

Program Review Roles and Responsibilities

Timeline (Weeks)	Milestone/ Task	Academic Quality (AQ) within the Provost and VP, Academic (VPA) Office	Institutional Research & Planning Office (IRP)	Instructional Development Consultant (IDC)	Self-Study Team (SST) (includes Program Champion, AD, PH/DH, IDC, other faculty)	School Dean/Associate Dean (AD)
1-3	Planning Sessions and initial review of IRP data package Kick-off meeting	- AQ lead organizes and leads the kick-off meeting (involving Program Champion, AD, IDC, IRP) - The kick-off meeting includes discussion of stacking of credentials, expectations regarding summative review of curriculum, benchmarking, length of process and reports, key questions/issues to review (e.g. B.Tech), resources available - AQ lead may participate in detailed follow-up planning meeting involving the self-study team	IRP distributes the standard program data package. IRP will be invited to participate in the kick-off meeting, as needed.	- Participates in the kick-off meeting - Organizes/leads the planning meeting to further discuss the scope of review, key goals, issues to explore, etc. - Works with other SST members to create a project plan with milestones, timelines & accountabilities - Coordinates milestone meetings (#1-4)	- Participates in all planning meetings - Review IRP program review data package - Identifies key issues to explore during program review - Establishes schedule for review, meeting frequency - Assigns initial tasks to team members	Associate Dean and School Dean provide direction, support, release time, and expectations about the timing and scope Through all stages: AD monitors planned timelines and discusses progress with program champion on regular basis
4 – 19	Collect & review information; and initiate Self-Study Report Milestone meeting #1: Implementation of surveys (SST) Milestone meeting #2: Analyze all data sources (SST and IRP and/or AQ support, if required) Milestone meeting #3: Data Validation and initial draft of recommendati	- Resource for information regarding questions to pursue, institutional documents, analysis, and resources available - Communicate with the SST for status update and to identify any issues. Schedule meeting(s) as needed. - AQ lead meets with the self-study team to discuss stakeholder involvement, key findings, and resulting recommendations	Provides specialized data and analysis as requested and as available (such as Ministry data on comparable programs, data on PTS programs, KPIs). Supports data interpretation and analysis as needed.	- Coordinates data collection for all elements of self-study report (incl. review of curriculum) (milestone #1) - Creates and administers surveys (using survey question templates as base) - Analyzes data with the team - Interprets data from an IDC perspective (makes recommendations according to pedagogical principles and BCIT policies) (milestone#2) - De-identifies any individual references in survey data - Facilitates program meetings to collect feedback - Facilitates focus groups as needed	- Collects other readily available data (e.g. departmental records, PAC minutes, previous program/curriculum reviews, benchmarking, etc.) - Populates the SSR template with IRP data (where appropriate) and other sections (Program Background, Faculty Qualifications and Currency, PAC minutes and membership, etc.) where data/information is more readily available - Reviews survey question templates and refines/adds questions as necessary - Develops questions for focus groups as appropriate - Program champion communicates with sub-committees as appropriate (e.g. curriculum committee) - Reviews/analyzes/summarizes data into themes - Drafts recommendations (milestone #3)	AD participates in discussion on data themes and draft recommendations AD reviews periodic status updates from Program Champion and discusses next steps AD keeps School Dean informed of key findings, recommendations, and associated costs and reports on project status based on identified milestones

Timeline (Weeks)	Milestone/ Task	Academic Quality (AQ) within the Provost and VP, Academic (VPA) Office	Institutional Research & Planning Office (IRP)	Instructional Development Consultant (IDC)	Self-Study Team (SST) (includes Program Champion, AD, PH/DH, IDC, other faculty)	School Dean/Associate Dean (AD)
	ons (with faculty and AQ participation)				- Program champion ensures program faculty engagement in validating recommendations	
20- 26	Prepare self-study report Milestone meeting #4: Review report draft	- AQ could provide suggestions for internal External Review Team (ERT) candidates as needed	Available on request to assist with any data gaps	- Facilitates SST meetings in preparation for and during the drafting of the SSR - Reviews draft report for coherence, consistency, and alignment with SSR template - Coordinates editorial/formatting work as needed - Facilitates program faculty/staff meeting to collect feedback regarding the draft self-study report, as appropriate	- Writes the draft self-study report, coordinated by the Program Champion - Distributes the draft self-study report to the program faculty/staff for review and collects feedback - As appropriate, incorporates feedback to produce the self-study report - Considers possible ERT members, collects information about the ERT members	AD updates School Dean on project status based on identified milestones
26	Select external reviewers for ERT	- AQ lead receives ERT candidate list; checks for completeness and any conflicts of interest and forwards to School Dean and Dean, TLU for selection - School Dean & Dean, TLU select ERT members			Submits candidates for external reviewers to AQ lead	School Dean receives ERT candidate list School Dean and Dean, TLU select the ERT members
26	Milestone: Submit the self-study report to SQC				- Sends the self-study report to the SQC for peer review - Participates in SQC review process as appropriate	
30	Integrate SQC feedback into SSR			Reviews the SQC findings Consults and assists with revisions (as appropriate.)	Reviews the SQC findings Make revisions (as appropriate)	
31	SST submits self-study report to School Dean			Following review by the School Dean, collaborates with other members of the SST on the self-study report revisions, as needed	- Submit the final self-study report to the School Dean - Revises the self-study report as per feedback from the School Dean	School Dean reviews self-study report (with focus on recommendations and associated costs) and requests clarifications/revisions (as appropriate.)
32	Milestone: School Dean submits self-	- AQ lead reviews SSR and recommendation costing document and ensures completeness and alignment with expectations (may require revisions)		Works with other SST members to make any required revisions	Works with the AQ lead on any remaining questions/issues on the SSR (may require revisions)	School Dean submits the self-study report and recommendation costing

