



## POLICY AND PROCEDURE STATEMENT

<b>SUBJECT:</b>  <b>Institutional Review for Degree Programs and Services</b>	<b>CATEGORY:</b>  <b>General Administration</b>	<b>NO.</b>  <b>509</b>
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### PREAMBLE

The purpose of institutional review is to provide evidence related to institutional effectiveness and efficiency. The review provides the capability to assess processes in place for accountability, quality assurance and improvement within the institution. The purpose of this policy is to ensure all degree programs and associated services offered by Saskatchewan Polytechnic as an aggregate meet the highest standards of organizational and program quality. The policy affirms Saskatchewan Polytechnic's commitment to performing periodic institutional reviews.

### POLICY

Saskatchewan Polytechnic will undertake periodic self-study analyses of institutional performance including strengths, weaknesses, desired improvements and future directions at a minimum of every ten years. The primary focus of the review will be to ensure all degree programs continue to meet quality standards as well as to more broadly inform the institute about overall performance. The institutional review will examine all degree programs and services associated to offering degree programs.

An external third-party will examine the self-studies, conduct a site visit and develop a follow up report. The review report and an institutional response to the report will be publicly posted.

### PROCEDURES

#### 1.0 Goals and Principles

The goal of the review is to have a measurable and positive impact on institutional effectiveness, efficiency and student success.

1.1 The institutional review process is a continuous and iterative process that will

- reflect the mission, mandate and goals of Saskatchewan Polytechnic
- support innovation as an essential part of continuous improvement

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- serve to inform strategic planning for future directions
- support the student learning experience for gaining required education, skills, competencies, success in employment and for lifelong learning.

## 2.0 Review Procedures

2.1 The Saskatchewan Polytechnic institutional review procedures will include the following criteria<sup>1</sup>:

- a self-study undertaken by faculty members and administrators based on evidence related to institutional performance, including strengths, weaknesses, desired improvements and future directions
- an assessment conducted by a panel of experts external to the institution, that will normally include:
  - a site visit
  - a report by the external expert panel assessing institutional quality and recommending any changes needed to strengthen the quality
  - an institutional response to the recommendations of the panel report, and
  - a publicly available summary of the conclusions of the evaluation process and report.

## 3.0 Self-Study Criteria

3.1 The self-study will provide information related to organizational processes and outcomes, and institutional culture.

3.2 The self-study will describe the institution, staff and students, programs offered, percent of degree programs offered, and governance.

3.3 The self-study will provide an analysis of the strengths, weaknesses, desired improvements and future directions in each of the following areas:

- mission and mandate, academic goals and policies, commitment to academic freedom
- governance and administrative structures, dispute resolution and ethical conduct
- financial management, planning and resources, facilities, and strategic planning
- policies and procedures for program effectiveness, curriculum development and delivery, program review and quality assurance
- qualified academic faculty, faculty appointment and employment conditions, research support
- libraries, education and information technology support services
- student services policies, procedures, student protection and student life.

<sup>1</sup> This criteria aligns with criteria set out by the Council of Ministers of Education (CMEC, 2007) and the Saskatchewan Higher Education of Quality Assurance Board (SHEQAB, 2014)

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## 4.0 External Panel Review Requirements

- 4.1 The membership of the external review panel will consist of a minimum of three external reviewers, with at least one from out of province, who hold advanced degrees, possess higher education administrative leadership experience and have demonstrated proficiency in teaching, service and scholarship, and in evaluating academic programs and/or institutions.
- 4.2 Appointments to the review panel will be made by the President and CEO, in consultation with the provost and vice-president, academic, the associate vice-president, learning and teaching and the deans of the degree programs.
- 4.3 The panel members must be at arms-length to the institution so as to not create a conflict of interest.
- 4.4 The review panel will conduct a site visit, examine all pertinent materials as provided by the institution and conduct interviews as required.
- 4.5 The review panel will jointly prepare a report that provides an assessment of the overall institutional quality including strengths, weaknesses, desired improvements and future directions. The report will outline any requirements to strengthen quality.

## 5.0 Results of the External Review

- 5.1 The results of the external review will be submitted to the provost and vice president, academic. The associate vice president, learning and teaching will lead the development of a response in consultation with deans and senior administrators of service areas associated with the review.
- 5.2 The results of the review with the institutional response addressing any identified recommendations or deficiencies will be submitted to the President and CEO and the Saskatchewan Polytechnic Board of Directors, Senior Management Council and the Saskatchewan Higher Education Quality Assurance Board. The report and response will be posted on the Saskatchewan Polytechnic website.

## RELATED POLICIES/DOCUMENTS

*External Program Review for Degree Programs 107*  
*Program Review 115-G*

## AMENDMENT HISTORY

1. Original issue date: January 6, 2016
2. Revision dates: n/a
3. Scheduled review date: January 6, 2021

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