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 conducted by a team of three members, two of whom are external to BCIT, and one who is a faculty member from another school in BCIT. The purpose of the external review is to validate the Self-Study Report, 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 assess:

- Whether the Self-Study Report addresses the eight (8) report elements sufficiently (report elements outlined below)
- 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 on-site visit
- 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) A BCIT faculty member from a different school in BCIT (whose program is currently not under 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.

External Review Team Responsibilities

1. The External Review Team shall review the Self-Study Report with reference to the requirements and format specified by the Institute.
2. The External Review Team shall meet with the following to clarify and/or explore any aspects of the Self-Study Report or site visit:
   - VP Academic, Dean, Academic Planning & Quality Assurance, School Dean, & Associate Dean
   - Self-study team & Program Review staff
   - Program faculty, staff, current students and others as appropriate, (e.g. graduates, representatives from industry, advisory groups, etc.)
3. The External Review Team shall undertake a site visit at the appropriate BCIT campus 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.

Self-Study Report Elements

In fulfillment of their responsibilities, the External Review Team should be satisfied that the Self-Study Report adequately 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

The Manager, Academic Planning & Quality Assurance will assume the responsibility to manage and administer the operation of the ERT. The Manager 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 prior to site visit to confirm agenda and any additional documentation requests.
- 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 to the School Dean and Dean, Academic Planning & Quality Assurance.

The Manager, Academic Planning & Quality Assurance, 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.