PARENT BYLAW: Not Applicable
PARENT POLICY: *G.08 Program Review Policy*

The following procedures are established to meet the requirements for implementing Aurora College *G.08 Program Review Policy*.

1   SCOPE
1.1   All instructional programs delivered by Aurora College are reviewed using this procedure.

2   DEFINITIONS
Instructional Program: In this procedure an instructional program ("program") refers to an integrated group of courses or learning activities.

Program Review Manager: A faculty member in Aurora College tasked with managing the review of a particular program.

Program Review Support Staff: One or more Aurora College staff members assigned to support a particular program review.

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

3   OVERVIEW
3.1   Program Review is a faculty-led, collaborative, systematic, evidence-based examination of a program.

3.2   Program Review aims to:
- Conduct a detailed analysis of a program's strengths and areas for improvement.
- Evaluate a program's competitiveness, relevance, and viability within its discipline / sector.

3.3   Program Review is:
- One of Aurora College's continuous quality improvement functions.
- A requirement of degree granting institutions.
- Required by Aurora College's *Program Review Policy*.

3.4   Program Review Timing:
- All programs will undergo review at least once every five (5) years.
- Related programs may be reviewed together.

- The schedule for program reviews is updated on a yearly basis and provided to Aurora College's internal Education Committee (the "Education Committee").

3.5 The components of the program review procedure include:
- Self-study
- External Review
- Quality Assurance Recommendations
- One-year Follow-up

3.6 To ensure quality standards are met, each component (beginning with the Self-study) must be submitted to the Education Committee for approval before proceeding to the next phase of the process.

3.7 The One-year Follow-up must be submitted one year after the Quality Assurance Recommendations have received Education Committee approval.

Note: To be considered by the Education Committee, each report must be received by the Vice President at least 1 month prior to the Education Committee meeting.

3.8 A program review should ideally take no longer than twelve (12) months elapsed time from its beginning to the submission of the Quality Assurance Recommendations. This 12-month timeline includes a range of activities to be undertaken by numerous stakeholders. Consequently, the 12-month timeline accounts for data-gathering processes, the submission of documents to the Education Committee, and site visits arranged for external reviewers.

3.9 The Identified Milestones are:
- Planning Phase
- Development of New or Revised Program Map
    - Information gathering
    - Self-study
    - External review
- Development of Recommendations Plan
- One-year Follow-up

3.10 SharePoint contains resources to support the program review process, including all guides, forms, and templates referred to below. It also provides the completed and approved reports associated with each step for past reviews.

4   **OUTCOMES-BASED DEVELOPMENT MODEL FOR PROGRAM REVIEW**
The steps for each phase of the review process are described in the table below.

Milestone	Who	What	Timeline
1. Planning Phase			2 months maximum
Develop scope and timeline for Review	Vice President	Identifies Program Review Team and Project Manager.	
	Program Review Team	Review documents for the process: - Introduction to Program Review - Program Review Steps and Roles - Self-study Guide - Self-study Template Provide information about program history, design, strengths, opportunities, and aspirations. Determine research question(s) the program seeks to answer through the review. Engage in Program Mapping Session including a list of program competencies (program-level learning outcomes). Confirm Review timeline.	

Milestone	Who	What	Timeline
2. Development of Program Map			8 months maximum
Write Self-study Report	Program Review Team	Review *Self-study Report Template* (see Aurora College's SharePoint site). Gather documents needed for Self-study. Draft Self-study Report. Note: The Self-study should contain recommendations Conduct collaborative review of Self-study Report with Vice President to provide feedback.	
Prepare and conduct data gathering sessions	Program Review Team	Using multiple means of review (surveys, focus groups, Appreciative Inquiry session, program mapping sessions, etc.) plan and engage in data gathering sessions.	
Provide data analysis	Program Review Team	Review session and administrative data analysis.	

Plan External Review	Program Review Team	Nominate external reviewers.	
		Determine date and location of site visit.	
		Plan agenda for site visit (refer to the *Guidelines for a Successful External Review Site Visit*).	
	Project Manager	Provide External Review team with standards and guidelines for External Review and the Self-study Report.	
		Provide program review team with *Guidelines for a Successful External Review Site Visit*.	
		Organize external review orientation call for external reviewers and program chair.	
	Project Sponsor (e.g. Vice President)	Review candidates for external review team.	
		Invite external reviewers.	
		Appoint AC faculty member who will be a part of the team.	
Participate in site visit	Program Review Team	Host site visit.	
	Project Sponsor	Participate as required in site visit.	

Milestone	Who	What	Timeline
3. Development of Quality Assurance Recommendations			**2 month maximum**
Develop Quality Assurance Recommendations	Project Manager	Review *Quality Assurance Recommendations Guidelines* and template (see Aurora College's SharePoint site). Collaborate with faculty and Vice President on how to address recommendations in Self-study and External Review. Develop Quality Assurance Recommendations according to guidelines using template provided.	
	Vice President	Collaborate in development of Quality Assurance Recommendations. Review Quality Assurance Recommendations and ask for revisions if required. Forward Quality Assurance Recommendations to Education Committee for approval.	
	Education Committee	Review Quality Assurance Recommendations and grant approval or return to Project Manager for revisions to address identified issues / inadequacies. Send final document to the President / Administrator for signature.	
	President / Administrator	Send signed document to Vice President for documentation and dispersal.	

Milestone	Who	What	Timeline
4. One-year Follow-up			
Prepare One-year Follow-up Report	Program Review Team	Write report on progress of implementation of Quality Assurance Recommendations to date.	
	Project Manager	Work with Program Review Team when One-year Follow-up Report is due. Provide guidelines for Follow-up Report. Deliver report to Vice President	
Present One-year Follow-up Report	Vice President	Deliver One-year Follow-up Report to the Education Committee at least 1 month prior to its next meeting. Attend meeting. Answer Education Committee's questions. Revise One-year Follow-up Report if required.	

5   RELATED MATTERS

5.1   References to Aurora College staff members in authority (e.g. President, Director of Finance/CFO, or vice presidents) may include a designee acting on their behalf.

RELATED POLICIES:
None

RELATED PROCEDURES:
None

FACT SHEET

DATES:
2019-11-07   New procedure.
                    Approved by President:
                    Implemented: November 7, 2019

APPROVED

PRESIDENT: Tom Weegar

DATE: Dec 4, 2019