

**Program Review Leadership Development**

**ORIENTATION**

**TO**

**PROGRAM REVIEW**

**MAY 2013**

 

2013-2014 Program Review Process

Spring Implementation

**Timeline**

12 months from start of training and data collection to final report

**12 Month Human Resource Commitment *per Program***

Program Quality and Curriculum Design: TBD

Institutional Research: TBD

Program Review Academic Lead: approximately 80 hours

Individual Program Faculty: approximately 30 hours each

**Data Collection: 12 Month Human Resource Commitment *per Program***

Program Quality and Curriculum Design: TBD

Institutional Research: TBD

Program Review Academic Lead: approximately 40 hours (including 18 training hours and monthly 2 hour meetings)

Individual Program Faculty: approximately 18 hours

**Data Analysis: 12 Month Human Resource Commitment *per Program***

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| Program Quality and Curriculum Design | 8 hours per program |
| Institutional Research | 4 hours per program |
| Program Review Academic Lead | Approximately 36 hours = 3 hours for each Curriculum, Market Demand, Program Quality Analysis sessions and 20 hours to write the draft final report |
| Individual Program Faculty | Approximately 12 hours |

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| ***PROPOSED* TRAINING SCHEDULE: PROGRAM REVIEW LEADERSHIP DEVELOPMENT**  **PROGRAM REVIEWS, STARTING SPRING 2013** | | | | |
| **SESSION** | **DATE** | **TOPIC** | | **PARTICIPANTS** |
| 1 | May 7 | Overview of Program Review Process and Program Review Leadership Development Program | | Associate Deans, Program Review Leads, Program Quality and Institutional Research Team |
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| 2 | May 14 | Keeping the End in Mind: Sample Program Review Report  Determine Timelines: Up-Front Checklist | | Program Review Leads, Curriculum Design Specialists |
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| 3 | May 21 | Program Quality: Data Collection | | Program Review Leads, Curriculum Design Specialists |
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| 4 | May 28 | Program Quality: Data Collection (cont’d) | | Program Review Leads, Curriculum Design Specialists |
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| 5 | June 4 | Piquing Your Interest: Sample Environmental Scan | | Program Review Leads, Curriculum Design Specialists, Research Analyst |
|  |  |  | |  |
| June 11  No Scheduled Session | | | | |
| 6 | June 18 | Aligning Program Quality to Strategic and Academic Plans | Program Review Leads, Curriculum Design Specialists, PLAR and Pathways Representative | |
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| On-going Support | Fall / Winter | Monthly Meetings (TBD): Curriculum Design Specialists and PRLD Leads | Program Review Leads, Curriculum Design Specialists | |

| **Program Review**  **Detailed Workplan** | | | | | | |
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| **PURPOSE OF ACTIVITY** | **TOPIC** | **SUB-TOPICS** | **PRIMARY RESPONSIBILITY FOR IMPLEMENTATION** | **TOOLKIT #** | **DUE DATES**  **Organize Dates**  **Self-Directed**  **Someone Else Does the Work** | **STATUS OF WORK**  **(✓ if complete)** |
| **DATA COLLECTION** | **PROGRAM QUALITY: CURRICULUM** | Course Outlines | * Program Review Lead * Curriculum Design | 1a |  |  |
| * Option A: Full course outline review, including revisions | Workshops:  Oct. 21, 2013 (9am-12pm)  Or  Feb. 24, 2014  (9am-12pm) |  |
| * Option B: Report status of program course outlines and plan for review in Action Plan | Option B: Dec. 21, 2013 |  |
| Mapping to Vocational Standards, Essential Employability Skills | * Program Review Lead * Faculty | 1b | Workshops:  Oct. 21, 2013  (1pm-4pm)  Or  Oct. 22, 2013  (9am-12pm) |  |
| Strategic Curriculum Discussion | * Program Review Lead | 3 | Jan. 30, 2014 |  |
| Credentials Framework | * Program Review Lead | 6 | Feb. 28, 2014 |  |
| Program Advisory Committee Assessment | * Program Review Lead | 8 | Dec. 21, 2013 |  |
| Competitive Curriculum Analysis | * Program Quality * Institutional Research | 9 | Sept, 1, 2013 |  |
| **PROGRAM QUALITY: PATHWAYS** | Pathways, Partnerships and Articulations | * Program Review Lead | 5 | Feb. 28, 2014 |  |
| **PROGRAM QUALITY: PROGRAM INFORMATION** | POS Change Report | * Program Quality | 9 | Sept. 1, 2013 |  |
| Program System Matrix | * Program Review Lead | 7 | Dec. 21, 2013 |  |
| **PROGRAM QUALITY: ALIGNMENT WITH ACADEMIC PLAN** | Aligning Assessment with Outcomes and Program Level Assessment Mapping | * Program Review Lead | 4 | Workshops:  Oct. 22, 2013 (1pm-4pm)  Or  Feb. 25, 2014 (1pm-4pm) |  |
| Program Delivery | * Program Quality * Institutional Research | 9 | Dec. 21, 2013 |  |
| Other - TBD | * Program Quality | TBD | TBD |  |
| **MARKET DEMAND: ENVIRONMENTAL SCAN** | * Competitive Program Profile * KPI * Program Scorecard * Student Success and Retention * Student Migration and Tracking * Employment Demand * Labour Market Demand | * Institutional Research Analyst | 2 | All Data will be available on Sept. 1, 2013 |  |
| **DATA ANALYSIS** | **PROGRAM QUALITY ANALYSIS SESSIONS** | Analysis of:   * Curriculum Mapping Matrix * Competitive Curriculum Report * Results of Strategic Curriculum Discussion * Credentials Framework * PAC * POS Change Report * Program System Matrix * Program Delivery | * Associate Dean * Program Review Lead * Faculty * Curriculum Design Specialist | 9 | Two 3-hour meetings between Jan. 1, 2014 and Feb. 28, 2014 |  |
| **MARKET DEMAND: ENVIRONMENTAL SCAN** | * Competitive Program Profile * KPI * Program Scorecard * Student Success and Retention * Student Migration and Tracking * Employment Demand * Labour Market Demand | * Associate Dean * Institutional Research Analyst * Program Review Lead * Faculty * Curriculum Design Specialist | 2 | One 3-hour meeting  between Sept. 1, 2013 to Feb. 1, 2014 |  |
| **DRAFT OF FINAL REPORT** | Validation of and agreement on contents of final report …   * Observations * Recommendations * Action plans | * Associate Dean * Institutional Research Analyst * Program Review Lead * Faculty * Curriculum Design Specialist | 10 | One 3-hour meeting between Feb. 28, 2014 and March 18, 2014 |  |
| **FINAL REPORT** | **DRAFT OF FINAL REPORT** | To Curriculum Design Specialist for review | * Curriculum Design Specialist | 10 | March 19, 2014 |  |
| To Associate Dean for review and approval | * Program Review Lead | March 26, 2014 |  |
| To Dean for review and approval | * Associate Dean | April 9, 2014 |  |
| **FINAL REPORT** | To Vice President Academic (via Program Quality Project/Process Consultant, Roberta Weiss) | * Dean | 10 | April 30, 2014 |  |