



College Policy & Procedures Manual	
Category	6 - Instruction
Policy #	6.1.2 Program Approval, Review and Implementation

6.1.2 PROGRAM APPROVAL, REVIEW & IMPLEMENTATION

POLICY

The continuous improvement of the quality and effectiveness of the College's Program development is critical to the College's mission and the institution's performance and accountability. Program development requires regular monitoring and analyzing of relevant data and the development of a strategic plan in response to the interpretation of data, changes in the environment and the learner's needs.

The intent of this Policy is to assist in improving the quality and accountability of educational programs at the College of the Rockies in a collaborative manner. Continuous program development, implementation, revitalization and renewal are critical to ensure the relevance, access, quality and accountability of College programs.

Advice will be sought in all Aboriginal program matters from the Aboriginal Advisory Committee.

PURPOSE

The purpose of this Policy shall be to provide an objective method of program review to improve program quality and identify opportunities for new directions in curriculum, resources, organization and staffing.

SCOPE

This process shall include all College programs that are to be submitted to Education Council for review and advice as per the College and Institutes Act (section 23.1 (e)) except those categories listed below.

- Contract Training Programs
- Continuing Education Programs

GUIDELINES

Program planning and review is the responsibility of the Vice President's Academic Council. (see Terms of Reference)

Review of the program review process is the responsibility of the Program Review Oversight Committee. (see Terms of Reference)

The President/CEO is an *ex officio* member of all College committees.

PROCEDURES

Program Review

This provides process for regular formative reviews of existing College Programs (as per Appendix A).

Schedule

a) The Vice President's Council (VPAC) shall receive Program Review Data for every program at least once every three (3) years.

b) **Degree Program External Reviews**

One month following the five-year anniversary date of the start of a degree program, the Dean's office will submit a Five-Year Evaluation Report for each program to the Program Planning Committee for subsequent submission to Education Council and the Board of Governors. External reviews of degree programs will be conducted on a five-year cycle.

Five-Year External Review Committee

Membership in the committee will include:

2 members employed in the related sector;

1-2 members of the program advisory committee; and

2 external academics.

Site visits will be a minimum of one full day in length and will entail meeting:

President;

Vice President Education;

Deans of Instruction;

Department Heads;

Core and Auxiliary Faculty;

Staff;

Students;

Alumni;

Manager of Learning Resources; and

Representatives from Academic Support Services

Process for Internal Program Reviews

Data will be collected and presented to VPAC using various resources by the Institutional Research Department.

a) Student Demand and Costs

- Enrolment Targets (FTEs)
- Actual FTE Enrolments
- FTE Enrolments % of Capacity
- Year 1 Applications
- Average Cost per FTE
- Tuition and Fee Revenue per FTE
- Tuition and Fee Revenue per FTE % of cost per FTE

- Other relevant data
- b) Satisfaction Criteria and Measurement
- Student Assessment of the following:
 - Skill Development
 - Written Communication
 - Oral Communication
 - Group Collaboration
 - Critical Analysis
 - Problem Resolution
 - Reading and Comprehension
 - Learning on your own
 - Student Assessment of Quality of Instruction
 - Student Assessment with Overall Satisfaction of Education
- c) Success Criteria and Measurement
- Transfer Satisfaction
 - Post-Student Employment Satisfaction
 - Employer Satisfaction
 - Previous COTR education
- d) Additional Measures
- Completion rates for Career Technical/Vocational/Apprenticeship Programs (Measured on certificate and diploma completion)
 - Completion rates for University Studies/ABE Programs (open-ended Credit programs – measured on credits completed)
 - Fall “New” Headcounts
 - Fall “Continuing” Headcounts
 - Credits Earned
 - Average GPA
 - Input from Advisory Committees
 - Existing pathways out of the program
- e) Student Demographic Profile
- Gender
 - Age
 - Self-declared Aboriginal Student Status
 - International Students

The VPAC will ensure IR collects the data according to the Program Review Schedule.

IR will forward the review report to the appropriate Dean of Instruction for review and follow up. The Dean of Instruction will review the report with the following stakeholders and record their input:

- External Program Advisory committee
- Program faculty
- Program student group

In addition to the data above, input will be used to complete the Program Review based on the following measures:

- Curriculum
- Program costs and resources
- Staffing
- Labour market demand
- Applications, enrollments, FTE's
- Completion rates
- COTR student survey
- Other information as require

Upon completion of a Program Review Action Plan, (see Appendix B) the Dean of Instruction will report his or her recommendations for quality improvement and proposed Action Plan to the Program Review Oversight Committee (PROC).

