

## 6.1.6 PROGRAM QUALITY ASSURANCE

### **POLICY**

The continuous improvement of the quality and effectiveness of the College's program profile is critical to the College's mission and the institution's performance and accountability. Regular formative reviews of existing College programs will support quality, currency, accessibility, revitalization and renewal of programming.

### **PURPOSE**

The purpose of this policy is to ensure maintenance of relevant, quality programming at the College. The goal is to create a culture of program accountability, revitalization and renewal which includes recognizing excellence in programming quality and identifying new directions in curriculum, resources, organization and staffing.

### **SCOPE**

This policy applies to maintenance and delivery of College programs that lead to certificates, diplomas and degrees. The College will conduct periodic reviews of these programs to assess their effectiveness, and this assessment will include responsiveness to student, labour market and societal needs.

### **GUIDELINES**

- A. Program quality assurance is a collaborative process involving program administrators, faculty, staff, students, external partners and key stakeholders with support from institutional research for the gathering of relevant data.
- B. Program quality assurance at the College uses a strengths-based approach and acknowledges program identified goals that are in line with the College's strategic direction.
- C. Review of the program quality assurance process is the responsibility of the Program Quality Assurance Committee (PQAC).
- D. The program quality assurance process provides an opportunity for the College to ensure that intercultural perspectives are included in programming.
- E. The program quality assurance process provides an opportunity for the College to ensure that Indigenous perspectives are included in programming.

- F. Program quality assurance will:
- assess program relevance and sustainability, future educational or career opportunities for students and benefits to College partners and the community.
  - assess the quality and adequacy of program resources.
  - ensure the program reflects the values of the institution, is focused on student success and aligns with the strategic and educational plans of the College.
- G. The program quality assurance process leads to recommendations in the form of a program action plan. The Vice President’s Academic Council (VPAC) will receive a copy of the program action plan and recommendations from the appropriate Dean following the quality assurance review. The Dean is accountable for the implementation of the recommendation(s) of the Action Plan. The Program faculty and staff are responsible for implementing the recommendation(s) of the Action Plan.
- H. Schedule for Quality Assurance Reviews
- H.1 Internal Programs  
A quality assurance review shall be conducted on each College program at least every five years.
- H.2 College Degree Programs 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 degree program to the Program Quality Assurance 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.
- H.3 Other External Program Reviews  
Programs with external review requirements will follow the review schedule of the external organization.

## **RESPONSIBILITY**

Vice President, Academic and Applied Research and Deans

## **ADDITIONAL INFORMATION**

Related documents:

BC Degree Quality Assessment Board Guidelines and Criteria  
Colleges and Institutes Act  
Education Council Bylaws  
Program Quality Assurance Procedures

Related policies:

*6.1.2 Program & Course Development & Approval*  
*6.1.5 Program Cancellation and Suspension*