and assist in planning and the development of renewal strategies within the program plan

Academic Leadership Team: A team comprised of Academic Deans led by the Vice President Academic

Academic Advisory Council: provides a forum for raising and addressing academic issues. It provides advice and makes recommendations to the Vice President, Academic.

Application/ Scope

All programs of instruction delivered at Cambrian.

Policy Statements

1. The Program Review process plays a critical role in ensuring sustainable and relevant programs by –
 - a. Defining the process and criteria by which programs – regardless of delivery method – are evaluated.
 - b. Ensuring a comprehensive and relevant manner for faculty and academic administrators to investigate program performance issues and to develop and implement program improvement strategies.
 - c. Laying out the process to guide actions related to program refocusing, repositioning, and suspension.
2. The process includes both qualitative and quantitative criteria and involve the following mandatory components –
 - a. Program Plan
 - b. Performance Scorecard
3. A Program Performance Steering Committee is struck, minimally every three years, to review the program review process and make recommendations for its continual improvement.
 - a. This committee is comprised of appropriate representation from finance and administration, student services, information technology services, faculty, student council and academic administration.

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- b. The Terms of Reference of the committee are reviewed annually.
- c. The review encompasses the choice of metrics, benchmarks/targets, performance and overall program review process.
4. New programs, although monitored through the program review process, are not subject to official program ratings, nor the associated reporting process, until the required new program review period is complete.
5. Recommendations regarding the program review process are reviewed by the Deans Council, Academic Advisory Council and the Vice President Academic.
 - a. The Vice President Academic approves the process.
6. The approved Program Review process is made available to all members of the College community. The community is notified when the process has been updated.

Responsibilities and Accountability

Faculty

- Engage in program planning and review as required.
- Provide expertise and counsel to guide the improvement of program delivery and the student learning experience.

Deans/Chairs

- Ensure program review mechanisms are clearly communicated in a timely fashion to their staff.
- Guide program review in accordance with College policies and processes.
- Direct the development of program plans, approving each and submitting these on deadline to the Vice President for review and approval.
- Assess recommendations of the Program Performance Steering Committee, potential impacts and outcomes of the review processes and action those that are required.

Planning & Institutional Research

- Manage the oversight of the Program Review process ensuring compliancy and cyclical review.
- Liaise with Ministry of Training, Colleges and Universities (MTCU), Ontario Colleges Quality Assurance Service (OCQAS) and other external organizations updating College process in alignment with external requirements and standards.
- Report on overall program performance to the Vice President Academic.

Vice President Academic

- Ensures that an effective and comprehensive program review process is in place to support a quality learning experience for students and provide programs that meet the needs of all constituents.

Senior Team

- Has responsibility and accountability for overall quality assurance governing the effective stewardship of the College resources, staff and students.



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Related Procedures

- Program Performance Operating Procedure
- Program Suspension Operating Procedure

Related Policies / Directives / Regulations

- Program Development Framework
- Teaching and Learning Framework
- Program Quality Assurance Policy
- Program Suspension Policy
- Framework for Programs of Instruction (MTCU)
- Colleges Quality Assessment Audit Process (OCQAS)
- Program Renewal Steering Committee Terms of Reference