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## Program Review

Policy No.:	5402
Category:	Education
Approving Body:	Board of Governors
Executive Division:	Education
Department Responsible:	Education Council
Current Approved Date:	2013 Apr 9

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## Policy Statement

BCIT is committed to developing and maintaining high quality educational programs and to the ongoing renewal of those programs. BCIT systematically reviews and assesses its programs for quality, currency, and relevance to stakeholder needs.

This policy acts in support of the Institute's Strategic Plan, enabling BCIT to achieve its goals and objectives – sustaining quality of education and the ultimate success of its students.

## Purpose of Policy

Program reviews enable BCIT to:

- Ensure BCIT's credentials continue to meet the needs of its diverse stakeholders
- Anticipate and plan for changes that will affect program curriculum
- Ensure BCIT's credentials are recognized and well regarded
- Ensure BCIT's credentials are consistent with credential standards and are of appropriate rigour

The purposes of this policy are to:

- communicate the process for program review at BCIT
- define the roles and responsibilities of everyone involved in program review at BCIT
- align with expectations of the Ministry of Advanced Education, Innovation & Technology and the Degree Quality Assessment Board (DQAB) regarding program review at BC post-secondary institutions

This policy outlines the framework for BCIT's program review process.

## Application of this Policy

This policy applies to BCIT employees involved in the review of the Institute's educational programs.

## Related Documents and Legislation

BC Ministry of Advanced Education, Innovation & Technology:

- *BC Colleges and Institutes Act*
- BC Degree Quality Assessment Board (DQAB) Guidelines and Criteria

BCIT:

- Program Review Manual
- Program Review report templates (self-study report, final report)

## Definitions

Definitions that apply to Education Council policies are contained in Policy 5100, Glossary of Educational Policy Terms.

## Overview of Program Review

Program review provides an opportunity to identify and promote specific aspects of educational excellence within a program, and to identify opportunities to improve instruction and services to learners, leading to purposeful change. Program review is a collaborative, systematic, constructive, research-based examination of a program's quality. The process contributes to a culture of self-reflection, evidence-based inquiry, and continuous improvement. Program review fosters a dynamic sense of a program's uniqueness, cultivates a broad dialogue on issues of teaching and learning, and results in an action plan focused on program enhancements or renewal to ensure programs remain current with developments and advancements in their fields.

### Program Review Components

#### 1. Self-study Report

Program review will begin with an internal self-study report undertaken by program faculty and administration. This self-study report will include data, discussion, and analysis of several aspects of the program, and culminate in a series of recommendations.

#### 2. External Review

An external review, including a site visit, will be conducted to assist the program area and BCIT in validating the internal self-study and the resulting recommendations.

#### 3. Final Report

A final report is written, incorporating a summary of the self-study and the external review report, and an action plan to implement final recommendations.

#### 4. Institutional Response

The findings and recommendations in the program review final report will be presented to Education Council by the VP Education, Research and International. Any program changes resulting from program review recommendations will follow the process for program change approvals as outlined in Policy 5401 Program Development and Change.

#### 5. One Year Status Update

One year following the presentation of the program review findings and recommendations, the program Dean will present to Education Council the status of the action plan implementation.

## Scope

Program review is not intended to evaluate performance of individual faculty, staff, or administrators.

This policy applies to all programs that lead to BCIT credentials. Other offerings that do not lead to BCIT credentials (e.g. apprenticeships and industry services training) are not required to conduct program reviews.

## Duties and Responsibilities

See the accompanying procedure 5402-PR1 for the sequence and description of the steps involved in program review. The primary persons and groups responsible for program review are listed below, along with their roles. Their duties are described in greater detail in the Program Review Manual.

### Associate Dean

The school's associate dean participates on the Self-Study Team (SST) and takes administrative responsibility for ensuring the program review is conducted according to BCIT policy in a timely manner and within budget. The associate dean will support the implementation of the final recommendations and submit a report to the dean, Senior Director of Program Development and Review (Senior Director), and Vice President Education, Research, and International (VP ERI) one year following the final report, with an update on the progress made in implementing the recommendations.

