

Introducing Annual Updates

Sent on behalf of the Associate Vice-President, Academic

DEFINITION

Langara College will undergo its Quality Assurance Process Audit (QAPA) in Fall 2020. The [QAPA Handbook](#) lists the auditors' expectations, which include the following:

- “The institution has a follow up process for internal program reviews and acts in accordance with it” (p. 9);
- “The program review ensures that the program remains consistent with the institution’s current mission, goals and long-range plan” (p. 10).

An Annual Update – a brief and strategic report that captures a department/program’s post-review progress - will help the College fulfill both these expectations.

SUBMISSION OF THE ANNUAL UPDATE

In Fall 2019, the College launched a new program review cycle based on the QAPA Handbook’s criteria and consisting of a Self-Study, External Review and Action Plan. Following the completion of their Action Plans, departments/programs that have undergone review as part of this new program review cycle will submit an Annual Update to their Dean by July 31 of each year. The Annual Update contains a summary of any progress the department/program may have made on its Action Plan. The Department Chair/ Coordinator submits the Annual Update to the Dean who either accepts or returns it for revisions/clarifications. Once the Dean accepts the Update, the Dean’s Office forwards it to the Provost.

FORMAT OF THE ANNUAL UPDATE

The Annual Update should consist of about 3 pages of succinct answers to 7 questions (refer to the *Annual Update Template*). Questions 1-3 will draw upon data accessed from a QAPA Annual Update Dashboard. Questions 4-7 require departments to summarize key themes (based on feedback from PAC members or articulation committees) and provide a brief, data-informed action plan for the coming year.