



## **PROGRAM REVIEW PROCEDURE**

Approved by: Academic Coordinating Committee

Authorizer: Executive Dean, Academic Administration

Reference Code: C6\_V2

Effective Date: 11/1/2008

### **PROCEDURE STATEMENT:**

Conestoga recognizes that regularly scheduled formal program review is central to the function of meeting community, employer, government, and student needs. Therefore, the process of reviewing College programs must be subject to a rational approach that takes into account all administrative areas and operational functions of Conestoga that are affected by and contribute to program design and delivery.

Programs must be reviewed within a context of internal and external scrutiny, and must follow a well-defined path from initial discussion to final implementation.

This procedure defines how programs will be reviewed to assure approval by both internal and external bodies.

### **SCOPE:**

This procedure applies to all program reviews, except for Applied Degrees. Review procedure for degrees is governed by PEQAB regulations.

### **DEFINITIONS:**

**Academic Forum:** This body has the responsibility to discuss all proposed program reviews.

**Credentials Framework:** The Credentials Framework sets out the various aspects of program design that must be adhered to for all college certificates, diplomas, and degrees. All reviewed programs must adhere to the Credentials Framework.

**Credentials Validation Service:** The function of CVS is to vet all major program reviews in Colleges. The CVS examination will be focused on an analysis of Program Outcomes to ensure they are consistent with MTCU published Provincial Program Standards, Provincial Program Descriptions, and the Credentials Framework.

**PAC:** Program Advisory Committee recommendation is required for all program reviews, in accordance with PQAPA policy.

**Program:** A program is a planned and coordinated selection of courses delivered to an identified student body, at the successful conclusion of which an appropriate credential will be awarded.

**Program Documents:** Data Pack, PDI chart, VPO and EES mapping.

**Provincial Program Standards/Provincial Program Descriptions:** MTCU published program standards and descriptions must be adhered to in all program reviews.

**Review:** A formal examination and analysis of a program, to be carried out on a scheduled basis, to assess program relevance, health, need. A review shall examine factors related to the program, such as: employment rates, retention rates, enrolment figures, student assessment of teaching, Key Performance Indicators, etc.

**Revision:** Regular and on-going modifications to programs based on currency of content, changes in the external environment, employer and PAC recommendations, external agency recommendations, program needs.

## **RESPONSIBILITIES**

Schools will:

- contact Academic Administration when contemplating the review of a college program,
- provide Academic Administration with an overview of review plans.

Academic Administration will:

- Schedule a meeting/consultation with the School representative(s), to discuss review plans,
- The School will make program recommendations based on the findings of the review,
- Program revisions will continue to be carried out on a yearly basis, including new program designs submitted to SIS, based on regular PAC meetings.

**REFERENCES:**

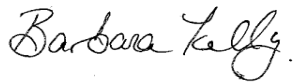
College Organisational Chart  
College Goals and Objectives  
Program Development Procedure  
Program Development Steps

**REVISION LOG:**

<b>Revision Date</b>	<b>Summary of Changes</b>
Nov. 12, 2008	Academic Coordinating Committee – Approved

**REVIEW LOG:**

As Policy Owners, we certify that the **Program Review Procedure** is appropriate and provides an up-to-date framework in which decisions can be made and implemented.



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Barbara Kelly, Executive Dean  
Academic Administration

September 20, 2012

Date