

Rule Number:	<b>2002R</b>	Effective Date:	<b>Sept 1, 2022</b>
Rule Title:	<b>Program Review Rules</b>	Last Updated:	<b>Apr 22, 2022</b>
Rule Category:	<b>Academics</b>	Next Review Date:	<b>April, 2023</b>

## Program Review Rules

The College Manager and the Program Chair will choose to begin a Program Review in increments of five-years or less.

In consultation with relevant faculty and administrative staff, the Program Chair will establish a timeline and resource requirements for the self-study and external review process.

The Program Chair will be responsible for ensuring the self-study and external review process meets the requirements of any outside accreditation body.

### Self-Study

The Program Chair will lead and assemble a self-study committee consisting of no less than two instructors, one administrative staff member and when possible, one student.

The self-study committee will begin by assembling a program review proposal in which the committee outlines any questions to be asked and explored, an approximate timeline for completion, and identifies any data or resources that will be required to complete the self-study.

The self-study committee secures relevant data and resources from staff and/or appropriate departments to support the program review proposal.

The self-study committee will gather input using appropriate methods (such as surveys) from instructors, staff, students and other relevant internal stakeholders of the program.

The self-study committee will provide a comprehensive list of recommendations including program strengths, weaknesses, opportunities and threats as well as identifying new courses for development, or current courses in need of revision.

The self-study committee submits the list of recommendations to the College Manager who will consider the results of the self-study, in conjunction with the results from the external review.

### External Review

The Program Chair will assemble an external review committee containing a minimum of three relevant members of industry in fields applicable to the program being reviewed. External reviewers will not be paid for their contribution to the committee but will be reimbursed for necessary travel,

accommodations, and meals. The external review committee may consist of members of a Program Advisory Committee (PAC)

The Program Chair will provide the external review committee with the recommendations from the self-study committee. The primary focus of their review will focus on academic quality, job readiness of graduates, curriculum, and program learning outcomes. The external review committee will consider the self-study recommendations as well as relevant college Standards and Rules, the Academic Calendar, college website, course outlines, online and face-to-face courses, and data on student and faculty performance.

The external review committee will provide an agenda for a site visit in which they may interview college administrators, instructors, student volunteers and staff as well as tour any physical and virtual facilities.

Based on the site visit, the external review committee prepares a preliminary assessment of the program, identifying strengths and areas for improvement. The committee submits the report to the Program Chair and College Manager.

The Program Chair, in consultation with the College Manager and other stakeholders such as the self-study committee, has 15 working days in which to reply to the external review committee to confirm the committee's findings, correct elements noted therein, or dispute the committee's findings.

The external review committee reviews the response and then completes the final report and submits it to the College Manager and Program Chair.

### **Final Report**

The college manager creates an action plan to adapt and respond to recommendations in the final report as they see fit. The final response, and college action plan are then made available to any applicable oversight body and executed on and/or archived for future use.