

### What It Is

Program Review is a faculty-led, collaborative, systematic, evidence-based examination of a program’s quality. In accordance with KPU’s Vision 2023 and Academic Plan, it focuses on a pivotal question: **are programs providing students the skills they require to become successful global citizens and career professionals?**

### Why We Do It

Program Review is one of KPU’s quality assurance functions and is required by the Ministry’s Degree Quality Assessment Board (DQAB). It is also a condition of KPU’s membership in Universities Canada.

All KPU **degree programs** will undergo review at least once **every five years**. **Non-degree programs** will undergo review at least once **every seven years**. Related programs will be reviewed together. The schedule for program reviews will be updated on a yearly basis.

### What It Involves

Program Review facilitates a detailed analysis of a program’s strengths and areas for improvement through an assessment of its:

- ❖ competitiveness, relevance and viability within the discipline/sector
- ❖ curriculum and instructional design
- ❖ educational experience
- ❖ services, resources and facilities
- ❖ relationships and connections

### Who Is Involved

While faculty of the program will lead the review, other KPU members have a role. These include Office of Planning and Accountability (OPA), the Dean, Provost and the Senate Standing Committee on Program Review (SSCPR). A summary of each member’s role follows:

<i>Member</i>	<i>Summary of Primary Role</i>
<b>Faculty</b>	Leads review; writes specific program review reports
<b>OPA</b>	Provides planning and advice; provides survey and administrative data; provides liaison with SSCPR
<b>Dean</b>	Provides input, advice and institutional perspective; reviews reports
<b>Provost</b>	Has overall institutional responsibility for academic quality
<b>SSCPR</b>	Ensures program review policy is addressed appropriately

## Components

There are four components to the program review process; each is described below.

<b>Component</b>	<b>Purpose</b>	<b>Written by</b>
<b>Self-Study</b>	<ul style="list-style-type: none"><li>○ Assess program quality</li><li>○ Identify strengths and areas of improvement</li></ul>	Faculty (OPA provides data, survey and planning support)
<b>External Review</b>	<ul style="list-style-type: none"><li>○ Validate the Self-Study</li><li>○ Provide fresh, external perspective</li></ul>	External Review Team
<b>Quality Assurance Plan</b>	<ul style="list-style-type: none"><li>○ Establish the goals, strategies and steps that will be taken to address Self-Study and External Review recommendations</li><li>○ Identify the resources required to fulfill these goals, strategies and steps</li></ul>	Faculty (in consultation with the Dean; signed off by the Dean and Provost)
<b>One-Year Follow Up</b>	<ul style="list-style-type: none"><li>○ Provide first-year update on Quality Assurance Plan progress</li></ul>	Faculty

## Steps and Timeline

A program review should ideally take 18 months elapsed time from planning to the submission of the Quality Assurance Plan. This timeline includes activities to be undertaken by the various participants (e.g. gathering data, submitting documents to the SSCPR, organizing the External Review), as well as two months of annual vacation.

## What to Do Next

If your program is scheduled to undergo a review, OPA's Manager of Quality Assurance will contact you to set up a meeting to explain the process and how OPA can help. The Manager will provide information on the process, help you develop a plan to conduct the review and timeline, and provide resources on program review and guidance throughout.

The Program Review SharePoint site is also a resource. It hosts guides, forms and templates as well as completed and approved reports associated with each step for past reviews. The SharePoint site is: <https://our.kpu.ca/sites/progrev/SitePages/Home.aspx>

Please note that OPA is here to support you throughout the review!

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