

## Appendix 2a: Completed and Planned Reviews Worksheet

**Purpose:** The DQAB will select a sample of recent program/unit reviews, normally three to five, for assessment by the QAPA team. The selected program reviews are those the DQAB consider are representative of various areas of the institution's educational activities.

To prepare for the sample selection, institutions are requested to complete this worksheet. Please return to the Secretariat at [DQABsecretariat@gov.bc.ca](mailto:DQABsecretariat@gov.bc.ca).

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1. Briefly explain the institution's internal review cycle. Please note when the policy was last updated.

Program Review at Kwantlen Polytechnic University is a faculty-led, collaborative, systematic and evidence-based examination of a program's quality. Throughout the review process, the program examines strengths and areas for growth, identify desired improvements, set goals, and develop strategies to achieve them. Requirements for systematic review and assessment of programs at KPU are outlined in Policy AC3: Program Review, which reflects KPU's commitment to maintaining high quality educational programs. Information specific to program review procedures is detailed in Policy AC3: Program Review Procedure. The program review policy was revised this year and was approved by the Board of Governors on May 22, 2019. KPU has developed detailed manuals and templates to guide and support programs through the process.

Program Review is overseen by KPU's Senate Standing Committee on Program Review (SSCPR), and is supported by the Quality Assurance Department in the Office of Institutional Analysis and Planning. Support includes data collection and analysis, as well as guidance to faculty members on the process. The Manager, Quality Assurance, also supports the SSCPR.

### Program Review Timing:

Degree programs will undergo review at least once every five (5) years.

Non-degree programs will undergo review at least once every seven (7) years.

Related programs are reviewed together.

The schedule for program reviews is updated on a yearly basis and provided to Senate.

The components of the program review process are specified in KPU's AC3 Program Review Procedure and include the following four phases:

1. Self-Study: Written by the Program Review Team (a group of faculty members in the program being reviewed), the Self-Study is an analysis of the program's strengths, weaknesses, opportunities and challenges. It forms the foundation on which the entire review is based. The Self-Study Guide defines the review standards and thereby sets the scope of the review, and determines the focus for the external review and subsequent strategic planning. It includes data

on enrolments, grades, graduations and outcomes, as well as the views of students, alumni, faculty and members of the sector or discipline outside of KPU. The Self-Study report must be approved by the SSCPR before the review proceeds to the next phase.

2. External Review: The external review is conducted by a team of three people, two of whom are external to KPU and work in the discipline, and one who is a faculty member from another faculty at KPU. The purpose of the external review is to validate the findings and recommendations in the Self-Study report, conduct a site visit, and provide any additional information and recommendations regarding programs strengths and opportunities for improvement.
3. Quality Assurance Plan: Written by the Program Review Team, the Plan is the third phase of the Program Review cycle. It includes the program’s planned goals, strategies and steps for the next five years to address recommendations from the Self-Study and External Reviewers’ Report. The Quality Assurance Plan must be endorsed by the Dean and Provost before being submitted to and approved by the SSCPR.
4. Follow-up is based on the Quality Assurance Plan approved by SSCPR. The program reports on progress made in implementing the Goals, Strategies and Steps listed in the Quality Assurance Plan. Programs were required to provide this report one year after the approval of the Quality Assurance Plan. The recently revised policy has extended the review period to the completion of the Quality Assurance Plan, but no reviews have reached this phase yet.

A program review should ideally take a total of 18 months elapsed time from its commencement to the submission of a Quality Assurance Plan, allowing for a two month break for faculty vacation. The following timeline is based on 16 months, excluding the two months allowed for vacation.

Step	Months (Number of Months Suggested for Each Phase in Parentheses)															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Planning	(2)															
Surveys		(3)														
Self-Study			(6)													
External Review								(5)								
Quality Assurance Plan													(4)			

## 2. Completed Reviews *(insert more rows if needed)*

List only programs/units that have completed reviews under the institution's current quality assurance policies. If the institution's current quality assurance policies are less than 5 years old, list all reviews completed in the last seven years.