Education Council representatives on PROC will report any recommendations received regarding the Program Review Action Plan to Education Council.

PROC will receive feedback from programs regarding the program review process and any suggested modifications.

The Program Review Progress Chart (see Appendix C) will be shared with Education Council for information.

The Dean of Instruction is responsible for implementing the recommendation of the Action Plan.

Process for Five-Year External Reviews of Degree Programs

External reviews of degree Programs include the following:

Introduction

Brief history of College of the Rockies, in particular, the rationale and intent behind creating the specific degree.

Institutional Program Support

- a) Describe and assess the methods used by College of the Rockies to monitor quality across all program areas.
- b) Describe and assess the committees, governing bodies, advisory board, external review processes in place to ensure program quality across the institution.
- c) Describe and assess the institutional resources available to all program areas (e.g., library, learning resources, technology, marketing, etc.).
- d) Describe and assess the institution's effort to provide equitable access to its programs for all learners.

Program Area Description and Goals briefly describe the academic degree program being reviewed, including:

- a) The name of the degree;
- b) The original curriculum design;
- c) An overview of any curriculum changes/revisions;
- d) Course syllabi and readings;
- e) How the curriculum for this program compares to similar programs at other post-secondary institutions;
- f) How the courses in the program are integrated;
- g) How major papers or capstone projects are supervised; and
- h) How students are actively engaged in their learning.

Overview of the Program's Academic Quality and Labour Market Reference

In addressing this question of academic quality, the five areas outlined below must be considered:

- a) Designing program to College of the Rockies Strategic and Education Plans:
 - process used;
 - input from advisory boards;
 - input from learners;
 - input from scholars/practitioners;
 - relevant market research.

Program Delivery:

- availability of skilled faculty, both core and auxiliary;
 - support for innovative teaching;
 - blend of theoretical and applied material;
 - development of positive learning environment.
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- b) Verifying program results to plan:
 - admissions procedures;
 - program applications (verified by Registrar);
 - grade spread for each course (verified by Registrar);
 - teaching performance reviews and student exit surveys;
 - awards and honors;
 - scholarly contributions;
 - engagement with community;
 - student gains in knowledge and skills
 - students professional achievements;
 - placement, personal or career development;
 - program alumni opinion;
 - student opinion of program;
 - advisory board review of program.

 - c) Future Directions:

Describe all new program directions in curriculum, resources, reorganization, staffing, or student clientele planned for the next five years.

d) Faculty:

Provide CVs of core faculty and auxiliary faculty who are currently teaching in the program. The CVs should include the following information:

- Name;
- Instructional assignment;
- Regularization date;
- List capstone projects supervised;
- List other specific duties;
- Degrees awarded and from where;
- Teaching qualifications/experience;
- Relevant work experience;
- Scholarly activities and publications (last 5 years).

Summarize the strengths and weaknesses of the faculty complement. Report on plans that have been implemented to capitalize on individual and collective faculty strengths and to overcome weaknesses.

Summarize the effectiveness of the faculty based on learner evaluations (Student Satisfaction Surveys, SORS data) in the areas of teaching, facilitating learning and mentoring.

External reviews of degree programs will be reported to PROC for review and to Education Council for information. The Dean of Instruction is responsible for implementing the recommendations for quality improvement.

Program Approval -- Proposed New Credit Programs

Stage 1 Identification and Acceptance of New Credit or Degree Program Ideas

Proposals for new credit programs from all members of the College community, along with an appropriately completed template (see Appendix D – PIP) will be forwarded to the Vice President Education who will assess program consistency with the current Strategic Plan.

The appropriate Dean of Instruction and Department Head will identify a Deans Task Force who will: (see Appendices F & G)

- a) Contact College personnel who should be involved in the proposal development, including Aboriginal Advisory Committee members, where appropriate.
- b) Conduct initial research into program feasibility including research into associated programs offered within the College and by other institutions, demand of students for such programs from our region, local labor market demand.
- c) Submit a Program Idea Profile (Appendix D - PIP) to VPAC for review.
- d) The VP Education will circulate a Program Idea Profile to the College Education Council and, where appropriate, to the Aboriginal Advisory Committee for review and advice.

