NORTH ISLAND COLLEGE
NIC

Policy	#3-11
Approved By:	Education Council
Effective Date:	August 1, 2022
Date of Approval:	June 10, 2022
Previous Version Approval Date(s):	April 5, 2019 April 12, 2002 March 26, 1997
Date to be Reviewed:	June 2027
Administrator Responsible:	Vice President, Academic

PROGRAM REVIEW

POLICY STATEMENT

North Island College (NIC) is committed to supporting student success through the provision of high-quality educational programs. Regular and systematic program review supports ongoing educational excellence and institutional accountability.

PURPOSE STATEMENT

The purpose of this policy is to define the process for program review at NIC.

SCOPE AND APPLICATION

This policy applies to all credit courses and credentialed programs at NIC. The scope of the program review process outlined in this policy includes seven phases: 1) planning; 2) data gathering and analysis; 3) self-study; 4) external review; 5) final report and action plan; 6) one-year follow-up report and 7) ongoing curriculum renewal activities.

PRINCIPLES

1. Program review is undertaken with the assumption that all programs can be enhanced, and that continuous quality improvement can be achieved, through regular program review.

2. Program review is a faculty-driven process founded on a self-study conducted by faculty within the program review group. Assistance in developing the self-study can be provided by the Centre for Teaching and Learning Innovation (CLTI).

3. The program review process, which normally consists of planning, data gathering and analysis, self-study, external review, final report, action plan, and one-year follow-up plan shall be flexible to meet the unique needs of the diverse courses, programs, and disciplines across NIC.

4. Program review is an intentionally collaborative process that embodies NIC values of respectfulness and transparency and aims to foster communication and sharing of best practices across the NIC community.

5. Program review serves as an evidence-informed data source to support NIC in educational planning.

6. Program review demonstrates accountability through the development and implementation of evidence-informed action plans and through the ongoing gathering of feedback and data to verify the progress of those plans. Program review also helps inform academic programming decision making.

7.   The program review process ensures the findings are appropriately disseminated.

DEFINITIONS

Action Plan

The action plan is the outcome of the program review process. The action plan includes specific goals, action items, and timelines related directly to the data gathered through the program review process.

External Review Report

The external review report is completed by the external review team and includes the findings and recommendations that result from the external review and site visit.

External Review Team

The external review team consists of three members appointed by the relevant dean(s)/director. The external review team includes one internal-external NIC faculty member and two peers from other post-secondary institutions and/or industry who have expertise in the discipline under review. The two external reviewers are normally chosen by the dean(s)/director from a list provided by the program review group. These three team members are responsible for completing a virtual or in-person site visit engaging with stakeholders and writing the external review report.

Final Report

The final report is completed by the program review team in collaboration with relevant dean(s)/director. The final report summarizes and evaluates information from both the internal self-study and external review report. The final report provides the basis for the action plan.

Internal-External Faculty Reviewer

The internal-external faculty reviewer is one member of the external review team. This person is a faculty member who is internal to NIC, but external to the program group undergoing review.

One-Year Follow Up-Report

The one-year follow-up report provides an update of the progress a program review group has made towards meeting the goals outlined in the action plan. This report also may include new goals and action items. The one-year follow-up report is normally completed by the department chair(s) or designated faculty in consultation with faculty from within the program review group.

Program Review Groups

One or more credentialed programs and/or related credit courses which are grouped together for the purpose of program review. Program review groups will be determined by the Vice President, Academic (VPA) in consultation with the faculty, Director of the CLTI, dean(s)/director(s), department chairs and coordinators as relevant.

Program Review Team

The program review team includes all current faculty members from within the program review group. The relevant dean(s)/director, in collaboration with the program review team, will appoint one or more faculty to take the lead in facilitating the program review process.

Self-Study Report

The self-study report is completed by the program review team. The content of the self-study report is specific to the program group under review. The self-study involves a comprehensive review of the program strengths and opportunities for improvement and is based on data gathered through the program review process.

GUIDELINES:

1. Under the authority of the VPA, NIC shall establish program review groups. The composition of a program review group shall provide the necessary differentiation and consolidation of program credentials. The process of establishing program review groups will occur through consultation with the faculty, Director of the CLTI, deans/directors, department chairs, and coordinators, as relevant.

2. The VPA will determine the schedule for program review in consultation with the Director of the CLTI, deans/directors, department chairs, and faculty on an annual basis. After all consultations the deans and directors do a final review of the schedule before it is approved by the VPA. In keeping with NIC's responsibilities under the BC College and Institutes Act, program review groups shall engage in the program review process every five to seven years. The VPA may initiate a program review at any time.

3. The Director of the CLTI will work with relevant faculty, staff, and administration to support the timely completion of the program review processes which normally will be completed in approximately two - three years.