Program/Unit	Review Start Date*	Review End Date*	Reviewers/Institution
Nursing - Advanced Entry: Bachelor of Science	September 2016	May 2019	Canadian Association of Schools of Nursing
Public Relations: Diploma	September 2015	April 2019	Sam Schechter, Doug Strachan, Stan
Asian Studies: Associate, Bachelor (Major, Minor)	January 2016	March 2019	Tim Cheek, Joan McEachern, Brian
Journalism: Diploma, Bachelor (Major, Minor, Honours)	January 2016	November 2018	Mary Lynn Young, Ross Howard,
Economics: Associate of Arts Business Administration: Diploma	May 2016	November 2018	Doug Allen, Mike Tretheway, Christina
Graduate Nurse International Education Re-Entry: Certificate	September 2015	September 2018	Lisa Bower, Tracy Hoot, Steven Cheah
Engineering: Certificate	January 2016	September 2018	Agnes d'Entremont, LillAnne Jackson, Sinisa
Environmental Protection Technology: Diploma	April 2016	June 2018	Gary Closson, Ariel Estrada, Geoff Sale
Fine Arts: Certificate, Diploma, Bachelor	October 2015	March 2018	Alex Phillips, George Rammell, Stan
Computer Aided Design and Drafting: Certificate, Diploma	June 2014	June 2017	Blaine Ross, Andhra Goundrey, Mindy

\* The Review Start Date is the date the program review was formerly initiated in accordance with the institution's quality assurance policy.

\* The Review End Date is the date when following up reporting is completed, in accordance with the institution's quality assurance policy.

## 2a. Reviews in Progress

At KPU a review is considered complete when the Quality Assurance Plan has been approved by the SSCPR. The next review is scheduled 5 years later, for degree programs, and 7 years later for non-degree programs. Hence the reviews in the following table are considered complete by KPU's standards.

### Reviews Completed to the Approval of the Quality Assurance Plan

Program/Unit	Review Start Date	Quality Assurance Plan	Reviewers/Institution
Sociology: Associate, Bachelor (Major, Minor)	September 2015	October 2018	Neil Guppy, June Kaminski, Bruce Ravelli
Entrepreneurial Leadership: Bachelor of Business Administration	June 2016	May 2019	Ernest Daddey, Kamal Masri, Chris Traynor
Nursing: Bachelor of Science	September 2016	December 2018	Fran Johnson, Marilyn Porter, Cameron Lait
Marketing: Certificate, Diploma, Bachelor	November 2016	June 2018	Jorge Ocegüera, Roger Barnes, Jimmy Choi
Policy Studies: Bachelor (Major, Minor)	November 2016	October 2018	Komal Shaikh, John Calvert, Sherilynn
Psychology: Associate, Bachelor (Major, Minor, Honours)	December 2016	October 2018	Fergal Callaghan, Deb Connolly, Catherine
Access Program for People with Disabilities	January 2017	December 2018	Steven Cheah, Julie Thiele, Davi Bachra
English Language Studies: Citation, Diploma	January 2017	October 2018	Karen Densky, Shawna Williams, Tracey

### Reviews in Progress that do not yet have an Approved Quality Assurance Plan

Program/Unit	Review Start Date	Phase in the Program Review Process
Human Resource Management: Bachelor of Business Administration	May 2014	Quality Assurance Plan
Business Management: Certificate, Diploma	September 2015	Quality Assurance Plan
Philosophy: Associate, Bachelor (Major, Minor, Honours)	September 2017	External Review
Foundation in Design: Certificate	October 2017	Self-Study Report
Fashion Marketing: Certificate, Diploma	October 2017	Quality Assurance Plan
Graphic Design for Marketing: Diploma, Bachelor	October 2017	Quality Assurance Plan
Accounting: Bachelor of Business Administration	November 2017	Quality Assurance Plan
Plant Health: Bachelor of Horticulture Science	January 2018	Quality Assurance Plan
Urban Ecosystems: Bachelor of Horticulture Science	January 2018	Quality Assurance Plan
Health Unit Coordinator: Certificate	January 2018	External Review

Program/Unit	Review Start Date	Phase in the Program Review Process
Technical Apparel Design: Post-baccalaureate diploma	June 2018	Self-Study
Anthropology: Associate, Bachelor (Major, Minor)	September 2018	Self-Study
Health Care Assistant: Certificate	September 2018	Self-Study
Health Science: Bachelor	September 2018	External Review
Psychiatric Nursing: Bachelor	September 2018	Self-Study
Interior Design: Bachelor	October 2018	Self-Study
Academic and Career Preparation	December 2018	Self-Study
History: Associate, Bachelor (Major, Minor)	December 2018	Self-Study
Educational Studies: Bachelor (Minor)	February 2018	External Review
Criminology: Certificate, Diploma, Associate, Bachelor (Major, Honours, Coop, Minor)	January 2019	Self-Study
Information Technology: BTech Computer Information Systems: Certificate, Diploma	April 2019	Self-Study
Mathematics: Associate, Bachelor (Minor, Major, Honours)	May 2019	Self-Study
Turf Management: Diploma	May 2019	Self-Study