Stage 2 Non-Degree Program Proposal (NPP) or New Degree Proposal (NDP)

A NPP <https://www.aved.gov.bc.ca/psips/public/guidelines/ndgTemplate.dot> or a NDP <https://www.aved.gov.bc.ca/psips/public/guidelines/degProgRevGuidelines.pdf> will be developed in accordance with Non-Degree Proposal Guidelines (see Appendix E) and submitted to the following for advice:

- VPAC
- EDCO
- Aboriginal Advisory Committee where applicable

The NPP or NDP and any advisory comments from EDCO and the Aboriginal Advisory Committee will be submitted to the President.

The President will recommend appropriate action and the VP Education or delegate will forward the NPP or NDP to the on-line “New Program Review” (NPR) website for peer review and comment.

Following the required 30-day posting on the website, the NPP or NDP will be completed by the Dean of Instruction, taking into consideration and/or incorporating peer review and comments.

If the Dean of Instruction does not recommend the program, the VP Education will inform EDCO.

The NPP or NDG and advisory comments will be submitted to the following for final approval:

- President/CEO
- Degree Quality Assurance Board for New Degree Proposals only

The NPP or NDP will be signed and approved by the CEO/President who will then inform the Board.

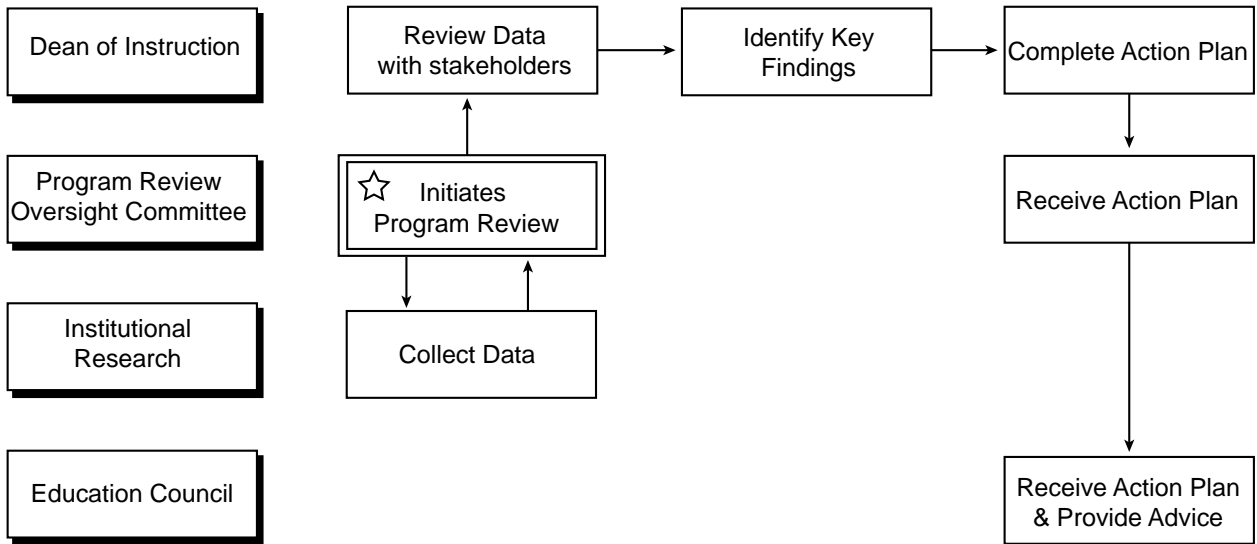
The Vice President Education will post the new program implementation date, if and when appropriate.

Stage 3 Program Implementation

Once the program implementation notice has been posted, the appropriate Dean of Instruction will:
(see Appendices F and G)

- a) Submit recommendations and establish a program Advisory Committee;
- b) Hold Advisory Committee meetings and obtain recommendations for curriculum, marketing, staff, etc.
- c) Initiate marketing;
- d) Contact service areas such as Educational Technology, Physical Facilities, Marketing and Student Services;
- e) Continue curriculum development; (see Appendix H)
- f) Receive EDCO approval of Curriculum;
- g) Develop staffing plans;
- h) Hire staff;
- i) Inform EDCO and VPAC, and
- j) Implement program.