Timeline (Weeks)	Milestone/ Task	Academic Quality (AQ) within the Provost and VP, Academic (VPA) Office	Institutional Research & Planning Office (IRP)	Instructional Development Consultant (IDC)	Self-Study Team (SST) (includes Program Champion, AD, PH/DH, IDC, other faculty)	School Dean/Associate Dean (AD)
	study report to AQ	- AQ lead forwards SSR to the Dean, TLU for final review/approval - Once SSR approved by Dean, TLU, AQ lead invites ERT members and Chair of ERT				document to AQ lead (may require revision)
35	Plan for external review ERT planning meeting	- AQ lead works with the program to establish the date and draft agenda for ERT site visit - AQ lead invites ERT candidates and establishes final ERT membership - AQ lead makes arrangements for the site visit (in collaboration with the SST, and AD's Office) including all communications with the ERT		Assists with preparations for site visit (e.g., preparing presentation)	- Works with AQ lead to set the date and agenda for ERT site visit - Assists with the arrangements for site visit (e.g., organizing faculty, students/grads, industry participants, preparing presentation, etc.)	The AD's Office and program area assist with arrangements for the site visit including providing a note-taker for the site visit
40	Milestone: Participate in ERT site visit	- Ensures all details are in place for the site visit - Participates in the ERT site visit - AQ lead works with ERT Chair on the ERT report following the site visit		Participates in the ERT site visit	- Ensures all details are in place for the site visit - Participates in ERT site visit	AD and School Dean participate in the ERT site visit
42 - 43	Receive and write response to ERT report	- AQ lead receives, reviews, and forwards the ERT report to School Dean and Dean, TLU copying the SST and ERT - AQ lead assists SST with response to the ERT report		- Reviews the ERT report - Assists in drafting the program response to ERT report - Collaborates with SST on drafting a response and action plan	- Reviews the ERT report - Drafts response to ERT report, incorporating faculty input as appropriate	School Dean: - reviews the ERT report - approves response to ERT report and forwards to AQ lead
44	Milestone: Finalize response to ERT Report	- AQ lead receives program response to ERT report and forwards to Dean, TLU for approval - AQ lead sends confirmation to SST of completion of program review requirements				
Per EdCo schedule	Milestone: VPA Office notifies EdCo of outcome and recommendations of the review	- AQ lead prepares the Final Recommendations and Action Plan and submits to EdCo			The Program Champion/SST attends the EdCo meeting to respond to any questions	The School Dean attends EdCo and presents the Final Recommendations and Action Plan
6 months later	Implementation of recommendations in progress	- AQ lead meets with the Program Champion and AD mid-year to discuss the implementation of the recommendations (6-month status update)		Assists with implementation of recommendations as appropriate	The Program Champion/AD ensures active progression of recommendation implementation	The AD keeps School Dean informed of the recommendation implementation status

Timeline (Weeks)	Milestone/ Task	Academic Quality (AQ) within the Provost and VP, Academic (VPA) Office	Institutional Research & Planning Office (IRP)	Instructional Development Consultant (IDC)	Self-Study Team (SST) (includes Program Champion, AD, PH/DH, IDC, other faculty)	School Dean/Associate Dean (AD)
1-year later	Status update to EdCo on program review recommendations	- AQ lead works with the Program Champion and AD to develop one-year status report - AQ lead sends one-year status update to the Dean TLU for final review/approval - AQ lead sends final one-year status update to EdCo			The Program Champion and AD prepare one-year status update and submit it to AQ lead. The Program Champion/AD attends the EdCo meeting to respond to any questions.	The School Dean reports status update on all of the recommendations to EdCo