

<b>Title</b>	<b>Academic Program Review</b>
<b>Number</b>	<b>F1006</b>
<b>Category</b>	<b>Instruction</b>

## 1. PURPOSE

To establish a quality assurance mechanism for the systematic review of Langara programs and instructional departments in accordance with provincial government expectations.

## 2. DEFINITIONS

**Deans** – Academic Deans or the Dean of Continuing Studies.

**Instructional Department** – a department that teaches courses that contribute to a College credential.

**Program** – a set of courses or a course of study that leads to a College credential.

## 3. POLICY

### Scope

- 3.1 This policy applies to:
- all academic programs that lead to a credential;
  - instructional departments that offer courses that support a credential;
  - Continuing Studies diplomas and post-degree diplomas;
  - Other Continuing Studies programs that are subject to the approval of Education Council.

### Principles

- 3.2 Program Review at Langara College is Dean led, faculty driven, transparent, collaborative and data informed. It supports the College’s mandate and mission to provide high-quality programs to diverse learners. It does not evaluate the performance of individual faculty, staff or administrators.
- 3.3 Reviews are formative: they build upon previous reviews and guide continuous improvement at the program/department level.
- 3.4 Programs/departments will undergo review on a regular basis. Baccalaureate degree programs will undergo review at least once every five years; other programs/departments will undergo review at least once every seven years.
- 3.5 Programs subject to external accreditation are not exempt from review. Whenever possible, accreditation and program reviews will occur concurrently to reduce duplication of similar

processes. Recognition of full or partial equivalence may be granted where external accreditation review meets or exceeds the requirements of the College's program review process.

- 3.6 A review consists, sequentially, of a Self-Study, External Review and Action Plan.

### **Self-Study**

- 3.7 The Self-Study is conducted by the Department Chair/Coordinator, Continuing Studies Program Manager, or designate (an instructor from the department undergoing review) in close and regular collaboration with the rest of the department.
- 3.8 The Self-Study is evidence based and identifies the department's strengths, areas for improvement, and future directions.
- 3.9 The Dean responsible for the program/department vets the Self-Study.

### **External Review**

- 3.10 The External Review follows the Self-Study; it is conducted by a minimum of three reviewers who are external to the department undergoing review.
- 3.11 The department nominates the external reviewers; the Langara Deans vet and select the reviewers from the nominations.
- 3.12 At least two reviewers are external to the College and possess some combination of subject-matter expertise as academics and/or members of the profession. At least one reviewer is a Langara faculty member/instructor from a different department. The Langara reviewer chairs the External Review Team.

### **Action Plan**

- 3.13 The Action Plan follows the External Review and responds to the recommendations from the Self-Study and External Review.
- 3.14 The Department Chair/Coordinator, Program Manager, or designate develops the Action Plan in close and regular collaboration with the rest of the department and the Dean responsible for the area.
- 3.15 The Dean and Provost vet the Action Plan and provide an institutional response.
- 3.16 The program/department reports annually on their Action Plan progress.

## **4. RESPONSIBILITY**

For inquiries relating to this policy, contact the Associate Vice-President, Academic.

## **5. REGULATIONS/PROCEDURES**

[Academic Program Review Procedures](#)

<b>History/Revision</b>	
Origination Date	May 12, 2012
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