

PROGRAM REVIEW: External Review Team

BCIT is committed to offering high quality educational programs and to the ongoing review and renewal of those programs. External review is an integral component of BCIT's program review process and follows the completion of the internal Self-Study Report. The external review is usually conducted by a team of three members, two of whom are external to BCIT, and one who is from another School in BCIT. The purpose of the external review is to validate the Self-Study Report and recommendations, conduct a site visit, and provide any additional information regarding program strengths and opportunities for improvement.

External Review Team - Terms of Reference

The purpose of the External Review Team (ERT) is to assist the program area and BCIT in identifying specific program strengths and successes upon which to build, and to address areas needing improvement.

Specifically, the External Review Team will determine:

- Whether the recommendations in the Self-Study Report are supported by the findings in the Self-Study Report
- Whether the findings in the Self-Study Report are validated by the ERT site visit
- If there are any additional observations or recommendations for the program area to consider.

Composition of the External Review Team

The external review team should be comprised of a minimum of three members:

- i) Two external experts, both of whom are academic peers from other postsecondary institutions with comparable programs to the program under review, or one academic peer from another postsecondary institution and an industry/employer representative, depending upon the nature of the program under review
- ii) An academic member from a different school in BCIT (whose program is currently not undergoing external review)

Membership of the ERT shall be determined by the School Dean and the Dean, Academic Planning & Quality Assurance, and in consultation with the self-study team.

The ERT will be chaired by one of the external members. The Chair will be identified by the Dean, Academic Planning & Quality Assurance prior to the visit.

Some programs may have a different composition of the External Review Team, as determined by the Dean, Academic Planning & Quality Assurance in consultation with the School Dean.

External Review Team Responsibilities

1. The External Review Team will review the Self-Study Report and meet with the following to clarify and/or explore any aspects of the Self-Study Report or site visit:
 - Dean, Academic Planning & Quality Assurance, and School Dean
 - Self-study team (typically consisted of a faculty program champion, an Associate Dean and Instructional Development Consultant from the Learning and Teaching Centre) & Program Review staff
 - Program faculty, staff, current students, and others as appropriate, (e.g., graduates, representatives from industry, advisory groups, etc.)

2. The External Review Team will undertake a site visit to validate the findings and recommendations of the Self-Study Report. (While the External Review Team will focus on the Self-Study Report and findings from the site visit, it is not intended to be prescriptive about ERT discussions related to the program under review.)
3. The External Review Team will complete the External Review Team Report (template available) following the site visit.
4. All members of the ERT must maintain confidentiality with regard to their findings before, during, and after the site visit.

Self-Study Report Elements

The Self-Study Report addresses the following eight (8) elements related to the program under review:

1. Program Background
2. Quality of Educational Design
3. Quality of Educational Experience
4. Quality of Services, Resources & Facilities
5. Quality of Program Relationships and Connections
6. Comparison with Previous Reviews
7. Benchmarking with Comparable Programs
8. Conclusions, Recommendations, and Future Directions

Organization of the Site Visit

Academic Planning & Quality Assurance (APQA) within the Provost and VP Academic Office will assume the responsibility to manage and administer the operation of the ERT. The APQA Office will forward all written documentation to the ERT and will organize the on-site visit.

Role of the ERT Chair

The following is a list of suggested duties:

- Coordinate discussions with ERT members as preparation for the site visit including questions for the Self-Study Team.
- Facilitate the validation process, using a positive and constructive approach.
- Manage the committee time.
- Lead the summation of findings and any additional suggestions for the program at the conclusion of the visit.
- Draft the External Review Team report and circulate to other ERT members for revisions/acceptance.
- Submit the final External Review Team report via APQA manager to the School Dean and Dean, Academic Planning & Quality Assurance.

APQA, in conjunction with the program area, will arrange administrative support to the Chair.

Report to the School Dean & Dean, Academic Planning & Quality Assurance

The External Review Team will report to the School Dean and Dean, Academic Planning & Quality Assurance on how effectively the Self-Study Report recommendations reflect the findings of the Self-Study Report and site visit. The External Review Team report may also include any further suggestions or recommendations related to the program, as agreed to by all of the external reviewers.