

PROGRAM REVIEW POLICY			
Effective Date	October 25, 2023	Policy Type	Academic
Responsibility	Provost and Vice-President Academic	Cross-Reference	<ul style="list-style-type: none"> • Academic Council Authority and Bylaws • Campus Alberta Quality Council (CAQC) Handbook • Program Review Committee Terms of Reference • Program Advisory Committee Policy • Conflict of Interest Policy • Program Review Procedures
Approver	Board of Governors	Appendices	n/a
Review Schedule	2 years		

1. Policy Statement

- 1.1. The institution will maintain a regular and systematic program review process that facilitates the ongoing improvement of the quality and effectiveness of academic programs and their relevance in supporting the institutional mandate, vision, mission, and values.

2. Background

- 2.1. The Program Review Policy supports academic offerings that ensures relevancy with industry demands, student demands, and academic quality standards. Routine program review supports curriculum and program improvement to meet the current and future needs of the community.

3. Policy Objective

- 3.1. Program reviews will examine program strengths and areas for improvement, the efficacy of curriculum and instruction, and program relevance and viability within the field, trade, or sector.

4. Scope

- 4.1. This Policy applies to all credential programs approved by the Ministry of Advanced Education and/or the Alberta Board of Skilled Trades.

5. Definitions

- 5.1. **Action Plan:** An action plan is one of the main outcomes of the comprehensive review process. It documents the steps needed to reach established goals. Action plans clarify the timelines, tasks, and investments needed to respond to approved recommendations received during the comprehensive review process and annually affirmed and prioritized by the program Chair and Dean. Action plans should be revisited every year by the

Department Chair, with an update provided yearly to the Provost. Full review of action plan is to be conducted every two years.

- 5.2. **Degree Program:** Any Ministry-approved program that meets the criteria for Bachelor level studies or higher in Alberta's Credential Framework.
 - 5.3. **Program Review Committee:** A sub-committee of Academic Council.
 - 5.4. **Self Study:** A reflective document that considers the impact of changes implemented from the previous review; evidence that graduates meet the standards for their credential as specified in the Alberta Credential Framework; recent enrolment, retention, and graduation trends; graduate employment and satisfaction; stakeholder feedback; labour market trends; and changes in the field/discipline to identify strengths and weaknesses and make recommendations for improvement.
 - 5.5. **Biennial Review:** Program Review completed every other year for each program.
 - 5.6. **Comprehensive Review:** Program Review completed every six years.
6. **Guiding Principles**
- 6.1. Program Review is an academic-driven process that is intentionally collaborative and flexible enough to meet the unique needs of the institution's diverse programs, fields, and trades.
 - 6.2. The program review process demonstrates accountability through the development and implementation of evidence-informed action plans and the presentation of those plans to planning and governance committees.
 - 6.3. The institution recognizes the mutually reinforcing relationship between internal quality assurance and external accreditation and will, wherever possible, harmonize internal and external processes.
 - 6.4. Similar or linked programs, especially those with common courses and/or faculty members may be grouped together in one program review. Related Certificate and Diploma programs should be reviewed together. In cases where non-credit or micro-credentials may serve as an alternate entry stream to a given program, they should be included in the program review. The Program Review Committee is responsible for determining the grouping of programs.
 - 6.5. Curriculum alignment and renewal processes will provide a basis for judgments regarding the continuation, suspension, termination, or reactivation of programs.
 - 6.6. Biennial Program Reviews provide timely updates to ensure programs are responding to the needs of students and employers.
 - 6.7. Programs will complete a Comprehensive Program Review at least once every six years.

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- 6.8. Degree programs will comply with Campus Alberta Quality Council cyclical review guidelines.
- 6.9. All Program Review Forms are available from the Provost and Vice-President Academic Office on the Program Review SharePoint site.
 - 6.9.1. For Biennial Reviews:
 - 6.9.1.1. Form A: Biennial Program Review
 - 6.9.1.2. Form B: Program Profile Data
 - 6.9.1.3. Form C: Learning Outcomes Assessment Plan
 - 6.9.2. For Comprehensive Reviews:
 - 6.9.2.1. Form D: Self-Study Template
 - 6.9.2.2. Form E: Program Action Plan

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none">• Approve and formally support this policy.
Academic Council	<ul style="list-style-type: none">• Review and formally support this policy.
Provost and Vice-President Academic	<ul style="list-style-type: none">• Review and formally support this policy.
Program Review Committee	<ul style="list-style-type: none">• Support and implement this policy.• Review completed reviews

8. Exceptions to the Policy

- 8.1. Exceptions to this policy must be approved by the Board of Governors.

9. Inquiries

- 9.1. Inquiries about this policy can be directed to the Provost and Vice-President Academic.

10. Amendments (Revision History)

- First Effective: July 1, 1998
- Reaffirmed by Academic Council: February 8, 2001
- Revised by Academic Council: February 13, 2003
- Revised and Approved by Academic Council: April 27, 2006
- Revised and Approved by Academic Council: October 14, 2010
- Revised and Approved by Academic Council: November 7, 2016
- Revised and Recommended by Academic Council: October 14, 2021
- Approved by Board of Governors: October 28, 2021
- Revised and Recommended by Academic Council: October 25, 2023
- Revised and Recommended by Academic Council: November 23, 2023
- Approved by Board of Governors: December 14, 2023