

## ACADEMIC PROGRAM REVIEWS

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| <b>Approval Authority</b>             | Senate   |
| <b>Responsible Executive</b>          | Provost and Vice-President, Academic   |
| <b>Related Policies / Legislation</b> | Board policy direction University Educational Directions and Planning (BPD-202)<br><i>University Act, s 35.2 (6) (f)</i><br>Undergraduate Course and Program Approval policy (21)<br>Graduate Course and Program Approval policy (209) |

### PURPOSE

This policy is to ensure accountability of academic programs and programming through the regular and systematic reviews of the objectives and delivery of programs and programming at UFV.

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### SCOPE

This policy applies to all programs and programming at UFV, and to academic units that are responsible for, or contribute to, their delivery.

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### DEFINITIONS

In this policy, the following definitions apply:

**Academic unit:** An administrative grouping that delivers or contributes to the delivery of programs and programming.

**Institutional Learning Outcomes (ILOs):** Set of abilities, skills or competencies that each UFV graduate is expected to demonstrate.

**Program:** A collection of courses and associated requirements offered as a credential or an option within a credential. This includes, but is not limited to, a certificate, diploma, minor, extended minor, major, honours, degree, specialization, option, or concentration.

**Programming:** a set of related measures, events, activities, service courses or programs in support of a particular institutional priority or attainment of competencies (numerical, communications) across programs.

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## **POLICY**

An academic program review is the administrative process that provides a systematic quantitative and qualitative review of the objectives and delivery of programs and programming.

Academic program reviews will:

- foster ongoing improvement of their quality;
- enhance their contribution to the university's strategic goals, vision, mission, plans and values;
- align with Institutional Learning Outcomes;
- achieve and maintain high standards of educational practices;
- achieve and maintain high professional standards, as recognized by the disciplinary and/or accrediting bodies; and
- ensure an adequate and effective utilization of resources.

All academic programs and programming will normally undergo a review every seven to eight years, or at any time if it is requested by the Dean or Provost and Vice-President, Academic.

Academic program reviews shall be carried out under the general supervision of the Dean responsible for the program and the Provost and Vice-President, Academic.

At the discretion of the Provost and Vice-President, Academic, the accreditation of professional school(s) or program(s) may serve as a component of an academic program review.

The results of an academic program review are communicated to the university at large, through the Senate and its committees, as relevant to these committees' respective responsibilities, with due consideration given to confidential information. A summary of the review is made publicly available.

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## **REGULATIONS**

The review of programs or programming will include the relevant academic units that are responsible for, or contribute to, their delivery.

The main elements of the review process are:

- 1 A scope letter;
- 2 A self-assessment of the program or programming by the unit(s) delivering the program;
- 3 A site visit and assessment report by the review committee;
- 4 A report and action plan prepared by the unit(s) and the Dean in response to the review within three months of receipt of the review report;
- 5 A summary of the review for public distribution; and
- 6 A progress report on the action plan submitted by the Dean to the Provost within 12-18 months of the review.

The order in which programs and programming are reviewed will be determined by the Provost and Vice-President, Academic in consultation with the Deans of the respective Faculties/College, and will form part of an institutional multi-year program review plan. Under exceptional circumstances, a Dean may request a review of a particular program or programming.

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The Provost and Vice-President, Academic, in consultation with the Academic Planning and Priorities Committee, will authorize Procedures under this policy. These may include detailed criteria for the review that are within the scope of this policy.