

Ch5-s6-01 Program Review Policy

Responsible Authority:	Vice-President Academic
Approval Authority:	Senior Team
Date First Approved:	New
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Mandatory Review Date:	2024-Sept-03

PURPOSE

The purpose of this policy is to ensure the appropriate mechanisms are in place for the regular review of all Confederation College programs to ensure ongoing quality, relevancy and currency.

SCOPE

Programs of instruction offered by Confederation College are reviewed and revised on an ongoing basis using established program review processes and Ministry guidelines. These processes not only ensure the currency of program content and delivery, but they also support the adoption of teaching and learning best practices. Through the program review process, Confederation College is able to provide high quality and relevant education that responds to student, industry and societal needs.

DEFINITIONS

Annual Program Review (APR)	A cyclical process that occurs annually and aims to support continuous program improvement. It also provides critical evidence for accreditation and audit purposes conducted by the Ontario College Quality Assurance Service.
Comprehensive Program Review (CPR)	A cyclical process that occurs every 5-7 years and aims to provide a thorough and rigorous assessment of a program. The process allows for analysis and reflection of a programs leading to recommendations for improvement.
Program Financial Viability Review (PFVR)	Programs with repeated negative contributions will require a more detailed financial review and projection plan.
Indigenous Learning Outcomes (ILOs)	Seven statements containing Indigenous content that faculty have been supported to embed within their program curriculum.

POLICY

1. As an integral component of quality assurance, the program review process involves ongoing and cyclical formative and summative evaluation of College programs and services that support learning and impact academic delivery.

Confederation College's program review process consists of three types of review to assist in maintaining program currency and relevancy.

Annual Program Review process undertaken every May.

Appendix 1: Annual Cycle provides a detailed timeline.

Comprehensive Program Review process undertaken every 5-7 years with extensions of one (1) to two (2) years being granted at the discretion of the Vice-President.

Appendix 2: Program Review Process Criteria provides a list of considerations.

Program Financial Viability Review process initiated for Programs with repeated negative contributions that require a more detailed financial review and projection plan. This process is lead by the Deans in consultation with the program faculty and finance department.

2. Program review and renewal processes comply with the following, as appropriate:
 - Minister's Binding Policy Directive,
 - Framework for Programs of Instruction
 - Ministry of Colleges and Universities (MCU) Program Standards or Program Descriptions
 - Ontario Qualifications Framework (OQF)
 - Standards, requirements and benchmarks required from the Ontario College Quality Assurance Service (OCQAS)
 - College Quality Assurance Audit Process (CQAAP)
3. Program review and renewal processes align with Confederation's Strategic Mandate Agreement, Strategic Plan, Business Plan, Academic Plan, Program Mix, and where applicable, industry standards or certifications.
4. Program review and renewal processes are informed by the analysis of a variety of program and industry information including, but not limited to: provincial program standards; program curriculum mapping reports; student and program team feedback; institutional research and key performance indicators; enrolment, retention and employment data; internal and external stakeholder feedback; and external accreditation or regulatory requirements.
5. Program review and renewal processes are committed to the implementation of the Indigenous Learning Outcomes.
6. Program review and renewal recommendations will be implemented across all delivery formats of the affected program, where appropriate.

7. In addition to the APR and CPR processes, externally accredited programs may be subject to review as required by their regulatory bodies. Records, certifications and/or assessments as part of an external accreditation review may be accepted in lieu of college quality assurance documentation where they are deemed to provide relevant information that has been gathered within a reasonable timeframe of the CPR cycle.
8. The College maintains continuous Quality Program Assurance oversight by means of an impartial internal committee, Academic Council Program Review subcommittee audits the Final Program Review Report to ensure all requirements of the process are completed and that there is internal validity in the report.