### Dean

The school's dean ensures the associate dean, School Quality Committee (SQC), and Self-Study Coordinator (SSC) are aware of the commitment and expectations for effective and timely program reviews. In conjunction with the Senior Director, the dean will establish the schedule for programs in the school to undergo review and ensure adequate resources are budgeted to conduct the scheduled program reviews. The dean submits the SST report to the Senior Director for forwarding to the external review team. Along with the Senior Director, the dean selects external review team (ERT) members and reviews the final program review report and recommendations and forwards it to the VP ERI. The dean delivers the follow-up report to the VP ERI and Education Council one year later.

### Education Council

Education Council receives the final program review report and recommendations from the VP ERI, requests clarifications and makes comments as appropriate, and receives the one-year update via the dean of the program area.

### External Review Team (ERT)

The ERT reviews the self-study report and undertakes a site visit to seek input from various sources including students, faculty and administration in order to validate the findings and recommendations of the self-study report and provide additional information regarding program strengths and opportunities for improvement. The ERT Chair compiles the ERT report and submits it to the school dean and the Senior Director.

### Institute Planning and Analysis Office (IPAO)

The IPAO supports the program review process by providing a standardized set of data, and acting as a specialized resource for research and data collection and analysis. The IPAO provides the program's key performance indicators (KPIs), additional metrics, customized data as available, and provides summary reports for use by the self-study team.

### Learning and Teaching Centre, Instructional Development Consultants (IDC)

The IDCs support the self-study team (SST) throughout the program review process. IDCs act as process facilitators of program review by helping the program area plan the review and keep it focused. As educational consultants, they lead the curriculum review process (including developing customized surveys and collecting and analyzing data), and assist with writing the self-study report, the response to the external review team report, and the final report and recommendations to be presented to Education Council.

## Duties and Responsibilities

### **Manager, Program Development and Review (Manager)**

The Manager is responsible for ensuring the program reviews are conducted effectively and efficiently; supporting and assisting the self-study teams (SST) and coordinating the external review process in accordance with the policies and procedures developed by BCIT's Education Council. The Manager advises the Senior Director of issues requiring attention to facilitate an effective and timely completion of the review.

### **Program area faculty and staff**

Program area faculty and staff participate in all aspects of program review, including the planning sessions, on sub-committees for data and information gathering, in surveys or focus groups, by providing resources and materials that will help with the report, engaging in regular program review updates at department meetings, participating in the external review team site visit and developing recommendations and responses to the external review team's report.

### **School Quality Committee (SQC)**

The SQC acts as a resource to the SST, and provides insights to the process, reporting, and expectations. The SQC reviews the self-study report prior to submission to the school dean to offer feedback to the SST on how effectively the report addresses the program review categories.

### **Self-Study Team (SST) and Self-Study Coordinator (SSC)**

The SST is led by the SSC, who is usually the program head or chief instructor of the program under review.

In conjunction with the Manager, the associate dean and the IDC, the SST coordinates the review, engages program faculty and staff in review activities, provides regular program review updates at department meetings, and coordinates the activities of program review sub-committees (if any). The SST compiles the Self-Study Report, and integrates feedback from internal stakeholders as appropriate.

As well, the SST makes recommendations to the dean and Senior Director for selection of members to the external review team, participates in the external review site visit, coordinates a response to the external review team report and writes the final program review report.

### **Senior Director of Program Development and Review (Senior Director)**

The Senior Director oversees the program review process and is responsible for ensuring it meets the Institute's needs. The Senior Director ensures the academic leaders are aware of the process, resources, timing, and reporting expectations, and the relevant service groups are effectively supporting the program review process. The Senior Director works with the Deans' Council to set the annual schedule for program reviews. The Senior Director collaborates with the program area deans to select external review team members, receives the self-study report and forwards it to the external review team. The Senior Director ensures Education Council receives the final VP ERI report and the one year Dean follow-up report.

### **Vice-President, Education, Research and International (VP ERI) Office**

The VP ERI receives and formally endorses the final program review report and recommendations and notifies Education Council of the outcome of the program review by way of an information item. Any program changes resulting from program review recommendations will follow the process for program change approvals as outlined in Policy 5401 Program Development and Change.

**Procedures Associated With This Policy**

5402-PR1, Program Review Process

**Forms Associated With This Policy**

See associated procedure, 5402-PR1, Program Review Process

**Amendment History**

Policy 5004 was retired in 2011; this Policy 5402 is one of a series of policies and procedures created to replace it.

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| 1. Created | 2011 Nov 22 |
| 2. Amended | 2013 Apr 9  |

**Scheduled Review Date**

2016 Nov 1