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| **TOOLKIT #2: MARKET DEMAND, SATISFACTION, AND SUCCESS\*****PROGRAM REVIEW FINAL REPORT SECTION: 3.0, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9** **\*Full-Time Programs** |
| **Overview**A multitude of data sources such as Key Performance Indicators, Program Scorecard, Competitive Program Profiles, and Employment Demand are analyzed to complete an "environmental scan" of the program. \*Ministry Credentialed Full-time Post-Secondary Programs only. An alternative process is required for Ministry Credentialed Part-time programs. |
| **Instructions**Use the Market Demand, Satisfaction, and Success data\* provided by Institutional Research to:**[ ]** Organize and schedule a 3-hour meeting any time AFTER January 3, 2014 and BEFORE March 30, 2014.* *Attendees*: Associate Dean, Academic Lead, Program Faculty, Institutional Research Lead, Curriculum Design Lead (*Optional Attendees*: Student Success Advisor)
* *Agenda*:
	1. Introductions
	2. Why We’re Here
	3. Competitive Program Profile (Market Demand)
	4. Employment Demand
	5. Student and Employer Satisfaction
	6. Student Success and Retention
	7. Next Steps
* *Meeting Outcomes*: Evaluate and make recommendations for program improvements as a result of a comprehensive analysis of Market Demand, Student Satisfaction, and Student Success data sources.
* *What to Bring*: Coffee/Tea/Snack/Smile

**Next Steps*** IRL will complete section(s) 3.0, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9 of the Program Review Report and email the document to the appropriate Program Review Lead by a date determined by the PRL and IRL.

**[ ]** Copy the IR report into section 3 of the Program Review Final Report Template |
| **Helpful Hints*** 3-hour Market Demand analysis session can be scheduled during reading week, semester transition week or during the semester.
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| **Alignment**PQAPA criterion #Academic Plan item#Strategic Plan item #Program Review Policy section # |