F1006 – ACADEMIC PROGRAM REVIEW

PROCEDURES

1. **Overview**
   1.1 Program Review is a mechanism for programs/instructional departments to identify strengths, pinpoint areas for improvement and develop realistic action plans. It is also a requirement of the Degree Quality Assessment Board (DQAB).
   1.2 Reviews are transparent, collaborative, data informed and formative. They build upon previous reviews and guide continuous improvement.
   1.3 The Office of Academic Quality Assurance (AQA) oversees the review process to ensure Langara reviews are DQAB compliant. AQA also provides templates, resources, guidelines and planning advice.
   1.4 Institutional Research provides the student data and survey data reports.
   1.5 Reviews typically occur at the departmental level: all the programs the department offers are reviewed at the same time, unless otherwise requested.
   1.6 A review consists of a Self-Study, External Review and Action Plan. Post-review progress is reported annually in the form of an Annual Snapshot.
   1.7 A multi-year review schedule is available on the College's internal and external program review sites.

2. **What is Involved**
   2.1 A review takes approximately 18 months from start (planning and data collection) to finish (submitting a signed Action Plan to AQA). A breakdown of each step is provided below.
   2.2 <u>Planning and Data Collection</u>
       2.2.1 At least one semester before the start of the next academic year, the program/department scheduled for review confers with their Dean as to the semester (Fall, Spring or Summer) they will work on their Self-Study and who the primary author will be. The primary author is typically the Department Chair/Coordinator, Continuing Studies Program Manager, or designate (an instructor from the department undergoing review).
       2.2.2 The Dean notifies AQA of these decisions.
       2.2.3 AQA works with Institutional Research and the program/department to answer questions about the process, prepare data collection, and develop a review timeline.
   2.3 <u>Self-Study</u>
       2.3.1 The Self-Study writer completes a *Self-Study Template* in consultation with the rest of the program/department, the Division Chair/Continuing Studies Director and the Dean.
       2.3.2 The Self-Study takes one semester to complete. The Self-Study writer will have one section of course release during that semester.
       2.3.3 AQA provides guidance and some administrative support throughout the writing process.
       2.3.4 The Dean vets the Self-Study.
   2.4 <u>External Review</u>
       2.4.1 The program/department nominates an External Review Team to conduct the External Review. The External Review Team consists of at least three reviewers who are external to the program/department.

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2.4.2   The Deans vet the nominees and select the reviewers – two of whom are external to the College and possess some combination of subject-matter expertise as academics and/or members of the profession. The third reviewer is a Langara faculty member from a different department and will serve as the External Review Team Chair.

2.4.3   The External Review Team will join an AQA-led reviewer orientation, review the completed *Self-Study Template*, participate in a day-long site or virtual visit, and submit a completed *External Review Template* to AQA.

2.4.4   The program/department undergoing review will lead the visit and host the External Review Team.

2.4.5   AQA and the Department Services Assistant will provide planning guidance and some administrative support in preparation for the visit.

2.5   Action Plan

2.5.1   The Action Plan is a multi-year strategic plan for how the program/department will address recommendations arising from the Self-Study and External Review.

2.5.2   The Department Chair/Coordinator or Program Manager completes an *Action Plan Template* in close collaboration with the rest of the program/department, the Division Chair/Continuing Studies Director and Dean.

2.5.3   AQA provides guidance and some administrative support throughout the process.

2.5.4   Once a draft Action Plan is ready for review, the Department Chair/Coordinator or Program Manager meets with the Dean and Provost or, in the case of Continuing Studies, the Associate Vice-President, External Relations.

2.5.5   The Dean and Provost/Associate Vice-President, External Relations, vet the Action Plan and provide an institutional response.

2.6   Annual Snapshot

2.6.1   The Department Chair/Coordinator or Program Manager completes an *Annual Snapshot Template* each year to report their Action Plan progress to the Dean.

2.6.2   AQA provides guidance and some administrative support throughout the process.

2.6.3   The completed Annual Snapshot is submitted to the Dean and AQA each year by February 1.