4. For program review groups that are subject to external accreditation or performance requirements, every effort will be made to align internal and external review timelines and processes. Reports prepared for external accreditation or performance requirements may be used to fulfill all or part of the NIC's program review process and may be supplemented as necessary.

5. Program review shall include the following phases:
   1. Planning
   2. Data Gathering and Analysis
   3. Self-Study
   4. External Review
   5. Final Report and Action Plan
   6. One-Year Follow-Up Report
   7. Ongoing Curriculum Renewal Activities

6. The self-study is undertaken by relevant faculty members and dean(s)/director. The program review team will take the lead in completing the self-study.

7. External review reports are completed by the external review team. The program review team and dean(s)/director will collaborate on a response to the external review report via the final report.

8. The program review team will complete the final report and action plan. Relevant dean(s)/director will approve final reports and action plans and may supplement and/or amend action items and/or provide additional comments prior to submission.

9. The VPA shall receive the final report and action plan. The VPA may provide additional recommendations for the action plan. The final report and action plan shall be provided to Education Council for information.

10. The VPA in consultation with Education Team shall endeavour to make resource allocation decisions in line with departments' action plans.

11. Self-study reports and external review reports will be published on internal NIC platforms and shall be available to NIC employees. Final reports and action plans shall be published on internal and external NIC platforms. Publication of material related to program review on NIC platforms will be done in a manner which is consistent with the Freedom of Information and Protection of Privacy Act.

Legislative and Collective Agreement References:

College and Institute Act, [RSBC 1996] http://www.bclaws.ca/civix/document/id/rs/rs/96052_01

Freedom of Information and Protection of Privacy Act, [RSBC 1996]

http://www.bclaws.ca/civix/document/id/complete/statreg/96165_00

APPENDIX A

Procedures

1. PLANNING

    1.1   Organization of Program Review Groups

    1.1.1   Under the authority of the Vice President, Academic (VPA), North Island College (NIC) will establish program review groups. (See Guideline #1)

    1.1.2   The configuration of the program review groups will be assessed on a regular basis and, under the direction of the VPA, may be reorganized as needed.

    1.1.3   A complete list of NIC's current program review groups will be published on an internal NIC platform.

    1.2.   Program Review Schedule

    1.2.1.   The VPA will determine the program review schedule in consultation with the Director of the Centre for Teaching and Learning Innovation (CLTI), relevant deans/directors, coordinators, and faculty.

    1.2.2.   Program review groups will normally complete a full program review every five to seven years.

    1.2.3.   Program review schedules will normally be posted within 6 -12 months in advance of the of the start date of the scheduled program review.

    1.2.4.   The VPA may initiate a program review at any time.

    1.2.5.   For programs that are subject to external accreditation, every effort will be made to align program review and accreditation timelines and processes.

    1.2.6   Program reviews will normally be completed within two - three years from phase one to phase six. Phase seven (ongoing curriculum renewal) will continue every year until phase one is scheduled again.

    1.3.   Orientation of Faculty to Program Review

    1.3.1.   The Director of the CLTI will meet with faculty members of the program review group to provide an orientation to program review policy, procedures, and resources. Relevant dean(s)/director may also attend this orientation session.

    1.3.2.   The Director of the CLTI will provide access to relevant resources to support the program review process.

    1.4   Appointment of Program Review Team Lead(s)

    1.4.1.   Relevant dean(s)/director, in collaboration with the program review team, will appoint one or more faculty to take the lead in facilitating the program review process.

    1.4.2.   Relevant dean(s)/director will determine resourcing required to facilitate the program review process.

    1.5.   Identification of Specific Needs

    1.5.1.   The program review team will review the data collection templates and determine any additional needs of the program review group. Relevant dean(s)/director may provide recommendations as to specific needs of the program review group.

2. DATA GATHERING and ANALYSIS

    2.1. Institutional Data Collection

        2.1.1. Data provided by the office of Institutional Research and Planning (IRP) will include standardized data used for existing reporting processes. The office of IRP will collaborate with the program review team to determine any additional or modified data collection needs.

    2.2. Program Data Collection

        2.2.1. Program data collection is coordinated by the program review team and forms the basis of the internal self-study. This data is normally collected from a variety of sources including students, alumni, faculty, community partners, industry, employers of graduates, and other stakeholders. The CLTI may assist with data collection by helping write survey questions, lead focus groups, interpret and theme data etc.

3. SELF-STUDY

    3.1. Self-Study Report

        3.1.1. All self-study reports will include required information focused on key quality indicators to be included for all program reviews at NIC. Program review teams and/or dean(s)/director may add additional elements to the self-study report that are specific to the program review group.

        3.1.2. The program review team lead(s) will facilitate the completion of the self-study report.

        3.1.3. All faculty within the program review group will have the opportunity to provide input into the self-study report.

        3.1.4. The completed self-study report will be provided to the relevant dean(s)/director or designate. The dean(s)/director or designate may provide feedback and/or suggest revision of the self-study report.