### 3. Planned Reviews *(insert more rows if needed)*

Program/Unit	Expected Start Date	Expected End Date	Date of Last Review*
Political Science: Associate, Bachelor (Major, Minor)	AY 2018/19	AY 2020/21	AY 2012/13
Education Assistant: Certificate	AY 2018/19	AY 2020/21	AY 2011/12
Adult Basic Education: Certificate	AY 2019/20	AY 2021/22	AY 2011/12
Creative Writing: Associate, Bachelor (Major, Minor)	AY 2019/20	AY 2021/22	AY 2013/14
English: Associate, Bachelor (Major, Minor)	AY 2019/20	AY 2021/22	AY 2014/15
Horticulture Technology: Citation, Diploma	AY 2020/21	AY 2022/23	AY 2013/14
Music: Certificate, Diploma, Associate, Bachelor	AY 2021/22	AY 2023/24	AY 2015/16
Fine Arts: Certificate, Diploma, Bachelor	AY 2022/23	AY 2024/25	AY 2016/17
Journalism: Diploma, Bachelor (Major, Minor, Honours)	AY 2022/23	AY 2024/25	AY 2017/18
Asian Studies: Associate, Bachelor (Major, Minor)	AY 2023/24	AY 2025/26	AY 2017/18
CADD Technologies: Citation, Certificate, Advanced Certificate, Diploma	AY 2023/24	AY 2025/26	AY 2015/16
Legal Administrative Studies: Certificate	AY 2023/24	AY 2025/26	AY 2017/18
Marketing: Certificate, Diploma, Bachelor	AY 2023/24	AY 2025/26	Ongoing

<b>Program/Unit</b>	<b>Expected Start Date</b>	<b>Expected End Date</b>	<b>Date of Last Review*</b>
Nursing: Bachelor of Science	AY 2023/24	AY 2025/26	Ongoing
Policy Studies: Bachelor (Major, Minor)	AY 2023/24	AY 2025/26	Ongoing
Sociology: Associate, Bachelor (Major, Minor)	AY 2023/24	AY 2025/26	Ongoing
Graduate Nurse Internationally Educated Re-Entry: Certificate	AY 2024/25	AY 2026/27	AY 2018/19
Engineering: Certificate	AY 2024/25	AY 2026/27	AY 2016/17
Environmental Technology: Diploma	AY 2024/25	AY 2026/27	AY 2016/17
Access Program for People with Disabilities Certificate	AY 2025/26	AY 2027/28	AY 2018/19
English Language Studies: Citation, Diploma	AY 2025/26	AY 2027/28	AY 2018/19
Public Relations: Diploma	AY 2025/26	AY 2027/28	AY 2018/19
Sustainable Agriculture: Bachelor	AY 2018/19	AY 2020/21	New program, First review
Adult Upgrading: BC Adult Graduation Diploma	AY 2019/20	AY 2021/22	New program, First review
Biology: Associate, Bachelor (Major, Minor)	AY 2019/20	AY 2021/22	New program, First review
Geography: Associate, Bachelor (Major, Minor)	AY 2020/21	AY 2022/23	New program, First review
Languages and Cultures: Minor	AY 2020/21	AY 2022/23	New program, First review
Brewing and Brewery Operations: Diploma	AY 2020/21	AY 2022/23	New program, First review
Physics for Modern Technology: Bachelor	AY 2020/21	AY 2022/23	New program, First review
Non-Government Organizations & Non-Profit Studies: Certificate	AY 2021/22	AY 2023/24	New program, First review
Indigenous Community Justice: Minor	AY 2022/23	AY 2024/25	New program, First review
Chemistry: Minor in Medicinal Chemistry	AY 2022/23	AY 2024/25	New program, First review
Technical Management and Services: Post-baccalaureate Diploma	AY 2024/25	AY 2026/27	New program, First review
Traditional Chinese Medicine: Diploma	AY 2023/24	AY 2025/26	New program, First review

\* The Date of Last Review is the date when quality assurance plan was approved by the Senate Standing Committee on Program Review (SSCPR).

List all programs/units that have not been reviewed or that have missed the last scheduled review.