



## Procedures

Policy Name	<b>Program Review</b>		
Policy #	<b>115</b>	Category	<b>Academic Programming</b>
Policy Sponsor	<b>Associate Vice-President, Learning and Teaching</b>	Previous Revision Date	<b>July 4, 2016</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>June 4, 2020</b>
Procedures Approved by	<b>Provost and Vice-President, Academic</b>	Review Date	<b>See Policy Review Date or As Required</b>

See the related [POLICY](#).

### DEFINITIONS

**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 program credentials are contained in the Credential Qualification Framework available in the Saskatchewan Polytechnic Program Operating Procedures manual.

### PROCEDURES

#### 1. Annual Review

1.1. The annual program review is a formative assessment. It will use statistical information gathered and prepared by Institutional Research and Analysis (IR&A), typically including:

- a) application trends;
- b) enrolment trends;
- c) graduate trends;
- d) withdrawal trends and main reasons;
- e) equity participation rates;
- f) graduation and withdrawal rates by cohort.

1.2. The review will consider results from the most recent graduate employment and student surveys, including:

- a) graduate employment rates;
- b) student satisfaction;
- c) graduate satisfaction;
- d) market demand for graduates.

1.3. The review will also consider external input from the Program Advisory Committee (PAC) and include a self study by program faculty and leadership.

1.4. The annual review will identify program strengths and opportunities for improvement, including objectives for the next year. The annual review will follow the approved template and will be provided to the dean's office by June 30 each year.

- 1.5. The dean or designate will meet with the program team, following their consideration of the report, to discuss program performance and to inform future planning. The dean's office will provide copies of all program annual reviews from within the schools to the Office of the Provost and Vice-President, academic.
2. Comprehensive Review
    - 2.1. Comprehensive program reviews will be conducted a minimum of once every five to six years, in coordination with accreditation or other external review cycles. Deans will be responsible for setting program review schedules within their schools.
    - 2.2. The review cycle and records of major and minor revisions to programs will be documented and communicated annually to deans through the Office of the Provost and Vice-President, academic.
    - 2.3. The comprehensive program review is summative, incorporating:
      - a) annual reviews since the last comprehensive review;
      - b) statistical information;
      - c) external review;
      - d) self study.
    - 2.4. The comprehensive review results in actions for program improvement and quality assurance. The comprehensive review will follow the approved template and the final report will be provided to the dean's office, and forwarded to the Office of the Provost and Vice-President, Academic, by June 30 of the year the comprehensive review is scheduled to be complete.
    - 2.5. Curricular changes resulting from the comprehensive review are to be enacted within one academic year.
    - 2.6. If identified objectives for program change are extensive or cannot reasonably be achieved, the Dean will consult with the Provost and Vice-President, Academic. Any suspension or deletion must be approved, as per Policy 101 Academic Authorities Grid.
  3. External Accreditation and Program Approval
    - 3.1. Many programs are accredited by an external agency or approved by a professional association. Degree programs are externally reviewed, as per Policy 107 External Review of Degree Programs. Accreditation or similar external review usually provides a comprehensive examination of curriculum and other key program components and elements based on approved up-to-date fixed standards.
    - 3.2. Preparation for accreditation or approval is the responsibility of the program and will be conducted per accrediting body timelines.
    - 3.3. For those programs undergoing review by an external agency, including accreditation body, professional association, or degree authorization review panel, this review will provide the external review required within the comprehensive review process.

- 3.4. For those programs not undergoing review by an external agency, as described above, an external review committee must be convened. The external review report will follow the approved template and the final report will be provided to the program leadership for inclusion in the comprehensive review report.
- 3.5. Accredited and approved programs may also choose to convene an industry review or to have optional research done to supplement the accreditation or approval findings by providing information in any areas that the accreditation or approval process did not cover.

## **RELATED POLICIES/DOCUMENTS**

Policy 101 Academic Authorities Grid

Policy 107 External Review of Degree Programs

Policy 112 Program Advisory Committees

Review templates and process details are available in the Program Operating Procedures (POP) Manual.