



## PROGRAM QUALITY REVIEW AND RENEWAL POLICY

Policy Area:	Board		
Policy Number:	PRQPL_2403N_BA/PVPA		
Policy Sponsor:	Provost and Vice President, Academic		
Policy Contact:	Provost and Vice President, Academic		
Stakeholders:	Employees		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Board of Governors on advice of Education Council		
Approval Date:	March 12, 2024		
Effective Date:	May 1, 2024		
Replaces:	Program and Service Standards Policy (2007) <i>(replaces statements related to program reviews)</i>		
Last reviewed:	March 2024	Scheduled review date:	March 2029

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Procedures: *Program Quality Review and Renewal and Renewal Process Guide (under review)*

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### 1. Policy Statement

- 1.1 Okanagan College ensures the effectiveness and quality of its educational programs and services through its program review and renewal quality assurance framework consisting of progressive review/evaluation system of programs. The intent of the Program Review and Renewal process is to ensure continuous quality assurance and improvement of all credential programs offered at Okanagan College.

### 2. Purpose

- 2.1 Program review and renewal accountability is embedded in the Board of Governors' approval of the Strategic Plan, Annual Programming Plans, and Annual Skilled Trades BC Programming Plan; Education Council reviews, Provost Council's annual review of Tier I, II, and III program reviews; External Accreditation audits on specific programs, and Program Advisory Committee reports.
- 2.2 Program Renewals are comprehensive, forward-looking and formative, building from the findings and action plans developed during the annual Program Reviews. The process is a transparent, collaborative, inclusive, and provides the opportunity for consultation with stakeholders, such as faculty/instructors, support staff, administrators, current students, past students and graduates, industry and community representatives, and employers.

- 2.3 The Program Review and Renewal process provides programs with opportunities to review current practices in equity, diversity, inclusion and social justice (EDISJ) and Indigenization, examine best practices in the sector, and consider how EDISJ and Indigenization practices can be included in programming.

### 3. Scope and Application

- 3.1 This policy applies to all College programs that lead to a credential approved by the Board of Governors.
- 3.2 Program quality may include applicable national, provincial or discipline standards. The Program Review and Renewal process aligns with the Quality Assurance Process Audit standards established by the Provincial government.
- 3.3 Some programs are required to conduct reviews by external accrediting bodies. Where elements of the external review are consistent with College requirements for Program Renewal, the external Accreditation process can be used to complement a Program Renewal, either fully or in part. Results from Accreditation processes are reported in the same manner as internal Program Renewals.
- 3.4 Program Review and Renewal does not address the performance evaluation of personnel, which is appropriately carried out through the established College procedures.

### 4. Definitions

<b>Accreditation</b>	Means the process whereby the College demonstrates to an external regulatory body that a set of professional criteria have been met.
<b>Program Review (Tier I and II)</b>	Means an annual assessment of select key performance indicators that assists a program in monitoring the state of teaching and learning and addressing issues and opportunities in a continual and timely manner. This is accomplished through the Tier I and II reviews.
<b>Program Renewal (Tier III)</b>	Means a reflective, in-depth formative assessment of a program, with input from internal and external reviewers, for the purpose of identifying program strengths and opportunities for improving educational quality and the student experience.
<b>Quality Assurance</b>	Means a framework of processes and activities designed to strengthen and maintain program excellence and the student experience.

### 5. Policy Principles

- 5.1 The Program Review and Renewal policy and procedures works within the context of the Provincial Ministry requirements and legislation for BC post-secondary institutions including the Accountability Framework, Quality Assurance Process Audit, Degree Quality Assessment Board (DQAB), and BC Council on Admissions and Transfer (BCCAT).
- 5.2 To meet the requirements of accountability, reports are submitted as required to the Okanagan College Board of Governors, and where applicable, to the Provincial Ministry.
- College Strategic Plan – approved by Board of Governors
  - Accountability Plan and Report – submitted to the Ministry
  - Annual Programming Plan – approved by the Board of Governors
  - Annual Skilled Trades BC Plan – approved by the Board of Governors

- Tier I, II and III Reviews – reviewed by Provost Council
- 5.3 The three-tiered Program Review and Renewal Process ensures that the knowledge, education and training students and graduates obtain from Okanagan College positions them to excel in the workplace, succeed in further education and flourish as lifelong learners. Reviewing the program performance measures annually also confirms that the portfolio of programs offered at Okanagan College exceeds, meets or requires further development to reflect the education and labour market needs of our communities. This process utilizes the provincial reports that highlight Okanagan College performance measures as well as comparators with other public BC post-secondary institutions.
- 5.4 The three tier Program Review and Renewal Process includes:
- a) Tier I – an annual quantitative review;
  - b) Tier II – a further in-depth of quantitative and qualitative results;
  - c) Tier III – a comprehensive and detailed review by internal and external stakeholders conducted every five to seven years or as deemed necessary by the results of the annual reviews or program requests.
- 5.5 The *Program Review and Renewal Guide* provides the procedures and guidelines for senior administrators, Deans, the Review Committees, and external reviewers to follow.
- 5.6 The Tier I is conducted annually and may identify the need for a Tier II. The three-year schedule for the Tier III reviews is reviewed annually.
- 5.7 Program Reviews and Renewals are evidence-informed and address a wide range of criteria encompassing all aspects of the learning environment. Program Review and Renewal projects are led and completed by respective departments.
- 5.8 Further to the Program Review and Renewal process, Okanagan College regularly engages in formative and summative evaluations of courses and instructors to ensure quality of its programs.

## 6. Related Acts and Regulations

*None.*

## 7. Supporting References, Policies, Procedures and Forms

*Program Review and Renewal Guide (under review)*

*Ministry of Post-Secondary Education and Future Skills – Accountability Framework*

*Degree Program Review – Criteria and Guidelines*

*Ministry of Post-Secondary Education and Future Skills: Education Quality Assurance*

*Education Quality Assurance Policies and Procedures Manual*

### History / Revisions

Date	Action
2024-03-12	Approved by Board of Governors on the advice of Education Council: <i>Program Quality Review and Renewal Policy</i>