BCIT Program Review Checklist
(for non-accredited programs)

**Prior to launch of Program Review**

# Prior to Launch of Program Review (one academic term prior)

[ ]  Form group (self-study team) responsible for drafting the self-study report (typically comprised of 1-2 faculty members, Instructional Development Consultant, and Associate Dean). The faculty member will take the role of the Program Champion and lead the Program Review process.

[ ]  AD to connect with [Learning and Teaching Centre](https://www.bcit.ca/learning-teaching-centre/services/ltc-school-liaisons/) to inform them of the upcoming program review. This will ensure that an Instructional Development Consultant (IDC) is assigned to your project.

[ ]  Once an IDC is secured, Program Champion and AD to confirm with the Academic Planning and Quality Assurance (APQA) Office that the program is preparing for a program review.

# Planning Sessions and Reviewing Resources: TARGET DATE:

**Suggested time allotted:**

3 weeks

[ ]  Attend a Kick-Off Meeting and review [APQA website](https://www.bcit.ca/academic-planning-quality-assurance/program-review/) for resources.

[ ]  Review the [Self-Study Report Template](https://www.bcit.ca/files/apqa/doc/program_review_self_study_report_template_2020.docx) to understand all that is expected in a Program Review.

[ ]  The self-study team meet to determine deadlines, format and delegate work amongst the group.

[ ]  IDC to schedule regular meetings with group members to report on progress.

[ ]  AD to request progress reports on regular basis.

[ ]  APQA lead and IDC will provide the self-study team with relevant datasets from Institute Research and Planning (IRP). These will include: Entry Student Survey, Program Mix Analysis (Key Performance Indicators), Grades Analysis, and graduate outcomes surveys.

# Collect, Review and Organize Information: TARGET DATE:

**Suggested time allotted:**

16 weeks

[ ]  Begin writing non-datacentric sections of self-study report (Program Background, Benchmarking with Comparable Programs, etc).

[ ]  Analyze datasets from IRP and make some general conclusions.

[ ]  Self-study team to create and administer surveys to stakeholders including faculty from other departments that teach into the program, using available [customizable survey templates](https://sharespace.bcit.ca/sites/progdr/prog_review/SitePages/Home.aspx) as a basis. (Milestone meeting #1 – implementation of surveys by SST)

[ ]  Meet with APQA to discuss progress, identify any issues, and discuss next steps.

[ ]  Review, analyze and summarize survey response data with input from faculty including those from other departments that teach into the program. (Milestone meeting #2 – analyze all data sources by SST, IRP/APQA support available if needed)

[ ]  Conduct focus groups, as needed. The self-study team may wish to host focus groups if more detail is needed based on the initial data review.

[ ]  Attend milestone meeting #3: data validation and initial draft of recommendations (with faculty including those from other departments that teach into the program and APQA participation).

[ ]  Begin making a list of potential external review team members.

# Prepare Self-Study Report: TARGET DATE:

**Suggested time allotted:**
6 weeks

[ ]  Write the draft self-study report (Program Champion coordinates and takes the lead with this).

[ ]  Program Champion to distribute the draft self-study report to the program faculty, staff and leadership for review and feedback.

[ ]  IDC to review draft report for coherence, and consistency.

[ ]  Self-study Team to incorporate feedback to produce final draft of self-study report. (Milestone meeting #4: review report draft by SST)

[ ]  Submit final draft to [LTC editors](https://www.bcit.ca/learning-teaching-centre/services/writing-editing/) for copy editing (not required, but recommended).

# Select External Reviewers TARGET DATE:

At least **10 weeks prior** to site visit

[ ]  Submit candidates for external reviewers to the APQA lead.

[ ]  School Dean and Dean APQA to select external review team.

BCIT Program Review Checklist

At least **8 weeks prior** to site visit

# Submission of Self-Study Report to SQC, Dean, and APQA: TARGET DATE:

**Suggested time allotted:**
10 weeks

[ ]  Submit Self-Study Report to your School Quality Committee for review and feedback.

[ ]  Self-study Team to incorporate SQC feedback, if any.

[ ]  AD completes **costing of recommendations document** (separate document).

[ ]  Program Champion submits Self-Study Report to School Dean for review and approval.

[ ]  Dean to submit Self-Study Report with edits by self-study team in response to Dean’s feedback and **costing document** to APQA.

[ ]  Self-study Team to incorporate APQA feedback, if any.

#  Prepare for and Participate in External Review Team Site Visit: TARGET DATE:

**Suggested time allotted:**
5 weeks

[ ]  Attend milestone meeting #2:

[ ]  APQA lead and Self-study Team to establish date and draft agenda for site visit.

[ ]  Dean APQA submits Self-Study Report (but not costing document) to External Review Team.

[ ]  APQA lead, in collaboration with self-study team, ensure all details are in place for site visit.

[ ]  Self-study team and representative stakeholders (students, alumni, faculty, PAC) participate in site visit (one day).

# Respond to External Review Team and Create Final Recommendations and Action Plan: TARGET DATE:

**Suggested time allotted:**
4 weeks

[ ]  The Self-Study Team to provide a written program response to the External Review Team Report, which includes the Final Recommendations and Action Plan and submit this document to the APQA lead.

[ ]  APQA lead submits Final Recommendations and Action Plan to Education Council.

# Education Council Meeting: TARGET DATE:

**Total Time to complete PR:**~44 weeks

**Time allotted:**One day

[ ]  Program Champion, Associate Dean and School Dean to attend relevant portion of Education Council meeting.

[ ]  School Dean presents the Final Recommendations and Action Plan to the Education Council as an information item, and takes comments and questions, as appropriate.

**Congratulations!** You have completed your program review!

# Implementation of Action Plan:

[ ]  Program allocates resources and implements action plan.

# One-year Follow-up

**6 months after** EdCo meeting

**One-year after** EdCo meeting

[ ]  **~6 months** after Education Council Meeting, Program Champion, Associate Dean and APQA lead discuss progress on implementation of recommendations.

[ ]  One year after the Education Council Meeting, the Program Champion and Associate Dean develop one-year status update.

[ ]  Associate Dean reviews status update with School Dean.

[ ]  School Dean presents the status update to Education Council one year after initial program review final recommendations and action plan was discussed. The Dean identifies the highlights and specific actions taken as a result of the program review.