

## Program Review Roles and Responsibilities

| Timeline (Weeks) | Milestone/ Task                                                                                                                                                                                                                                                                                                                  | Academic Planning & Quality Assurance (APQA) within the VP, Academic (VPA) Office                                                                                                                                                                                                                                                                                                                                                                                                                                 | Institutional Research & Planning Office (IRP)                                                                                                                                                                      | Instructional Development Consultant (IDC) from the Learning & Teaching Centre (LTC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Self-Study Team (SST) (includes Program Champion, AD, PH/DH, IDC, other faculty)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | School Dean/Associate Dean                                                                                                                                                                                                                                                                                                                                          |
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| 1-3              | <p>Planning Sessions and initial review of IRP data package</p> <p><b>Kick-off meeting</b></p>                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>- APQA lead organizes and leads the kick-off meeting (involving Program Champion, AD, IDC, IRP)</li> <li>- 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</li> <li>- APQA lead may participate in detailed follow-up planning meeting involving the self-study team</li> </ul> | <p>IRP distributes the standard program data package. IRP will be invited to participate in the kick-off meeting, as needed.</p>                                                                                    | <ul style="list-style-type: none"> <li>- Participates in the kick-off meeting</li> <li>- Organizes/leads the planning meeting to further discuss the scope of review, key goals, issues to explore, etc.</li> <li>- Works with other SST members to create a project plan with milestones, timelines &amp; accountabilities</li> <li>- Coordinates milestone meetings (#1-4)</li> </ul>                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>- Participates in all planning meetings</li> <li>- Review IRP program review data package</li> <li>- Identifies key issues to explore during program review</li> <li>- Establishes schedule for review, meeting frequency</li> <li>- Assigns initial tasks to team members</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Associate Dean and School Dean provide direction, support, release time, and expectations about the timing and scope</p> <p>Through all stages: Associate Dean monitors planned timelines and discusses progress with program champion on regular basis</p>                                                                                                      |
| 4 – 19           | <p>Collect &amp; review information; and initiate Self-Study Report</p> <p><b>Milestone meeting #1:</b> Implementation of surveys (SST)</p> <p><b>Milestone meeting #2:</b> Analyze all data sources (SST and IRP and/or APQA support, if required)</p> <p><b>Milestone meeting #3:</b> Data Validation and initial draft of</p> | <ul style="list-style-type: none"> <li>- Resource for information regarding questions to pursue, institutional documents, analysis, and resources available</li> <li>- Communicate with the SST for status update and to identify any issues. Schedule meeting(s) as needed.</li> <li>- APQA lead meets with the self-study team to discuss stakeholder involvement, key findings, and resulting recommendations</li> </ul>                                                                                       | <p>Provides specialized data and analysis as requested and as available (such as Ministry data on comparable programs, data on PTS programs, KPIs).</p> <p>Supports data interpretation and analysis as needed.</p> | <ul style="list-style-type: none"> <li>- Coordinates data collection for all elements of self-study report (incl. review of curriculum) <b>(milestone #1)</b></li> <li>- Creates and administers surveys (using survey question templates as base)</li> <li>- Analyzes data with the team</li> <li>- Interprets data from an IDC perspective (makes recommendations according to pedagogical principles and BCIT policies) <b>(milestone#2)</b></li> <li>- De-identifies any individual references in survey data</li> <li>- Facilitates program meetings to collect feedback</li> <li>- Facilitates focus groups as needed</li> </ul> | <ul style="list-style-type: none"> <li>- Collects other readily available data (e.g. departmental records, PAC minutes, previous program/curriculum reviews, benchmarking, etc.)</li> <li>- 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</li> <li>- Reviews survey question templates and refines/adds questions as necessary</li> <li>- Develops questions for focus groups as appropriate</li> <li>- Program champion communicates with sub-committees as appropriate (e.g. curriculum committee)</li> <li>- Reviews/analyzes/summarizes data into themes</li> <li>- Drafts recommendations <b>(milestone #3)</b></li> </ul> | <p>Associate Dean participates in discussion on data themes and draft recommendations</p> <p>Associate Dean reviews periodic status updates from Program Champion and discusses next steps</p> <p>Associate Dean keeps School Dean informed of key findings, recommendations, and associated costs and reports on project status based on identified milestones</p> |

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|                  | recommendations (with faculty and APQA participation)                                |                                                                                                                                                                                                        |                                                   |                                                                                                                                                                                                                                                                                                                                                          | - Program champion ensures program faculty engagement in validating recommendations                                                                                                                                                                                                                                                              |                                                                                                                                                    |
| 20- 26           | Prepare self-study report<br><br><b>Milestone meeting #4:</b><br>Review report draft | - APQA 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<br>- Reviews draft report for coherence, consistency, and alignment with SSR template<br>- Coordinates LTC editorial/formatting work as needed<br>- 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<br>- Distributes the draft self-study report to the program faculty/staff for review and collects feedback<br>- As appropriate, incorporates feedback to produce the self-study report<br>- 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                                                    | - APQA lead receives ERT candidate list; checks for completeness and any conflicts of interest and forwards to School Dean and Dean APQA for selection<br>- School Dean & Dean APQA select ERT members |                                                   |                                                                                                                                                                                                                                                                                                                                                          | Submits candidates for external reviewers to APQA lead                                                                                                                                                                                                                                                                                           | School Dean receives ERT candidate list<br><br>School Dean and Dean APQA select the ERT members                                                    |
| 26               | <b>Milestone:</b><br>Submit the self-study report to SQC                             |                                                                                                                                                                                                        |                                                   |                                                                                                                                                                                                                                                                                                                                                          | - Sends the self-study report to the SQC for peer review<br>- Participates in SQC review process as appropriate                                                                                                                                                                                                                                  |                                                                                                                                                    |
| 30               | Integrate SQC feedback into SSR                                                      |                                                                                                                                                                                                        |                                                   | Reviews the SQC findings<br>Consults and assists with revisions (as appropriate.)                                                                                                                                                                                                                                                                        | Reviews the SQC findings<br>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<br>- 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.) |