Program Review Policy 6.1.2



Appendix A





PROGRAM ACTION PLAN *(to be completed within 6 months of receiving data report)*

<u>PERFORMANCE MEASURE</u>		<u>KEY FINDINGS</u>	<u>PROPOSED ACTION</u>	<u>RESOURCES REQUIRED</u>	<u>SCHEDULE FOR IMPLEMENTATION</u>	<u>WHO IS RESPONSIBLE</u>	<u>PROGRESS & DATE COMPLETED</u>
CURRICULUM	Students						
	Faculty						
	Advisory						
PROGRAM COSTS & RESOURCES	Students						
	Faculty						
	Advisory						
STAFFING	Students						
	Faculty						
	Advisory						
LABOUR MARKET DEMAND	Students						
	Faculty						
	Advisory						
APPLICATIONS & ENROLLMENTS (FTEs)	Students						
	Faculty						
	Advisory						
COMPLETION RATES	Students						
	Faculty						
	Advisory						
COTR STUDENT SURVEY	Students						
	Faculty						
	Advisory						

New Credit Program Idea Profile (PIP)

Title

1	Credential	
2	Start Date	
3	Contact/Department Information	
4	Purpose/Background	
5	Program Description	
6	Delivery	
7	Consultations	
8	Labour Market Demand	
9	Curriculum	
10	Prerequisites	
11	Student Demand & Enrollment	
12	Transferability & Laddering	
13	Work Experience	

Non-Degree Programs – Proposal Guidelines

Ministry of Advanced Education

October 2002

All public institutions are to participate in the on-line non-degree program review process for new non-degree **credit programs, except for certificate programs that do not "ladder" into diploma programs.** Eligible programs include:

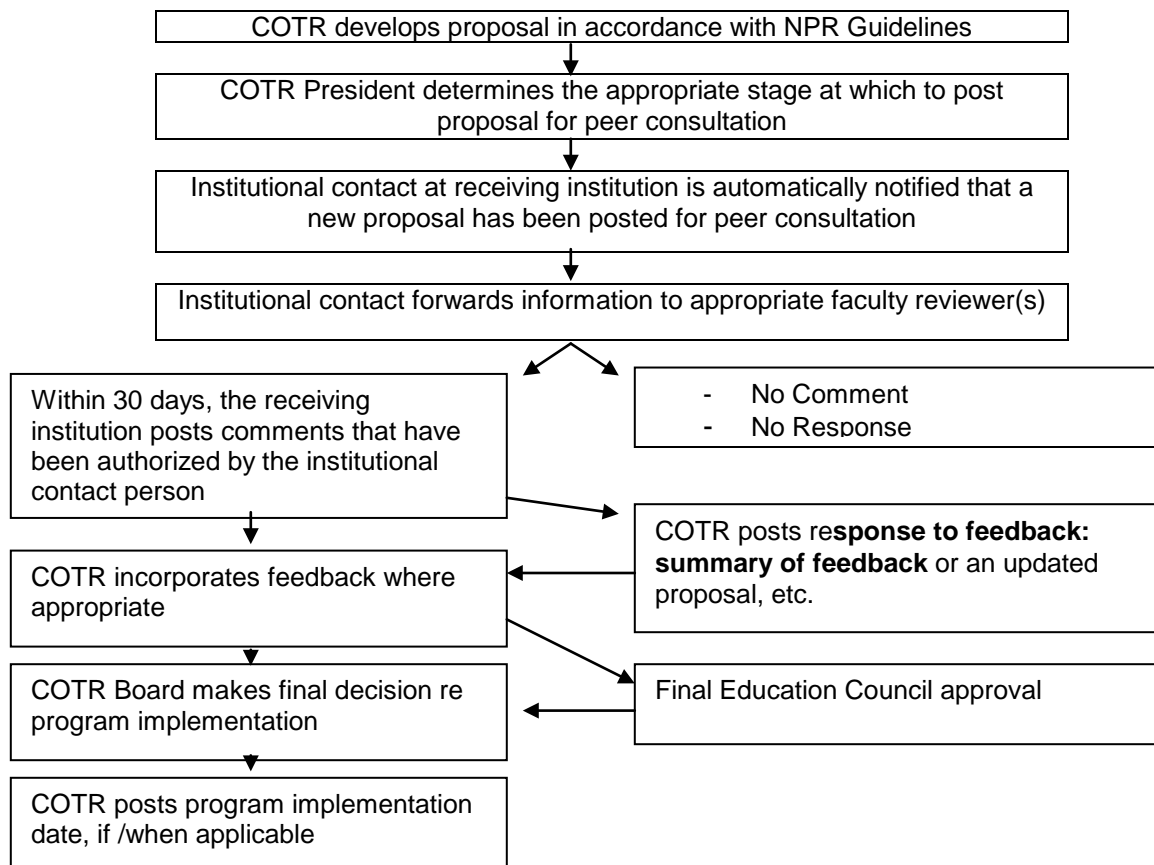
- New fields of Study
- New credentials
- Options developed in existing programs and to be recognized on students' transcripts;
- Major program revisions that warrant an internal review or institutional approval. Determination about what constitutes a major program revision is left up to the institution.
- Programs originally established as credentials offered outside the province, but are later offered within the province.

