

**CANADORE COLLEGE**  
**OPERATIONAL POLICY MANUAL**

**TITLE:** Program Review

**EFFECTIVE DATE:** January 30, 2014

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**1. SCOPE**

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all programs of study leading to a credential that is awarded by the College, whether delivered directly by the College or through an agreement (collectively referred to as *programs* in this Policy).

**2. PURPOSE AND PRINCIPLES**

2.1 To establish a framework for regular review of College programs as required by statute and College policy.

2.2 The College is committed to supporting an ongoing quality assurance and improvement process.

2.3 The College is committed to reviewing its programs regularly and effectively on an ongoing basis.

2.4 Program Review builds on annual curriculum review and focuses on continuous quality improvement.

**3. POLICY**

3.1 Programs undergo a comprehensive review every five years, conducted in accordance with this policy and according to an approved schedule.

3.2 In the case of programs being offered at more than one College location, the Dean responsible for the program executes the Program Review process and ensures that the process includes representatives from all other locations.

3.3 The Program Review five-year schedule is reviewed and approved annually by the Vice President, Academic. Exceptions are dealt with on a case-by-case basis.

3.4 Program Review is collaborative, involving program Professors, the Dean, and program Support Staff.

3.5 The detailed Program Review process exists in the Program Review Handbook. These are amended and updated annually to ensure relevancy.

3.6 An impartial program body, the Program Quality Assurance Advisory Group (PQAAG), audits the final Program Review Report to ensure all requirements of the process are completed and that there is internal validity in the report.

- 3.7 The recommendations made in the final Program Review Report are reviewed annually by the program Professors and the Dean until all recommendations are addressed.
- 3.8 Senior Executive Team and/or Board of Governors decisions may be required resulting from the Program Review Report, in which case appropriate policies and procedures are followed.

#### **4. ROLES AND RESPONSIBILITIES**

##### **4.1 President**

The President is responsible for the overall management and operation of the College. The President ensures that the policy is implemented and that compliance is monitored.

##### **4.2 Vice President, Academic**

The Vice President Academic is responsible for the effective implementation of this policy and resolves any disputes arising over policy interpretation.

##### **4.3 Quality Learning, Teaching and Innovation (QLTI)**

The QLTI department monitors the execution of the Program Review process, coordinates the data collection, supports program areas in the completion of Program Review, and tracks the annual review of recommendations.

##### **4.4 Deans, Program Coordinators, Program Professors and Staff**

Program Review is led by the Program Coordinator under the guidance of the Dean. All program Professors participate in Program Review. Support Staff participate where applicable.

Deans ensure that the report is finalized and that recommendations are reviewed annually until all are addressed.

#### **5. EVALUATION**

This policy will be evaluated every three years or earlier if required.