**SQC Report** 

**School of [Name]**

**Program Review Checklist**

|  |  |
| --- | --- |
| **Program Name and Credential:** |  |
| **Program Champion:** |  |
| **Date Reviewed:** |  |
| **Committee Members Present:** |  |

**Review of Self-Study Report**

The SQC reviews Self-Study Reports which are written as part of the Institute’s program review process. The purpose of the SQC’s review is to provide peer feedback to the program area primarily on how well program review recommendations are supported by evidence presented within the report. Program reviews are guided by a self-study template, but do allow programs flexibility to focus on specific areas of importance. SQC feedback is particularly valuable from the perspective of School-level insights and related considerations for proposed recommendations.

Outcome of Self-study Report Reviews: The Chair will provide a brief report summarizing feedback from the SQC to the program area and the School Dean, 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/ Administrative Structure

[ ]  1.2 Program Aim

[ ]  1.3 Program Description

[ ]  1.4 History of Program’s Development

[ ]  1.5 Program Review Data Sources and Stakeholder Profiles

1. **Quality of Educational Design**

[ ]  2.1 Review of Curriculum (Relevance and integration of program goals, credential standards, admission requirements, program structure, and curriculum)

[ ]  2.2 Program Delivery Methods & Teaching, Learning, and Assessment Methodologies

[ ]  2.3 Faculty Qualifications and Currency

1. **Quality of Educational Experience**

[ ]  3.1 Program Enrolment, Attrition and Graduation Trends

[ ]  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 (including PTS) and Staff Satisfaction with Services, Resources and Facilities

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

[ ]  5.1 Articulation – Internal and External

[ ]  5.2 Accreditation and/or Audit by Regulatory Body

[ ]  5.3 Alignment with Provincial and BCIT Strategic Direction

[ ]  5.4 Program Advisory Committee (PAC)

[ ]  5.5 Marketing and Public/Community Engagement

[ ]  5.6 Industry/Professional Associations - Connections/Engagement

[ ]  5.7 Credential Recognition and Nomenclature

[ ]  5.8 Compliance with BCIT Policies and Procedures

1. **Comparison with Previous Reviews**

[ ]  6.1 Annual Program Self-Evaluations

[ ]  6.2 Program Reviews

[ ]  6.3 Accreditation and/or Audit Reports

[ ]  6.4 Curriculum Reviews

1. **Benchmarking with Comparable Programs**

[ ]  Appropriate benchmarking and analysis included

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

[ ]  Conclusions

[ ]  Recommendations (table completed with all required information)

[ ]  Future Directions

**Overall Comments on Recommendation:** Please comment on whether program review recommendations are supported by evidence presented within the report.