POLICY

Aurora College will review its instructional programs on a continuous quality improvement cycle to ensure they best support the student learning experience and meet appropriate quality standards.

PRINCIPLES

1. Program review at Aurora College is a faculty-led, collaborative, systematic and evidence-based examination of a program. Program review allows for a detailed analysis of a program that results in continuous improvement to the student learning experience and enhancements to the program.

2. The process of program review is inclusive and involves the perspectives of students, faculty, staff, alumni, and subject matter stakeholders (e.g. potential employers and relevant industry).

3. As a public institution, Aurora College has a duty to ensure and report on the quality of its programs. Program review is the mechanism by which we practise this accountability and communicate it to our community.

4. Program review is the process that drives continual progress and improvement at the program level. Program review findings inform deliberations on curricula changes and curriculum development.

SCOPE

1. This policy applies to instructional programs.

2. Program review does not evaluate performance of individual students, faculty, staff, or administrators.

DEFINITIONS

Instructional Program: For the purposes of this policy, an instructional program is an integrated group of courses or learning activities.

Vice President: In this policy, Vice President means either the Vice President, Community and Extensions or the Vice President, Education and Training.

1   PROGRAM REVIEW

1.1   All instructional programs ("programs"), including those offered through an agreement with another institution, will be scheduled for review on a regular basis. Programs will undergo review at least once every five (5) years.

1.2   All programs must meet the requirements of this policy, including programs that undergo extensive review by external accrediting bodies. As appropriate, the review of programs that undergo external review may occur concurrently with the external accreditation so as not to duplicate processes.

1.3   Successful completion of a program review requires the President's approval of the following reports: Self-Study Report, External Review Report, and Continuous Quality Improvement Plan (CQIP).

1.4   A program must demonstrate, through the Annual Follow-Up Report, to the satisfaction of the President, the substantial completion of the CQIP for the academic year.

1.5   The President will include approved CQIP annual cumulative reports in reports to the Board.

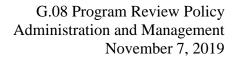**SUPPORTING PROCEDURES, FORMS, AND RULES**
The Vice President, Community and Extensions and the Vice President, Education and Training (or their designees) are responsible for managing the supporting procedures, forms, and rules for this policy.

RELATED POLICIES
None

RELATED AURORA COLLEGE BYLAWS
None

FACT SHEET

DATES:

1987-05   Policy G.08 *External Evaluation* issued.

1997-02   Policy revised.
                    Policy and Program Committee Motion PPC#19-1997.
                    Board of Governors Motion BG#05-1997.
                    Implemented April 25, 1997.

2019-11-07   Policy revised and renamed *Program Review Policy*.
                    Approved by Administrator, Aurora College Ref.#Admin-17-2019.
                    Implemented November 7, 2019.