Program review – programs with external accreditation

Programs undergoing review by an external accrediting body are encouraged to coordinate this process and the work it entails with their internal program review. The intent is to minimize duplication of effort, use materials from the accreditation process, while also ensuring essential areas of the program review are addressed. Forms and templates required by the external accrediting body will be used whenever possible.

A customized self-study template for accredited programs has been created, and is available for use by programs that qualify for this modified process. Please discuss the accreditation process your program conducts with APQA to determine if this modified process will be possible for your program. If the accreditation review incorporates a site visit, that will often be considered adequate for the BCIT program review, and no further site visit will be required. The aggregate findings of the accreditation review and the BCIT review will be amalgamated in the self-study report for accredited programs.

The review process for the self-study report will be the same as all other programs (SQC review, school dean review, etc.). As well, presentation of final recommendations and action plan at Education Council and the 1-year status update are also required for accredited programs.

Please review the table below for a comparison of steps when coordinating an accreditation review and contact APQA to discuss if your program is eligible for this modified process.

Standard Process vs Modified Process for Accredited Programs

Program Review Process	Modified Program Review Process – for Accredited Programs
Self-Study Team (SST) participates in kick-off and planning sessions	SST participates in kick-off and planning sessions. Discusses accreditation requirements/documentation (if site visit included, may not require separate site visit for Institute Program Review process*).
SST collects and reviews information	SST reviews accreditation documents and compare with requirements of self-study report. Completes the Accreditation Gap Analysis Worksheet (may not be required for all accredited programs; please discuss with APQA lead). Identifies gaps in additional data required for program review.
SST prepares **Self-study report (SSR)**	If eligible, SST completes **SSR for accredited programs**, integrating accreditation documentation and new data as appropriate.
SST plans under the guidance of APQA lead for the external review	**
SST submits SSR to the SQC	SST submits SSR to the SQC
Integrate SQC feedback into SSR	Integrate SQC feedback into SSR
SST submits SSR to school dean	SST submits SSR to school dean
The school dean submits the SSR to APQA lead	The school dean submits the SSR to APQA lead
External Review Team (ERT) planning meeting	**

Program Review Process	Modified Program Review Process – for Accredited Programs
SST participates in **ERT site visit** organized and managed by the APQA lead	**
SST receives and writes response to ERT report received via APQA	**
SST completes the **Program Response to ERT report**	**
SST finalizes response to ERT report	**
Conclusion of Program Review: VP, Academic Office notifies EdCo of the outcome and recommendations of the review (**Final Recommendations and Action Plan** presented by the school dean)	Conclusion of Program Review: VP, Academic Office notifies EdCo of the outcome and recommendations of the review (**Final Recommendations and Action Plan** presented by the school dean)
One-year progress update: This occurs one year after completion of the program review. The school dean submits a summary report to the Dean, APQA (VPA). The school dean will report the specific actions taken as a result of the review to EdCo, noting any deviations from the recommendations.	One-year progress update: This occurs one year after completion of the program review. The school dean submits a summary report to the Dean, APQA (VPA). The school dean will report the specific actions taken as a result of the review to EdCo, noting any deviations from the recommendations.

*As determined by the Academic Planning & Quality Assurance Office in discussion with the program and Associate Dean.
** Not required if accreditation site visit deemed of sufficient rigour.

The following documents associated with this guide can be found on the APQA site:

- Accreditation Gap Analysis Worksheet
- Final Recommendations and Action Plan template
- One-year progress report template