



SUBJECT: External Program Review for Degree Programs	CATEGORY: Academic Programming	NO. 107
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PREAMBLE

The purpose of an external program review is to obtain an independent and broader perspective about whether the program meets the quality standards of a degree program. The external review also provides the program and institution with an objective view about the viability and sustainability of the degree program. The purpose of this policy is to affirm SIAS's commitment to perform external reviews and to provide information related to the requirements for the review process.

POLICY

All degree programs will undergo an external third-party program review in addition to the program review requirements detailed in policy 115-G *Program Review*. Degree programs will undergo the external third-party review as part of the phase II review conducted at a minimum of every six years. (See policy 115-G *Program Review*).

PROCEDURES**1.0 External Reviewer Qualifications**

- 1.1 To qualify as an external reviewer, the candidate must hold an advanced academic degree, normally a terminal degree in the discipline. Reviews of certain professional degree programs may require that the candidate hold an advanced degree in a related or applicable discipline.
- 1.2 The expert will have relevant academic experience in the area of quality assessment such as curriculum design, teaching and learning or administration of a similar program offered by a post-secondary degree granting institution.
- 1.3 The expert must be at arms-length to the institution so as to not create a conflict of interest.

Approved by: President and CEO	Prepared by: Associate Vice-President, Academic & Research	Date Issued: September 12, 2013	Supersedes/New New	Page 1 of 3 #107
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2.0 Requirements of the Program

- 2.1 The program will provide the external reviewer with the following information:
- Data from the phase I program review including application, enrolment, graduate, withdrawal trends and reasons; equity participation rates; and graduation and withdrawal rates by cohort.
 - Data from the phase I review related to graduate employment rates, student satisfaction, graduate satisfaction and market demand for graduates. Retention rates and completion times will also be provided.
 - Results of the phase II Education Framework analysis in the areas of program design, student evaluation, program delivery, student intakes, student progression, learning activities and resources, and student support.
 - Results from the program self-assessment which includes an examination of applications, student success, employment rates, admission requirements, industry demand for the program, physical learning environment, program resources, appropriateness of learning outcomes and assessment of learning outcomes, curriculum content, and faculty-student ratios.
 - Summary of scholarly and research activity undertaken by faculty members.
 - Any other information relevant to the program under review.

3.0 Requirements of the External Review

- 3.1 The membership of the review panel will consist of a minimum of two external reviewers, with at least one from out of province, who hold advanced degrees in or related to the discipline and who are actively engaged in the discipline. The review panel, in consultation with the dean of the program, will be appointed by the provost and vice-president, academic.
- 3.2 An external review panel will be appointed to conduct a site visit, examine all pertinent materials as provided by the program and conduct interviews as required.
- 3.3 The review panel will jointly prepare a report that provides an assessment of the overall program quality including the appropriateness of the curriculum, viability of the program and the effectiveness of the program and the resources. An assessment of the (applied) research, scholarly and professional activity of the faculty will be included. The report will outline any changes needed to strengthen quality.

4.0 Results of the External Review

- 4.1 The results of the external review will be submitted to the dean of the program area.
- 4.2 The results of the review and the program response to it outlining the steps that will be taken to address any identified recommendations or deficiencies will be

Approved by:	Prepared by:	Date Issued:	Supersedes/New	Page
President and CEO	Associate Vice-President, Academic & Research	September 12, 2013	New	2 of 3 #107

submitted to deans' council. Following the review by deans' council, the report and response will be posted on the SIAST website.

Approved by: President and CEO	Prepared by: Associate Vice-President, Academic & Research	Date Issued: September 12, 2013	Supersedes/New New	Page 3 of 3 #107
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