4. EXTERNAL REVIEW

    4.1. Appointment of External Review Team

        4.1.1. All program reviews will include an external review completed by an external review team.

        4.1.2. External review teams will normally consist of two external reviewers and one internal-external reviewer (a NIC faculty member from outside the program review group).

        4.1.3. The program review team will normally nominate a minimum of five to seven peers from other post-secondary institutions and/or industry who are experts in an area relevant to the program group under review. The relevant dean(s)/director may choose two peers from these nominations to serve as the external reviewers.

        4.1.4. The relevant dean(s)/director will appoint one internal-external faculty member to the external review team.

        4.1.5. Prior to appointment, all members of the external review team will be asked about potential conflict of interest. Any individual with real or perceived conflict of interest will not be asked to serve as an external reviewer.

    4.2. Planning for Site Visit

        4.2.1. All members of the external review team will be provided with the self-study report a minimum of two weeks prior to the site visit.

        4.2.2. The Director of the CLTI or designate will support the organization of the site visit in collaboration with relevant dean(s)/director and program review groups.

        4.2.3. The internal-external faculty member will provide on-site support for external reviewers throughout the site visit in consultation with faculty, dean(s)/director, the Director of the CLTI and the VPA.

4.3. Site Visit

    4.3.1. Members of the external review team will not normally be provided with monetary compensation. External reviewers will be reimbursed for any travel expenses and costs directly related to the site visit.

    4.3.2. Site visits will normally take place over 1-2 days, either in-person or virtually via web-conferencing technology. It may be necessary for the external review team to travel to multiple campuses. When appropriate, technology may be used to facilitate participation from multiple campuses.

    4.3.3. The external review team will review the content and findings of the self-study and may engage in several review activities including, but not limited to:

- Tour of the College facilities used by the program.
- Interviews with students, faculty, support areas, community partners/employers, and administration.
- Reviewing samples of instructional and evaluation material used in the program.

4.4. External Review Report

    4.4.1. The external review team will collaborate on the completion of the external review report, which focuses on providing an assessment of the program area's quality specifically these four points:

1. Whether the self-study addresses each of the quality indicators
2. Whether the recommendations in the self-study are supported by the findings in the self-study report
3. Whether the findings in the self-study are validated by the visit and meetings with stakeholders
4. Other ideas and recommendations for enhancing the student learning experience and overall program area development and growth.

    4.4.2. The external review report will normally be completed within two to four weeks of the site visit and will be provided to the program review team and relevant dean(s)/director.

    4.4.3. The program review team and relevant dean(s)/director or designates will collaborate on a response to the external review report. This response will become a part of the external review report.

5. FINAL REPORT and ACTION PLAN

5.1. Final Report

    5.1.1. The final report is completed by the program review team lead(s) in collaboration with faculty and relevant dean(s)/director. The dean(s)/director will approve the final report prior to submission to the VPA.

    5.1.2. The final report summarizes and evaluates information from both the internal self-study report and external review report and forms the basis for the action plan.

5.2. Action Plan

    5.2.1. The action plan is completed by the program review team lead in collaboration with faculty and relevant dean(s)/director. Relevant dean(s)/director will approve the action plan prior to submission to the VPA.

    5.2.2. The action plan will relate directly to the data and recommendations gathered through the program review process.

    5.2.3. The action plan will identify and prioritize goals. The action plan will include two categories of goals: those which can be accomplished with existing resources and those which require additional resources. The action plan will include timelines and specific strategies for achieving goals.

6. SUBMISSION and PUBLICATION

    6.1. Submission of Final Report and Action Plan

        6.1.1. Following approval, the relevant dean(s)/director will submit the final report and action plan to the VPA.

        6.1.2. The VPA may provide additional recommendations regarding the action plan.

        6.1.3. The final report and action plan will be provided to Education Council by the VPA for information.

    6.2. Publication

        6.2.1. The Director of the CLTI will coordinate the publication of program review reports.

        6.2.2. The self-study report and external review report will be published on an internal NIC platform and will be available to all NIC employees.

        6.2.3. The final report and action plan will be published on both internal and external NIC platforms.

7. ACTION PLAN ACCOUNTABILITY

    7.1. One-Year Follow-Up Report

        7.1.1. Following the completion of the program review process, the department chair(s) or designated faculty will normally take the lead in completing the one-year follow-up report, in collaboration with all faculty within the program review group.

        7.1.2. The one-year follow-up report will be provided to the relevant dean(s)/director within established timelines. The dean(s)/director may provide recommendations for the one-year follow-up report.

        7.1.3. Following approval, the dean(s)/director will submit the one-year follow-up report to the VPA. The VPA may make additional recommendations.

        7.1.4. The Director of the CLTI will coordinate the publication of the one-year follow-up report on an internal and external NIC platform.