

Policy History
<b>Policy No.</b> AC3
<b>Approving Jurisdiction:</b> Board of Governors, with Senate advice
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> October 19, 2022

## Program Review Procedure

### A. DEFINITIONS

1. **Program:** A defined set of courses of instruction that lead to a credential approved by KPU Senate. A program also consists of a) a unit of study, under the governance of Senate, that results in the granting of a degree or a non-degree credential or b) a unit of study that constitutes the designation of major or minor, or c) a unit of study that constitutes a department.
  
2. **SSCPR:** The Senate Standing Committee on Program Review is responsible for: developing procedures and standards to ensure program reviews are conducted in accordance with the principles of the Program Review Policy; and reviewing reports to ensure they meet KPU's program review standards. The Committee includes faculty, dean, staff and student representation.

### B. PROCEDURES

1. The schedule for program reviews is updated on a yearly basis by the Manager of Quality Assurance, in consultation with the Deans and Associate Deans, and provided to Senate to ensure programs are reviewed as required by the policy, as follows:
  - a. Degree programs are reviewed at least once every five years.
  - b. Non-degree programs are reviewed at least once every seven years.
  - c. If a department offers different credentials, all credentials are reviewed together.
2. The review consists of four components, each of which requires a report to be submitted to the SSCPR:
  - a. Phase 1: Self-Study;
  - b. Phase 2: External Review;
  - c. Phase 3: Quality Assurance Plan;

- d. Phase 4: Annual Follow-Up Reporting.
3. Faculty are responsible for writing and submitting all program review reports and appendices (with the exception of the External Review) and ensuring that each report is in compliance with SSCPR-approved standards and templates. Deans are expected to provide input as well to all reports (with the exception of the External Review). The Provost is expected to provide direct input to the Quality Assurance Plan.
4. Guides that lay out expectations for each component of the review process as well as templates for each report are available on the [Program Review Webpage](#) under [Guides & Sample Reports](#). These documents include, but are not limited to, the following:
  - **Guide #1: Getting Started** – provides the Program Review Team with an overview of the Program Review process at KPU and prepares them for the Program Review kick-off meeting.
  - **Guide #2: Curriculum Review** – includes information on how to conduct a curriculum review, including developing/reviewing program learning outcomes, career pathways map, and curriculum map. It also explains where to report this information in the Self-Study Report template.
  - **Guide #3: Self-Study Data** – provides information about the data sources available for the Self-Study, including the administrative data and standard survey questions, and explains the survey development process.
  - **Guide #4: Self-Study** – covers the rest of the Self-Study process, explaining how to use the Self-Study data to address the Program Review questions and where to report this information in the Self-Study Report template.
  - **Guide #5: External Review** – provides information on the steps required to plan an external review site visit and criteria for selection of external reviewers.
  - **Guide #6: Quality Assurance Plan Development** – comes with a template and explains in detail how to develop a Quality Assurance Plan based on the findings and recommendations in the Self-Study and External Review Reports.
  - **Guide #7: Annual Follow-Up Reporting** – explains the process for reporting back to the SSCPR on progress made in carrying out the Quality Assurance Plan.
5. Sample approved reports are available on the [Program Review Webpage](#) under [Guides & Sample Reports](#).
6. To ensure quality standards, the SSCPR must approve each report before the review can proceed to the next phase of the process.
7. The SSCPR also approves the individuals the program nominates to serve as external reviewers.
8. A program with an external accreditation body will only require one external review site visit (to be conducted by the accreditation external review team) if the following conditions are met:
  - The composition of the accreditation external review panel is equivalent to that of a KPU external review team (i.e. the team consists of a combination of academics and discipline/sector professionals).

- The accreditation review site visit is similar in scope to that of a KPU external review site visit and will involve talking to similar groups of stakeholders (e.g. students, faculty, staff, alumni, advisory board members).
  - The accreditation external review report can be made public on KPU's Program Review website.
9. A program review is completed once the SSCPR has approved the Quality Assurance Plan. The approved Quality Assurance Plan should then go forward to Senate. The approved Quality Assurance Plans are available on the [Program Review Webpage](#) under [Completed Reviews](#).
  10. A review typically takes 16 months from commencement to submission of the Quality Assurance Plan, unless the program has provided the SSCPR with an appropriate rationale for an extension.
  11. Institutional Analysis and Planning (IAP) provides planning support and guidance throughout the review process; provides administrative data; oversees survey data collection (which includes gathering views from students, faculty and alumni), including guidance on survey design, survey administration, and data analysis and reporting. IAP also provides administrative support to the SSCPR. The IAP staff who are on-hand to provide support are:
    - a. Manager, Quality Assurance;
    - b. Research Analysts, Quality Assurance.

## **C. RELATED POLICY**

*AC3 Program Review*

*AC9 Skills and Outcomes*

*AC10 Development and Change of Senate-Approved Programs*