



Medicine Hat College Policy PROGRAM REVIEW

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| Policy #: | AC-04 |
| Policy Authority: | Registrar |
| Executive Sponsor: | Vice-President, Academic |
| Approved by: | President |
| Effective Date: | 5/16/2016 |
| Next Mandatory Review Date: | 5/16/2021 |
| Frequency of Review: | Every five (5) years |

1. POLICY OBJECTIVE

Medicine Hat College (MHC) is committed to providing access to high-quality, responsive, lifelong learning opportunities and to the responsible educational, fiscal, and environmental stewardship of resources. This Policy aligns with this commitment, as well as its vision and mission, and sets out principles and standards for the review of MHC academic programs to ensure continuous improvement and quality assurances of its existing programs.

MHC's academic program review aims to achieve the following results:

- Help each program achieve and further enhance standards of excellence in students' learning experiences;
- Ensure a systematic, objective and accountable process;
- Create an environment of shared accountability for program quality;
- Provide faculty and administrators with a process by which to pursue continuous quality improvement in a positive and constructive manner;
- Utilize an appreciative inquiry approach to determine program strengths, opportunities, aspirations and results;
- Develop a set of outcomes, objectives and tactics to be implemented by program teams for future reviews of the curriculum;
- Document the program's quality relative to previous reviews;
- Provide data and analysis that enable sound decision making and planning; and
- Identify and respond to the changing needs of program stakeholders.

2. POLICY SCOPE

This Policy applies to all MHC's Minister-approved programs (including University Transfer).

3. BACKGROUND INFORMATION

The oversight and assessment of degree programs within the Province of Alberta is undertaken by the Campus Alberta Quality Council (CAQC).

The CAQC do not have the same oversight and accountability for other Minister-approved programs (e.g. certificate, diploma); rather, there is local autonomy over the processes by which post-secondary institutions undertake review processes for their academic programs. In spite of this autonomy from a ministry perspective, there is an increasing external expectation from organizations such as accrediting bodies that post-secondary institutions undertake formalized, regular reviews of their academic programs in order to maintain quality assurance. Additionally, in recent years colleges and universities have moved towards employing program review as a means by which to enhance the quality of their academic offerings.

At MHC, academic program review is a cyclical, systematic process that allows for both quality assurance and enhancement. The intention of the College's program review process is to mirror the principles outlined by the CAQC whereby an institution establishes its own robust internal quality assurance mechanism. The systematic process undertaken at the College is designed to allow for both annual and summative reviews of academic programs.

4. DEFINITIONS

- **Ad Hoc Summative Program Review:** a comprehensive review of a specific program that is completed under certain circumstances including, but not limited to: when the annual review indicates a need, a continued trend in low enrolment, persistent negative student feedback, or external factors.
- **Certificate Program:** a program of study that leads to the granting of a certificate.
- **Degree Program:** a program of study that leads to the granting of a degree.
- **Diploma Program:** a program of study that leads to the granting of a diploma.
- **Formative Program Review:** an annual review of all Minister-approved programs at MHC that examines key performance indicators and quality data.
- **MHC or the College:** means Medicine Hat College.
- **Minister:** Government of Alberta Minister responsible for the Post-Secondary Learning Act.
- **Minister-Approved Programs:** any program at MHC that has received approval from the Government of Alberta Minister responsible for the Post-Secondary Learning Act.
- **Program:** a prescribed series of courses leading to a MHC credential.
- **Program Review Committee:** a standing committee tasked with managing all Program Reviews at MHC. This committee reports to the General Academic Council.

- **Program Team:** may include any faculty and staff involved in the delivery and review of an academic program.
- **Summative Program Review:** a comprehensive review of all Minister-approved programs at MHC. A Summative Program Review will be completed every five (5) years. Summative reviews will be completed on a rotational basis by different programs as scheduled by the Program Review Committee. A Summative Program Review will look at specifics, including, but not limited to: key performance indicators as well as market demand, resource efficiencies, growth trends, flexibility in delivery, and program essentiality (core brand or focus of MHC, or for a specific community need).

5. PRINCIPLES

- 5.1 MHC is committed to academic programming excellence.
- 5.2 All Minister-approved programs will be subject to review.
- 5.3 A comprehensive review of each MHC academic program will consist of: formative (completed annually) and summative (completed every five (5) years) reviews.
- 5.4 Programs will be reviewed following a systematic, cyclical process.
- 5.5 Program review will ensure programs are aligned with the MHC Strategic Plan.
- 5.6 Program review is part of the overall MHC planning cycle. It provides data to support decision making as well as planning processes related to resource allocation and priority setting.
- 5.7 Data will be made available to support program review including curriculum maps, student, alumni and instructor surveys, focus groups with industry where appropriate, and enrolment information.
- 5.8 There will be a focus on Student Learning (i.e. continuous development and improvement of student learning experiences).
- 5.9 The program review process examines the program as a whole and considers the experience of students throughout the program.
- 5.10 Program review will afford the opportunity to highlight and recognize the strengths and successes of MHC academic programs.

6. RESPONSIBILITIES

6.1 Coordinators and Chairs will

- (a) ensure they are aware of their own responsibilities under this Policy
- (b) collaborate and participate with program teams in order to complete program reviews for submission to Deans

6.2 Deans and Associate Deans will

- (a) ensure they are aware of their own responsibilities under this Policy
- (b) participate in summative program reviews as appropriate
- (c) review completed program reviews and forward them to the Vice-President Academic

6.3 Vice-President Academic will

- (a) ensure they are aware of their own responsibilities under this Policy
- (b) review completed program reviews with Deans and the Program Review Committee
- (c) serve as the Chair of the Program Review Committee

6.4 Program Review Committee will

- (a) ensure they are aware of their own responsibilities under this Policy
- (b) receive completed program reviews from the Vice-President Academic and make recommendations to Coordinators, Chairs and Deans based on these reviews; and
- (c) report on recommendations to General Academic Council

6.5 Faculty and Staff will

- (a) ensure they are aware of their own responsibilities under this Policy
- (b) collaborate and participate in completion of reviews within their program areas

7. APPLICABLE LEGISLATION/REGULATIONS

Post-Secondary Learning Act

8. RELATED PROCEDURES

PR-AC-04-01: Program Review (*under development*)

ORIGINAL SIGNED

Denise Henning
President and CEO

Date: May 16, 2016

ORIGINAL SIGNED

Mike Gillespie
Vice-President Academic

Date: May 16, 2016

DOCUMENT HISTORY

May 2016 Policy approved