
Program Review

Policy No.:	5402
Category:	Education
Approving Body:	Board of Governors
Executive Division:	Education
Department Responsible:	Education Council
Current Approved Date:	2011 Nov 22

Policy Statement

BCIT continuously measures and assesses programs for relevance to student and industry needs, and for effectiveness, performance, and compatibility with the Institute's vision and strategic plan.

Purpose of Policy

The purpose of this policy is to provide the framework by which the Institute can continuously measure all programs, to assure students, industry, government, and other agencies that program outcomes meet current needs. The framework includes:

- Periodic reviews of all BCIT-offered programs, delivered domestically or abroad
- Criteria for measuring program performance
- Measurement and assessment of factors that determine compatibility with the Institute strategic plan

Application of this Policy

This policy applies to BCIT employees who are responsible for assessing the Institute's educational programs.

Related Documents and Legislation

Policy 5401, Program Development and Change
Policy 5403, Course Outlines
Policy 5404, Program Advisory Committees

Definitions

For definitions, see Policy 5100, Glossary of Educational Policy Terms.

Outline of Assessment Process

The program review is an objective process that provides consolidated information on the health and effectiveness of every program at BCIT, and is an integral part of the annual planning and budgetary process at the Institute. Each program is assessed based on performance targets established by the Institute.

Each program is subject to a two-phased assessment process on a regular basis, as outlined below. Further details are provided in Procedure 5402-PR1, Program Review Process.

Phase I: Accountability

a. *Institute Targets*

The VP Education, Research and International, through the Deans' Council, establishes program targets (goals) for Phase I performance results.

b. *Summaries*

Each year, the Institutional Planning and Analysis Office (IPAO) gathers the performance data for all programs and produces a report. Three-year average results for each measurement are compared to targets.

c. *Prioritizing*

The VP Education, Research and International and the Deans' Council review all programs and prioritize them for a Phase II Review.

Phase II: Sustainability

Phase II review is a more in-depth analysis of each program examined against criteria used in the development and approval process for new programs. Each program is required to undergo a Phase II review, conducted by a school program review panel, a minimum of once every five years.

a. *Program Review Panel*

Each school establishes a program review panel, chaired by the school's dean.

The dean selects a panel consisting of an associate dean, two program heads or chief instructors, three faculty from within the school, and two members from teaching areas outside of the school. The committee can add additional members.

The panel sends its report with recommendations to the Deans' Council. The Deans' Council sends its report and recommendations to the Leadership Team.

b. *Report to the Board of Governors*

The Leadership Team sends its report with recommendations on to the Board of Governors, which makes the final decisions on the program status.

Frequency of Program Reviews

Phase I reviews are conducted on an annual basis for all programs.

All programs will be subject to a Phase II review. Where possible, Phase II reviews are done in conjunction with curriculum review and accreditation cycles.

Duties and Responsibilities

The Institutional Planning and Analysis Office (IPAO)

For Phase I of the review process, the IPAO prepares a summary of performance data for each program, based on criteria as established by the VP Education, Research and International and the Deans' Council. A three year running average for each criterion is presented in a table against Institute targets.

VP Education, Research and International and the Deans' Council

The VP Education, Research and International, through the Deans' Council, establishes program performance data targets for Phase I summaries.

The VP Education, Research and International and the Deans' Council review all programs data summaries following Phase I assessment, then prioritize and schedule the programs for Phase II Review. Those selected programs are forwarded to the appropriate school review panel.

After receiving the recommendations from the school review panel, the Deans' Council, in consultation with the VP Education, Research and International makes recommendations to the Leadership Team, to be forwarded to the Board of Governors (BOG).

School Program Review Panel

Each school establishes a program review panel, chaired by the dean. The dean selects a panel consisting of an associate dean, two program heads or chief instructors, three faculty from within the school, and two members from teaching areas outside of the school. The committee can add additional members.

The role of the school review panel is to conduct a review of the program based on criteria used in the development and approval process for new education programs. The criteria are set out in detail in the procedure. The panel submits recommendations to the Deans' Council.

The Board of Governors

The Board receives the report with recommendations from the Leadership Team and makes the final decisions on the program status.

Procedures Associated With This Policy

5402-PR1, Program Review Process

Amendment History

Policy 5004 was retired in 2011; this Policy 5402 is one of a series of policies and procedures created to replace it.

1. Created 2011 Nov 22

Scheduled Review Date

2016 Nov 1