

Assiniboine College 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, succeed in further education, and become life-long learners, and thus support the ultimate success of students. All 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. Assiniboine will ensure that its programs meet the education and labour market needs of its communities and are responsive to business and industry

1. Policy Statement:

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;
- ensures diverse and equitable perspectives are included; 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.

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

2. Definitions:**i. Academic Program**

A prescribed series of courses and associated requirements leading to an Assiniboine 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. Program learning outcomes

Measurable statements that describe skills, knowledge, and attitudes that students achieve upon completion of a program.

iv. Key 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.

v. Self Study

The self-study is a formal report of analysis undertaken in a program review and includes a written summary and description of the program's compliance with college standards. The self-study is developed through a process supported by the Centre for Learning and Innovation (CLI) with an initial set of data from Institutional Research. The self-study report will develop draft recommendations for addressing identified current or anticipated program deficiencies and building on program strengths.

vi. External review

The external review consists of formal engagement and consultation with external experts who provide opinions about program strengths and opportunities for improvement, adding validity and value to the quality review process. An external review panel will be selected by the Vice-president Academic with reference to the advice of the program and its Dean.

3. Application:

Program Reviews at Assiniboine 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. Program 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 Assiniboine must incorporate the views of program students, faculty, staff, and administrators. The involvement of external, arm's-length reviewers is an essential part of Assiniboine's quality review and improvement process. This policy and accompanying procedures 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.

Program Review is comprised of (a) annual review, and (b) formal review.

- a. **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. The program faculty through its Chair, will provide comments on any indicators that have changed appreciably from previous years. 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. Data will be provided by Institutional Research to each Program Chair to support this annual review, through an annual program report, each spring. A template for the report is managed by CLI. Annual Program Reports will be submitted to the Dean responsible for the program who will review them with the Vice-President Academic.
- b. **Formal Review** Every base funded program at Assiniboine 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 indepth review of a program outside the regular schedule or add a non-base funded program to the schedule. Formal Reviews will address the following topics: Program Context; Alignment with Assiniboine's Mission, Strategic and Academic Plans; Program Structure and delivery, Student Assessment and Curriculum; Student Enrolment and Outcomes; Student Experience and Learning Environment; Faculty Experience; Program Resources; Sustainability, Growth, Innovation, and Change; Alignment with JEDI Goals; and any Additional Topics identified by the program. Full details are in CLI's procedures documents.

The Vice President Academic will determine which form of formal review will be undertaken for each program, according to the annual calendar of program review launches:

- i. **Full program review:**
 - a. includes self-study, external review, and development of recommendations to be considered before major investments in revision of program features
- ii. **Expedited review for quality improvement:**
 - a. includes review of key performance items to inform revision of program components as outlined in the Quality Framework (program learning outcomes, program matrix, program and curriculum map, course descriptions, course learning outcomes, assessments, etc.)
- iii. **Expedited review for viability:**
 - a. includes consideration of key performance items, to be undertaken by the Vice President Academic, Vice President Enrolment, and Chief Financial Officer with the Dean of the program.

4. Disclosure Provisions

The Dean will provide the Program Improvement Plan prepared by the program in response to the findings and recommendations of the formal review to the Senior Leadership Team, and prepare materials required for governance and/or government approval. Action planning and accountability reporting requirements will be established by the Vice President Academic.

5. Policy Authority

The Vice President Academic of Assiniboine is responsible for the development, administration, and support of Program Review at Assiniboine.

Questions regarding the 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

6. Policy History

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

7. Related Policies

Program Advisory Committees Policy (A-13)

Date

President