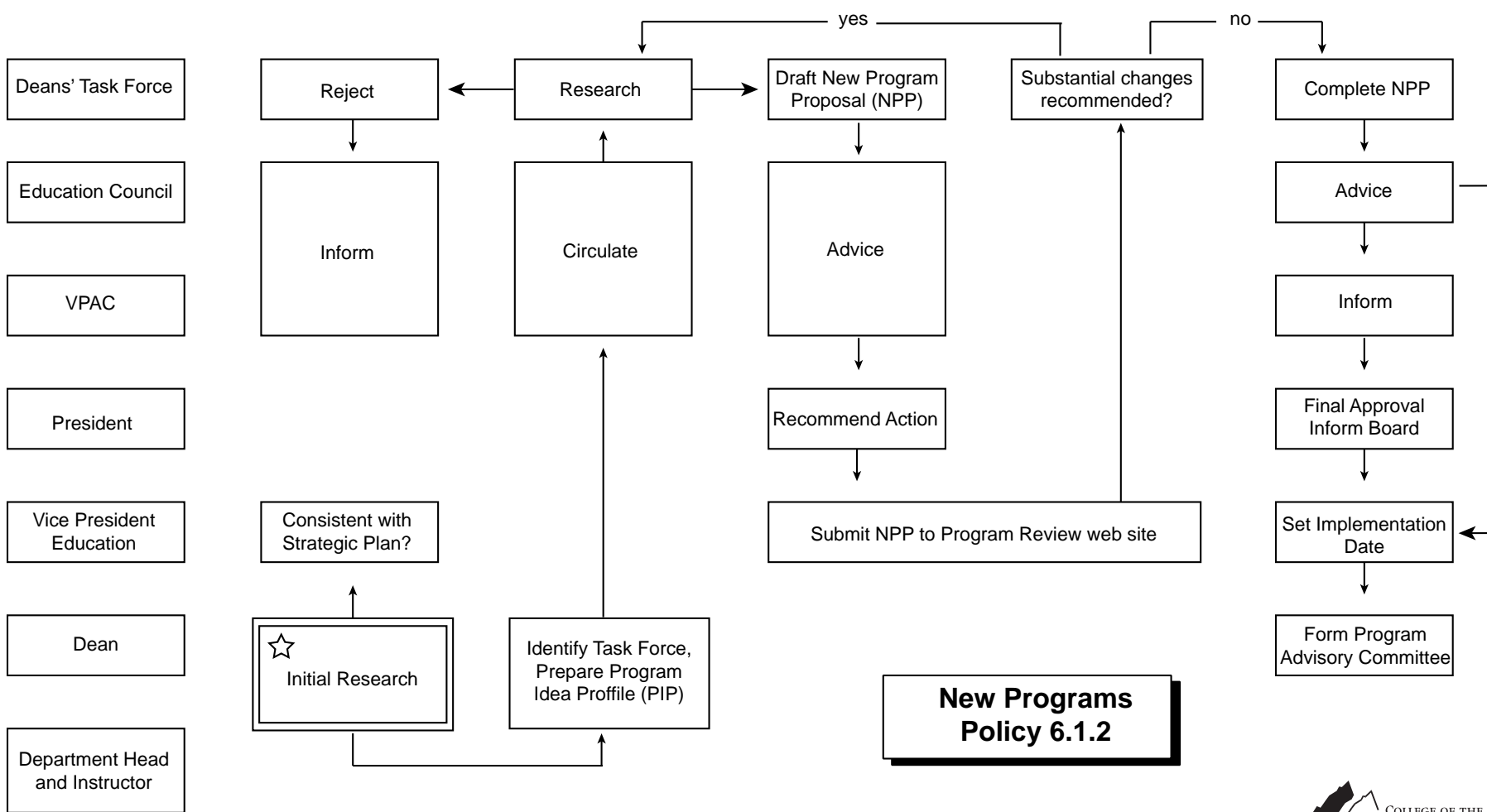
This process is not required for certificate programs that do not ladder into other credentials.

