



Procedures

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| Policy Name | External Review of Degree Programs | | |
| Policy # | #107 | Category | Academic Programming |
| Policy Sponsor | Associate Vice-President, Learning and Teaching | Previous Revision Date | September 12, 2013 |
| Policy Approved by | President & CEO | Revision Date | June 4, 2019 |
| Procedures Approved by | Provost and Vice-President, Academic | Review Date | See Policy Review Date or As Required |

See the related [POLICY](#).

DEFINITIONS

Degree: as defined in Policy #114 Credentials and in the Credential Qualification Framework.

External Review: a program review conducted by a subject matter expert in the same field of study as the degree who is at arm's length, and will not be in a conflict-of-interest position, in regards to Saskatchewan Polytechnic.

Program: A program is a defined set of credit courses and other requirements leading to a credential in a specific field of study. Definitions and requirements of credentials are contained in the Credential Qualification Framework.

PROCEDURES

1. External Reviewer Qualifications

- a. 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.
- b. 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.
- c. The expert must be at arms-length to the institution so as to not create a conflict of interest. See Policy 704 Conflict of Interest.

2. Requirements of the Program

The program will provide the external reviewers with the following information:

- a. Results from the annual review(s) including application enrolment, graduation, withdrawal trends and reasons; equity participation rates; retention rates and completion times;

graduate 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.

- b. Results of industry consultation and analysis in the areas of program design, student evaluation, program delivery, student intakes, student progression, learning activities and resources, and student support.
- c. Summary of scholarly and research activity undertaken by faculty members.
- d. Any other information relevant to the program under review.

3. Requirements of the External Review

- a. 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.
- b. An external review panel will be appointed to examine all pertinent materials as provided by the program, conduct interviews, and conduct a site visit, as deemed required by the panel.
- c. 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. Results of the External Review

- a. The results of the external review will be submitted to the dean of the program area.
- b. The results of the review and the program response to the external review, outlining the steps that will be taken to address any identified recommendations or deficiencies, will be submitted to Academic Council and Senior Academic Leadership Team (SALT) for endorsement.
- c. Following the review by Academic Council and SALT, the report and response will be provided to Senior Management Council for notification.