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| 32                | <b>Milestone:</b><br>School Dean submits self-study report to APQA | <ul style="list-style-type: none"> <li>- APQA lead reviews SSR and recommendation costing document and ensures completeness and alignment with expectations (may require revisions)</li> <li>- APQA lead forwards SSR to the Dean APQA for final review/approval</li> <li>- Once SSR approved by Dean APQA, APQA lead invites ERT members and Chair of ERT</li> </ul>                 |                                                | Works with other SST members to make any required revisions                                                                                                                                                          | Works with the APQA lead on any remaining questions/issues on the SSR (may require revisions)                                                                                                                                                                                  | School Dean submits the self-study report and recommendation costing document to APQA lead (may require revision)                                            |
| 35                | Plan for external review<br><br><b>ERT planning meeting</b>        | <ul style="list-style-type: none"> <li>- APQA lead works with the program to establish the date and draft agenda for ERT site visit</li> <li>- APQA lead invites ERT candidates and establishes final ERT membership</li> <li>- APQA lead makes arrangements for the site visit (in collaboration with the SST, and AD's Office) including all communications with the ERT</li> </ul> |                                                | Assists with preparations for site visit (e.g., preparing presentation)                                                                                                                                              | <ul style="list-style-type: none"> <li>- Works with APQA lead to set the date and agenda for ERT site visit</li> <li>- Assists with the arrangements for site visit (e.g., organizing faculty, students/grads, industry participants, preparing presentation, etc.)</li> </ul> | The AD's Office and program area assist with arrangements for the site visit including providing a note-taker for the site visit                             |
| 40                | <b>Milestone:</b><br>Participate in ERT site visit                 | <ul style="list-style-type: none"> <li>- Ensures all details are in place for the site visit</li> <li>- Participates in the ERT site visit</li> <li>- APQA lead works with ERT Chair on the ERT report following the site visit</li> </ul>                                                                                                                                            |                                                | Participates in the ERT site visit                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>- Ensures all details are in place for the site visit</li> <li>- Participates in ERT site visit</li> </ul>                                                                                                                              | Associate Dean and School Dean participate in the ERT site visit                                                                                             |
| 42 - 43           | Receive and write response to ERT report                           | <ul style="list-style-type: none"> <li>- APQA lead receives, reviews, and forwards the ERT report to School Dean and Dean APQA copying the SST and ERT</li> <li>- APQA lead assists SST with response to the ERT report</li> </ul>                                                                                                                                                    |                                                | <ul style="list-style-type: none"> <li>- Reviews the ERT report</li> <li>- Assists in drafting the program response to ERT report</li> <li>- Collaborates with SST on drafting a response and action plan</li> </ul> | <ul style="list-style-type: none"> <li>- Reviews the ERT report</li> <li>- Drafts response to ERT report, incorporating faculty input as appropriate</li> </ul>                                                                                                                | School Dean: <ul style="list-style-type: none"> <li>- reviews the ERT report</li> <li>- approves response to ERT report and forwards to APQA lead</li> </ul> |
| 44                | <b>Milestone:</b><br>Finalize response to ERT Report               | <ul style="list-style-type: none"> <li>- APQA lead receives program response to ERT report and forwards to Dean APQA for approval</li> <li>- APQA lead sends confirmation to SST of completion of program review requirements</li> </ul>                                                                                                                                              |                                                |                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                |                                                                                                                                                              |
|                   |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |                                                |                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                |                                                                                                                                                              |
| Per Edco schedule | <b>Milestone:</b><br>VPA Office notifies EdCo of outcome and       | <ul style="list-style-type: none"> <li>- APQA lead prepares the Final Recommendations and Action Plan and submits to EdCo</li> </ul>                                                                                                                                                                                                                                                  |                                                |                                                                                                                                                                                                                      | 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                                                                          |

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|                         | recommendations of the review                           |                                                                                                                                                                                                                                                                                                     |                                                           |                                                                                                 |                                                                                                                                                                                     |                                                                                           |
| 6 months later          | Implementation of recommendations in progress           | <ul style="list-style-type: none"> <li>- APQA lead meets with the Program Champion and AD mid-year to discuss the implementation of the recommendations (6-month status update)</li> </ul>                                                                                                          |                                                           | Assists with implementation of recommendations as appropriate                                   | The Program Champion/AD ensures active progression of recommendation implementation                                                                                                 | The Associate Dean keeps School Dean informed of the recommendation implementation status |
| 1-year later            | Status update to Edco on program review recommendations | <ul style="list-style-type: none"> <li>- APQA lead works with the Program Champion and AD to develop one-year status report</li> <li>- APQA lead sends one-year status update to the APQA Dean for final review/approval</li> <li>- APQA lead sends final one-year status update to EdCo</li> </ul> |                                                           |                                                                                                 | <p>The Program Champion and AD prepare one-year status update and submits it to APQA lead.</p> <p>The Program Champion/AD attends the EdCo meeting to respond to any questions.</p> | The School Dean reports status update on all of the recommendations to EdCo               |