However, if the Institution **wants to ensure that students are eligible to apply for student financial aid**, the **certificate** must be approved by the institution's Education Council, and must meet all other program eligibility requirements as outlined at www.studentaidbc.ca under the School Officials icon.

Online New Program Review Process

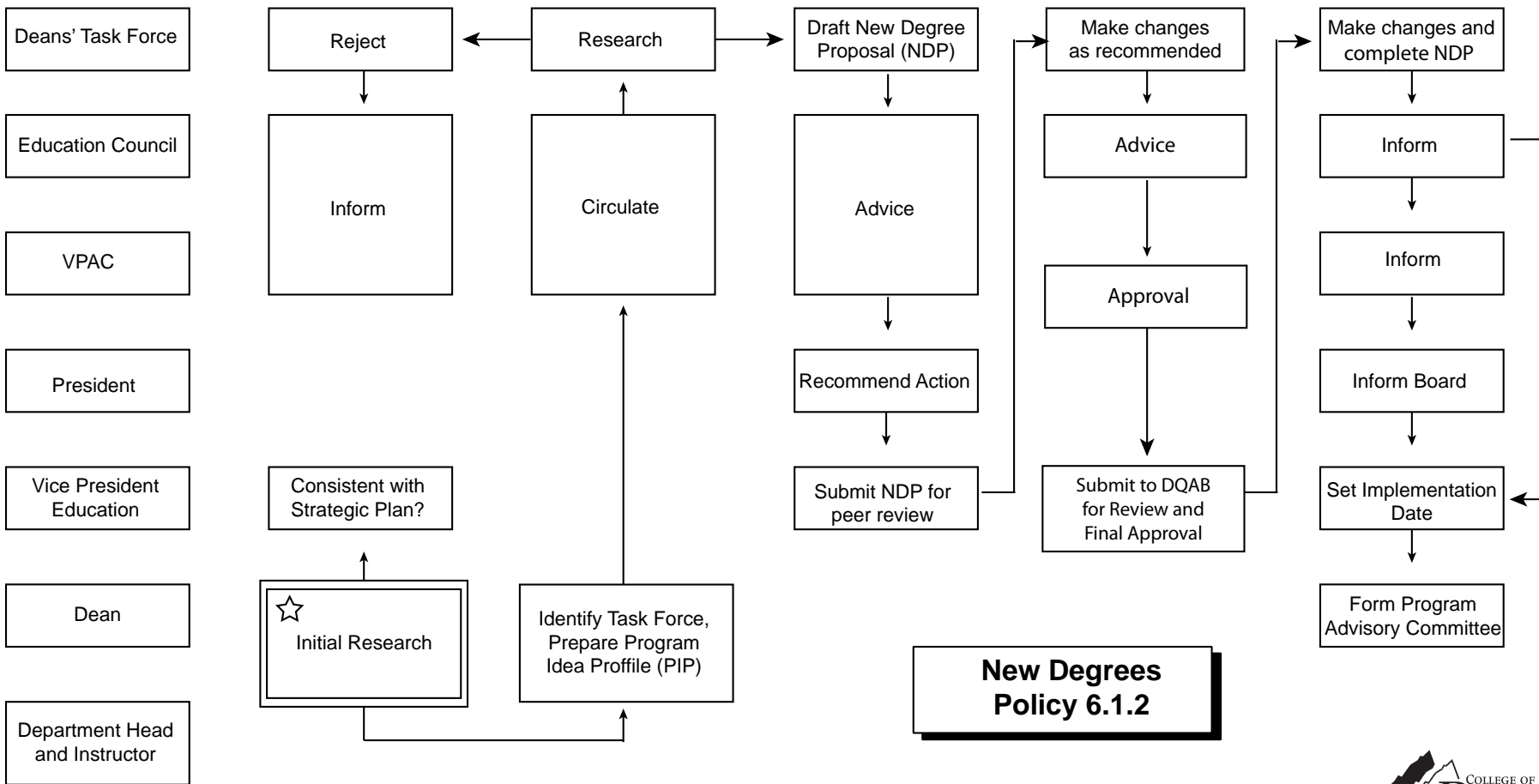
The flow chart below outlines the steps in the NPR Process model for peer consultation of non-degree program proposals.





