

Policy History
Policy No. AC3
Approving Jurisdiction: Board of Governors, with Senate advice
Administrative Responsibility: Provost and Vice President Academic
Effective Date: May 25, 2009

Program Review Policy

A. PURPOSE/RATIONALE

1. Kwantlen Polytechnic University’s educational offerings are reviewed regularly for their educational quality through a collaborative, systematic, evidence-based examination of a program. Program review provides an opportunity to identify and promote specific aspects of educational excellence within a program, and to identify opportunities to improve program quality.

B. SCOPE

1. This policy applies to educational programs and units of study under the governance of Senate.

C. PRINCIPLES

1. All programs/units of study will be scheduled for review on a regular basis. Degree programs will undergo review at least once every five (5) years and all other non-degree programs/units of study will undergo review at least once every seven (7) years.
2. The schedule for program reviews will be updated on a yearly basis.
3. A program review will normally be completed within 12 months of its commencement.
4. Program review will include:
 - a. an internal self-study, undertaken by program faculty and administration, which systematically reviews and generates a report on program strengths, weaknesses, needs, and recommendations for quality improvement. Self-study will be comprehensive and evidence-based, and will include the use of a broad range of indicators as appropriate to the context of the program/unit of study under review.
 - b. an external review, undertaken by a panel of two external members and one faculty member from a different department at Kwantlen. This external review will include a site visit and input from students, faculty, staff, administration, and representatives from external stakeholder groups. It will result in a report that identifies strengths and recommendations for quality improvement.
 - c. a final report, which includes a summary of the self-study, external review findings, and recommendations for quality assurance.

- d. an institutional response to these findings and recommendations, including a report to Senate upon completion of the review, follow-up through the Dean's Office, in conjunction with the VP Academic, and an update to Senate on the implementation of the recommendations within one year .
5. All programs under the governance of Senate will meet the requirements of Policy AC3. Some programs currently undergo extensive review by external accrediting bodies. As appropriate, the program review may occur concurrently with the external accreditation so as not to duplicate processes. The program review team will work with the self-study team preparing for the external accreditation to identify common elements of the review processes. Information gathered for the purpose of accreditation will be used for the purposes of program review, where appropriate.
6. The Dean's Office, in consultation with the VP Academic, will oversee the implementation of the action plan and will provide a report to Senate within one year of Senate's receipt of the action plan.

D. LIMITS

1. Program review is not intended to evaluate performance of individual faculty, staff, or administrators.
2. This policy does not apply to programs or units of study, such as non-credit Professional Studies offerings, that are not under the governance of Senate.

E. DEFINITIONS

1. For the purpose of program review, the following definitions apply:
 - a. programs/units of study - programs/units of study will consist of:
 - i. a unit of study, under the governance of senate, that results in the granting of a credential (e.g., citation, certificate, diploma, associate of arts, associate of science, degree), or
 - ii. a unit of study that constitutes the designation of major or minor, or
 - iii. a unit of study that constitutes a department.
 - b. senate standing committee on program review– the senate standing committee on program review is responsible for developing policy and procedures for the program review process and oversees the review of all programs under the governance of senate. It has a wide representation of members, including faculty, deans, administration, and support staff.
 - c. program review team – the program review team consists of program review staff and facilitators who assist programs under review to meet the requirements of the policies and procedures developed by the senate standing committee on program review.
 - d. internal self-study team – the internal self-study team will consist of the dean and/or associate dean, chair/coordinator, faculty member(s) of the program engaging in review, and a program review facilitator. Where appropriate, staff members may also be included.
 - e. external review team – the external review team will consist of at least three members selected by the senate standing committee on program review:

- i. two external experts, both of whom are academic peers from other post-secondary institutions or one academic peer from another post-secondary institution and an industry/employer representative, depending upon the nature of the program or unit of study under review.
- ii. a Kwantlen faculty member from a different program or unit of study not currently under review.

F. GUIDELINES, PROCESSES & PROCEDURES

[Program Review Overview: Steps and Roles](#)

G. RELATED POLICIES & LEGISLATION

AC1 Advisory Committees

AC9 Essential Skills

AC10 Establishment, Revision, Suspension and/or Discontinuance of Programs

AC11 General Education in Degree Programs