

Program Review

Policy No.:	5402
Category:	Education
Approving Body:	Board of Governors
Executive Division:	Education
Department Responsible:	Education Council
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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, Skills and Training (Ministry), 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.

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Who This Policy Applies to

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

Related Documents and Legislation

BCIT:

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

Legislation:

BC Colleges and Institutes Act:

- BC Degree Quality Assessment Board (DQAB) Guidelines and Criteria

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 culminates 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 Academic. Any program changes resulting from program review recommendations will follow the process for program change approvals as outlined in Policy 5401, Program Development and Credentials.

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 Procedure 5402-PR2 and in the Program Review Manual.

Education Council

Education Council receives the final program review report and recommendations, requests clarifications and makes comments as appropriate, and also receives the one-year update via the VPA report.

External Review Team

The external review team reviews the self-study report and undertakes a site visit to validate the internal review and recommendations.

Office of the Vice-President Academic

The Office of the Vice-President Academic (the Office) oversees the program review process and is responsible for ensuring it meets the Institute's needs. The Office guides program review teams and works with other departments that support program review (i.e., Institutional Research and the Learning & Teaching Centre) to ensure program reviews are conducted effectively and efficiently. The Office 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 Credentials.

Program/School Staff

The program review is led by a program champion, who works collaboratively with other members of the program (including the associate dean and school dean) and the Learning & Teaching Centre to complete all aspects of the program review process.

The associate dean takes administrative responsibility for ensuring program reviews are conducted according to BCIT policy in a timely manner and within budget. The school dean establishes the schedule for programs in the school to undergo review, and ensures adequate resources are budgeted to conduct the scheduled program reviews.

School Quality Committee (SQC)

The SQC acts as a resource to the program under review by providing insights to the process,

Duties and Responsibilities

reporting, and expectations, and by reviewing the self-study report to provide peer feedback.

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. Revision 1 | 2013 Apr 09 |
| 3. Revision 2 | 2017 Dec 05 |

Scheduled Review Date

2022 Dec 05