New Programs Policy 6.1.2





Dean of Articulation

Education Council

Program Advisory Committee

Program Dean

Registrar

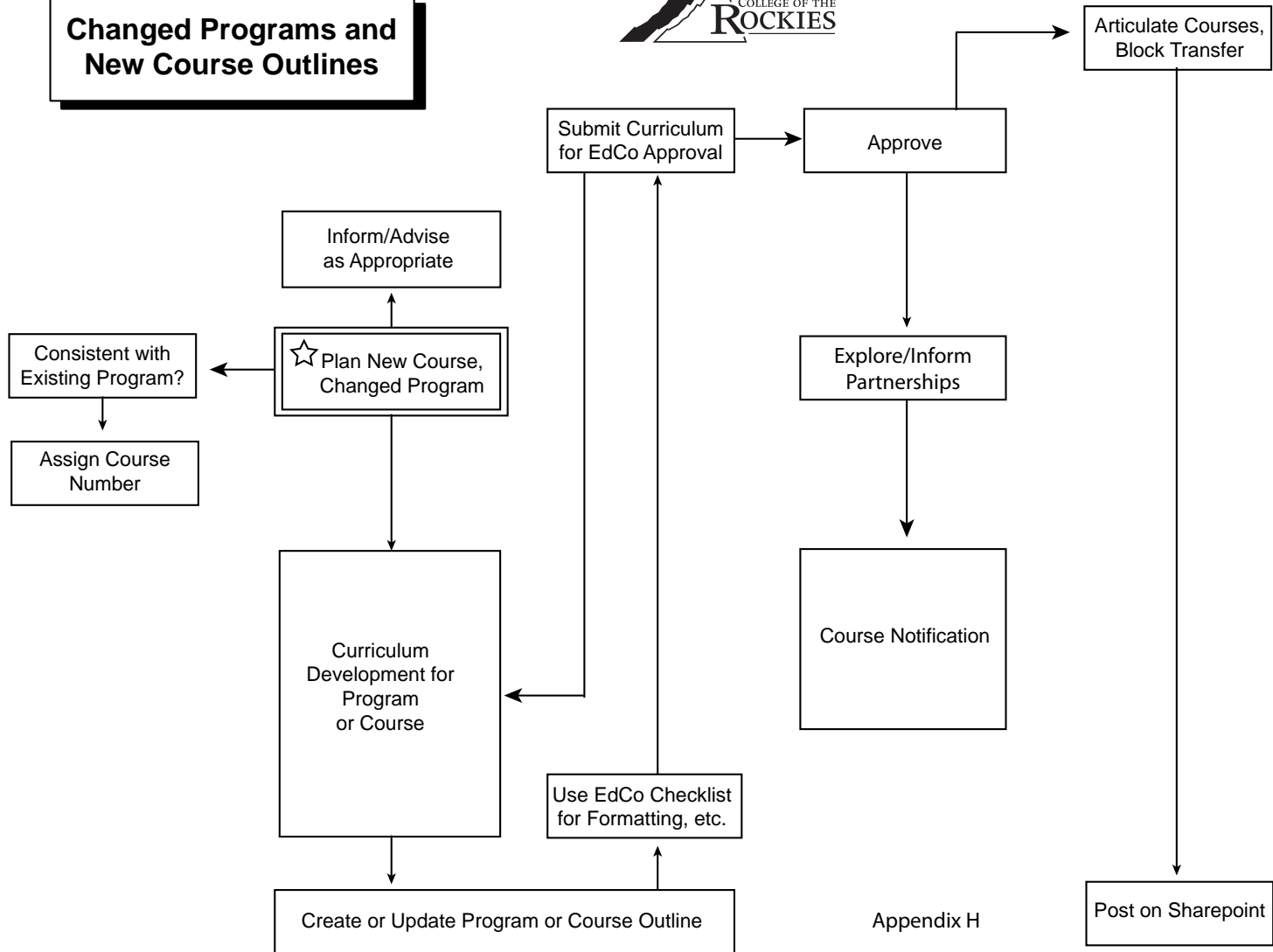
Department Head

Program Administrator

Instructor

Production Support Centre

Changed Programs and New Course Outlines



Appendix H