ASSINIBOINE COMMUNITY COLLEGE

Policy on Program Quality Review - Policy: A11

Revised/Reviewed: October 17, 2018 – VP Academic Office

I. Purpose

Assiniboine Community College (ACC) is committed to ensuring that all its academic programs provide students with the knowledge, education, and training that will position them to excel in the workplace, to succeed in further education, and to become life-long learners, and thus support the ultimate success of students. All ACC programs must be aligned with the College's Mission, Strategy, and Academic plans, and with the values of the college and of their respective disciplines. ACC will ensure that its programs meet the education and labour market needs of its communities and are responsive to business and industry.

The Program Review process is intended to provide a consistent, comprehensive process that:
- ensures that educational programs are relevant and meet standards of high quality;
- ensures continuous quality improvement, enhancement and renewal of educational programs across the College;
- contributes to academic and strategic planning, and guides decision-making;
- facilitates effective and efficient use of college academic resources;
- promotes institutional learning and renewal; and
- encourages accountability of academic programs and programming.

The Program Review process will provide the College with reliable information to address program limitations and build on program strengths and opportunities.

II. Scope

This policy applies to all programs offered at ACC that have been providing instruction to registered students for at least three academic years and offer an ACC credential (certificate, diploma, advanced certificate, advanced diploma, or degree) upon successful completion.

III. Definitions

i. Academic Program

A prescribed series of courses and associated requirements leading to an ACC credential.

ii. Formative evaluation

Any information gathering and analysis that takes place during a program's operation to describe its strengths and weaknesses in order to improve the program's design and performance.

iii. Learning objectives

Determined by instructors and express the intended learning students should achieve by the end of the program or course.

iv. Learning outcomes

The actual learning achieved by students by the end of the program or course.

v. Performance indicators

Data elements that are verifiable and reliable and vary depending on the quality and activities of a program. These indicators alert the program and the College about situations that require further study or immediate action.

IV. Policy

Academic Program Quality Reviews at Assiniboine Community College (ACC) are intended to be formative and constructive. The review process is premised on the expectation that every program can be improved. Reviews may identify present strengths and weaknesses of programs, recognize and encourage program excellence, suggest possible solutions to existing or anticipated problems, and promote constructive change. Academic Program Quality Reviews also provide the opportunity for reconsidering and refining the program's learning outcomes.

While self-appraisal is at the heart of the program review process; all academic program quality reviews at ACC must incorporate the views of program students, faculty, staff, and administrators. The involvement of external, arm's-length reviewers is an essential part of ACC's quality review and improvement process.

This policy and accompanying procedures for the review of academic program quality will be reviewed at least every five years. It is the responsibility of the Vice-president Academic to initiate such reviews and to ensure that policies are updated as required.

The Academic Program Quality Review comprises a three-part review process.

1. Annual Review of Program Performance

An Annual Review of Program Performance will be undertaken for each program by the Program Chair, considering factors such as enrolment, retention, graduation, student and graduate satisfaction, graduate outcomes, financial indicators, and employer involvement.

Data will be provided by Institutional Analysis and Planning to each Program Chair to support this annual review, through an annual program report, each spring. The Program, through its Chair, will provide comments on any indicators that have changed appreciably from previous years.

Annual Program Indicator Reports will be submitted to the Dean responsible for the program who will review them with the Vice-President Academic. Following discussion with the Dean, the Program Chair, with the advice of program faculty and staff, will develop an annual action plan that builds on the program's strengths and addresses causes of any concerns.

2. In-depth Program Quality Review

Every academic program at ACC will conduct an in-depth review to assess the program's quality, currency, and relevance every 5 years on a schedule determined by the Vice-President Academic. Whenever possible, the schedule for internal reviews will accommodate the schedule for reviews required for external program accreditation. The Vice-President Academic may request an in-depth review of a program outside the regular schedule.

In-depth Program Quality Reviews will address the following topics: Program Context; Alignment with ACC's Mission, Strategic and Academic Plans; Program Structure, Delivery, and Curriculum; Student Enrolment and Outcomes; Student Experience and Learning Environment; Faculty Experience; Program Resources; Sustainability, Growth, Innovation, and Change; and any Additional Topics identified by the program.

a. Self Study

The first stage, the self-study, will be developed by a committee led by the Program Chair, and will be supported by the Centre for Learning and Innovation and Institutional Planning and Analysis. The self-study report will include recommendations for addressing identified current or anticipated program deficiencies and building on program strengths. The self-study report goes first to the Dean and then to the Vice-president Academic. The self-study process should take no longer than seven months.

b. External review

An external review panel will be selected by the Vice-president Academic with reference to the advice of the Program and its Dean. The external reviewers will visit the program, meet with stakeholders, and review the self study report and supporting documents to verify the accuracy of report and its findings, and will comment on the completeness and reasonableness of its recommendations. It may also make additional recommendations. On-site visits of external reviewers will be managed by the Office of Dean. The External Review Report will be sent to the Dean and the Vice-president Academic.

Within 30 days of delivery of the External Review Report, the Dean will send a synopsis of the self-study and external review report to the Senior Leadership Team. Final results will be presented to and discussed with the program faculty and staff, and the Learning Leadership Council.

3. Program Action Planning and Accountability Reporting

The Dean will provide the Program Improvement Plan prepared by the program in response to the findings and recommendations of the internal and external reviews to the Senior Leadership Team, and prepare materials required for governance and/or government approval.

One year following the external review, the Dean will report to Vice-president Academic on the implementation of the Program Improvement Plan and the impact the implementation has had. The Vice-president Academic may request additional follow-up reports in subsequent years.

V.   Policy Authority

The Vice-president Academic of Assiniboine Community College is responsible for development, administration, and support of Academic Program Quality Review at ACC.

Questions regarding interpretation of this policy should be directed to:
Office of the Vice-president Academic
1430 Victoria Avenue East
Brandon, MB, R7A 2A9
Phone: 204 725 8700 / 800 862 6307
Email: VPAcademic@assiniboine.net

VI.   Policy History

Policy Change Date	Details
Approved: October 17, 2018	Replaces Policy A-11 Program Review established March 2001

VII.   Related Policies

Program Advisory Committees Policy (A-13)

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Jan 9/19
Date

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President