

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> May 22, 2019

## Program Review Procedure

### A. DEFINITIONS

1. **Program:** A field of study, under the governance of Senate, that constitutes the designation of a major or minor, or that results in the granting of a credential (e.g., citation, certificate, diploma, associate of arts, associate of science, degree).
  
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 phases, 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. Templates and guidelines that lay out expectations for each section of each reports are available on the [Program Review Webpage](#) under [Resources](#). These documents include, but are not limited to, the following:
  - *Program Review Steps and Roles* – provides detailed information on each phase of the review.
  - *Self-Study Guide* – provides the scope for the review and the standards that the program review is required to address. (Note: The faculty leading the review may choose to address additional issues as well.)
  - *External Review Guide* – provides faculty information on how to plan the site visit. (Note: Faculty are responsible for planning and leading the site visit, as well as hosting external reviewers.)
  - *External Review Team Template* – details the scope of the external review and the standards the external review team are required to address.
  - *Quality Assurance Plan Template* – provides the framework for programs to put together their strategic plan.
5. Sample reports are also available on the [Program Review Webpage](#) under [Completed Reviews](#).
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.
10. A review typically takes 18 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. Office of Planning & Accountability (OPA) 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. OPA also provides administrative support to the

SSCPR. The OPA staff who are on-hand to provide support are:

- a. Manager, Quality Assurance;
- b. Research Analyst, Quality Assurance.

## **C. RELATED POLICY**

Refer to Policy AC3 *Program Review*.