**SQC Report**

**School of [Name]**

**Program Review Checklist**

|  |  |
| --- | --- |
| **Program Name:** |  |
| **Self-Study Coordinator:** |  |
| **Date Reviewed:** |  |
| **Committee Members Present:** |  |

**Review of Self-Study Report**

The purpose of the SQC’s review of program review self-study reports is to provide feedback to the school dean and the program area on how effectively the report addresses each of the required components, and how well any resulting program recommendations are supported by evidence within the report. The outcome of the SQC’s review is a brief report written by the Chair to both the school dean and program area providing suggestions for clarity or revision, as appropriate.

The following list shows the 8 categories (and main subheadings) from the Self-Study Report template. Sections can be marked to indicate they were adequately addressed (click box). Comments relevant to a particular section can be entered under the respective heading, and overall comments can be added at the end of the checklist.

1. **Program Background**

[ ]  1.1 Program Name / Credential Type

[ ]  1.2 Administrative Structure

[ ]  1.3 Program Purpose / Intent

[ ]  1.4 Program Description

[ ]  1.5 History of Program’s Development

1. **Quality of Educational Design**

[ ]  2.1 Summative Review of Curriculum (Curriculum Review)

[ ]  2.2 Teaching, Learning, and Assessment Methodologies

[ ]  2.3 Program Delivery Modes

[ ]  2.4 Faculty Qualifications and Currency

1. **Quality of Educational Experience**

[ ]  3.1 Program Attrition and Graduation Rates

[ ]  3.2 Relevance of Education to Further Studies

[ ]  3.3 Relevance of Education to Employment

[ ]  3.4 Satisfaction with Skills Development

[ ]  3.5 Satisfaction with Learning Experience including Quality of Instruction

1. **Quality of Services, Resources, and Facilities**

[ ]  4.1 Learner Satisfaction with Services, Resources, and Facilities

[ ]  4.2 Faculty and Staff Satisfaction with Services, Resources and Facilities

1. **Quality of Program Relationships and Connections**

[ ]  5.1 Articulation – Internal and External

[ ]  5.2 Accreditation

[ ]  5.3 Alignment with Strategic Plan

[ ]  5.4 Program Advisory Committee (PAC)

[ ]  5.5 Public Information and Marketing

[ ]  5.6 Community Engagement

[ ]  5.7 Industry/Professional Associations - Connections/Engagement

[ ]  5.8 Credential Recognition and Nomenclature

[ ]  5.9 Compliance with Ministry, Regulatory, and BCIT Policies, Criteria, and Guidelines

1. **Comparison with Previous Reviews**

[ ]  6.1 Annual Program Self-Evaluations

[ ]  6.2 Program Reviews

[ ]  6.3 Accreditation Reviews

[ ]  6.4 Curriculum Reviews

1. **Benchmarking with Comparable Programs**

[ ]  Appropriate benchmarking and analysis included

1. **Conclusions, Recommendations, and Future Directions**

[ ]  Conclusions

[ ]  Recommendations

[ ]  Future Directions

**Formatting, Typography and Grammar – Comments:**

**Overall Comments:**