

TERMS OF REFERENCE

Program Review Committee

Standing Committee

Program Review Committee (PRC).

Purpose

The PRC is a standing committee of Education Council that will serve in a pilot capacity from January 1, 2020 to December 31, 2021. It is responsible for ensuring that program reviews at Langara College are conducted in accordance with *Policy F1006: Academic Program Review*.

Duties

The PRC will:

- Recommend changes to *Policy F1006: Academic Program Review* where necessary.
- Recommend changes to Program Review procedures where necessary.
- Receive and vet all Self-Studies to ensure they meet the standards outlined in Policy F1006 and attendant program review documents.
- Update Education Council, the Senior Leadership Team (SLT), Langara Council, and the Deans, Directors and Division Chairs (3DC) on recurring themes, priorities and key issues identified in the Self-Studies.

Reporting and Timelines

The PRC acts in an advisory capacity to Education Council as stipulated in Article Eight of the College's Education Council Bylaws.

The PRC Chair will provide updates to Education Council three times a year: in January, April and September. These updates will include acknowledging the vetted Self-Studies, celebrating Program Review milestones, and summarizing themes and issues the Committee has observed.

At the end of the two-year period, Education Council will recommend either continuation of the PRC or another mechanism for vetting Self-Studies.

Composition

The PRC will consist of:

- The Education Council Vice-Chair (who will chair the PRC and receive one section of release).
- 1 faculty member from each Faculty who is neither a Division Chair nor currently on Education Council. Faculty members are elected by their Faculty.
- Director, Academic Quality Assurance (ex-officio).

The election of faculty members on the PRC will be presided over by the Registrar or their delegate (a non-voting member of PRC or a non-PRC member). If, however, an election does not produce a candidate from a particular Faculty, the Dean may appoint the faculty member to represent the Faculty.

Operating Procedures

The PRC will review Self-Studies and provide their feedback electronically to the PRC Chair. If discussion is required to reach a consensus on a Self-Study, the PRC Chair will facilitate that discussion. The PRC will also meet at least twice a year to receive training, discuss the Committee's operations and, where necessary, recommend changes to Program Review procedures.

All appointments are for a one-year term.

Two voting members plus the Chair constitute quorum.

Members will recuse themselves from voting on documents they have developed or actively supported.

Meetings will follow Robert's Rules of Order.