SUPPORTING DOCUMENTATION

Appendix 1: Annual Cycle

Appendix 2: Program Review Process Criteria

RELATED POLICIES

Ch5-s6-02 Academic Program Prioritization, Revitalization and Rationalization Policy

5-6-06 Course Outline Policy

Ch5-s6-08 New Program Development Policy

Academic Council Program Review Subcommittee Terms of Reference

RELATED MATERIALS

N/A

APPENDIX 1: Annual Cycle

1. May – first week – Program Health Checklist are created and reviewed by Vice-President Academic and Registrar. Programs are identified for rationalization or revitalization (initial assignment or re-assignment) and the addressing of financial viability or performance shortfalls and presented to Senior Team for decision. Discussion may take place with the Deans, Assoc. Deans, Coordinators and Faculty, where and if appropriate.
2. May – second week – Annual Program Review and Program Health Checklist (with the most current data, analysis, and ratings) is provided by the Registrar's Office (Institutional Research and Quality Assurance) to the Academic Schools via the Deans. A rubric detailing the weighting is part of the Annual Program Review.
3. June – second week - Programs identified for Revitalization (Comprehensive Review) and financial viability reviews will establish review plan for the fall semester.
4. June 30 – Annual Program Reviews and Program Improvement Plans are to be signed off by the Coordinator and Dean and returned to the Registrar's Office. This process is the continuous revitalization process for programs and is used to make improvements to programs and courses through the Program Improvement Plan. Programs that have just completed their Comprehensive review may not be required to complete the Annual Program Review in that same semester.
5. September to December - The program review team(s) undertake a Comprehensive program review, or a program financial viability review.

The Program Review Subcommittee will complete a Quality Assurance review of the Annual Program Review process to report through the Vice-President Academic to Academic Council.

6. December to January - The program review (revitalization) plan and the financial viability final report(s) with recommendations are presented to the Vice-President Academic by the Assoc. Dean/Dean/Program Lead. Recommendation(s) are incorporated through the Program Review process or Finance department for Financial Viability reviews.
7. January to June - Implementation of any review approved recommendations and the financial viability approved recommendations is undertaken. Implementation is completed in time for the September intake.
8. March 15 – All program changes are submitted to the Registrar's Office through the course/program master change forms. These are changes to the structure of the program and the addition/removal/placement of courses. These updates will be added to Banner to update COMMS, website, flyers, etc
9. March to June end - the Program Review Final Report is presented to the Program Review Subcommittee (a sub-committee of Academic Council).
10. October - Vice-President Academic reports to Senior Team on program Revitalizations (reviews) and financial viability reviews and provides recommendations concerning program Rationalizations for decision. Financial review will be consistent with any financial costing model and methodology as outlined by the offices of Vice-President – Finance & Administration and Vice President – Academic.

APPENDIX 2: Program Review Process Criteria

The program review process may be initiated for a program that meets one or more of the following criteria, with the exception of the cyclical review.

Criteria	Review	Rules and Timelines
New MCU program standards or updated program description	CPR or APR	The Ministry of Colleges and Universities (MCU) releases a new standard and the College must implement within the timeline specified by MCU. Minor changes may be completed and tracked through the Annual Program Review.
External program accreditation	CPR or APR	Accredited programs are required to undergo review as aligned with the external regulatory requirements and will incorporate the external review in the college program review process. Minor changes may be done through the Annual Program Review.
New Program	CPR or APR	Newly implemented programs will be scheduled into a review based on the completion of all semesters/year levels and once graduate data is available.
Cyclical Review	CPR	All Programs of instruction are subject to Comprehensive Program Review in accordance with an approved schedule in the Annual Program Mix Report.
Program Prioritization, Revitalization, and Rationalization	CPR	Scheduling of programs for review may be altered based on the annual review of continued low indicators identified in the APR.
Program Financial Viability Review	PFVR	The College will review programs that have repeated negative contribution. These are identified through the APR.
Exceptions	CRP or PFVR	The schedule of programs to be reviewed may be altered by the Vice-President, Academic.

CPR = Comprehensive, APR = Annual, PFVR = Financial Viability