

Academic Program Review Policy

Overview

The Academic Program Review Policy is a part of The King's University systems to ensure academic quality. It governs the process by which King's reviews each of its academic programs, as well as the constituent areas of its degree structures. It is intended to serve King's internal academic management and quality assurance needs as well as those of the Campus Alberta Quality Council.

Definitions

Academic program	means the combined degree major, concentration, minor/2 nd concentration and cognates in a disciplinary area. It also may mean the combination of requirements in overarching degree elements such as Foundations, Breadth and Interdisciplinary Studies. The program is deemed to include the curriculum, pedagogy, program structures, staffing and resources utilized in its delivery.
Academic unit	means the faculty organization or organizations involved in program delivery. For majors this would be predominantly the disciplinary department, supplemented by those involved in cognates. For larger degree elements, or in interdisciplinary programs, multiple departments may be involved.
Review Committee	is a group consisting of the Faculty Dean and selected faculty members as well as an Institutional Research representative.
Academic Program Review	is the administrative process established to provide systematic quantitative and qualitative review of the operation and objectives of the academic programs and consists of the following: <ul style="list-style-type: none">a. Institutional Research data and analysis on a statistical profile of population, course enrolments and degree conferrals, course evaluations, staffing, a graduate profile including employment and satisfaction, and potentially survey/focus group results from current and former students.b. Self-Study of the program objectives, learning outcomes, and curriculum by the Review Committeec. For Majors and Concentrations and overarching degree elements, a site visit and report by an external reviewer.d. A response to the external reviewer by Academic Program Review Committee.e. A response from the Academic Unit.f. A response from the relevant Faculty Dean, program Director.g. An action plan from the relevant Faculty Dean, program Director or VP Academic on implementation of the recommendations of the Review Committee.

Purpose

The primary purposes of this policy are to assess

- a. the effectiveness of the Academic Program in supporting the university's mission;
- b. the attainment of the stated educational objectives and learning outcomes;
- c. the quality of the learning environment for students;
- d. the quality of the teaching within the Academic Program;
- e. the adequacy and effective utilization of resources by the Academic Program; and
- f. the Academic Program's overall service to the university.

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The outcomes of reviews conducted under this policy may include:

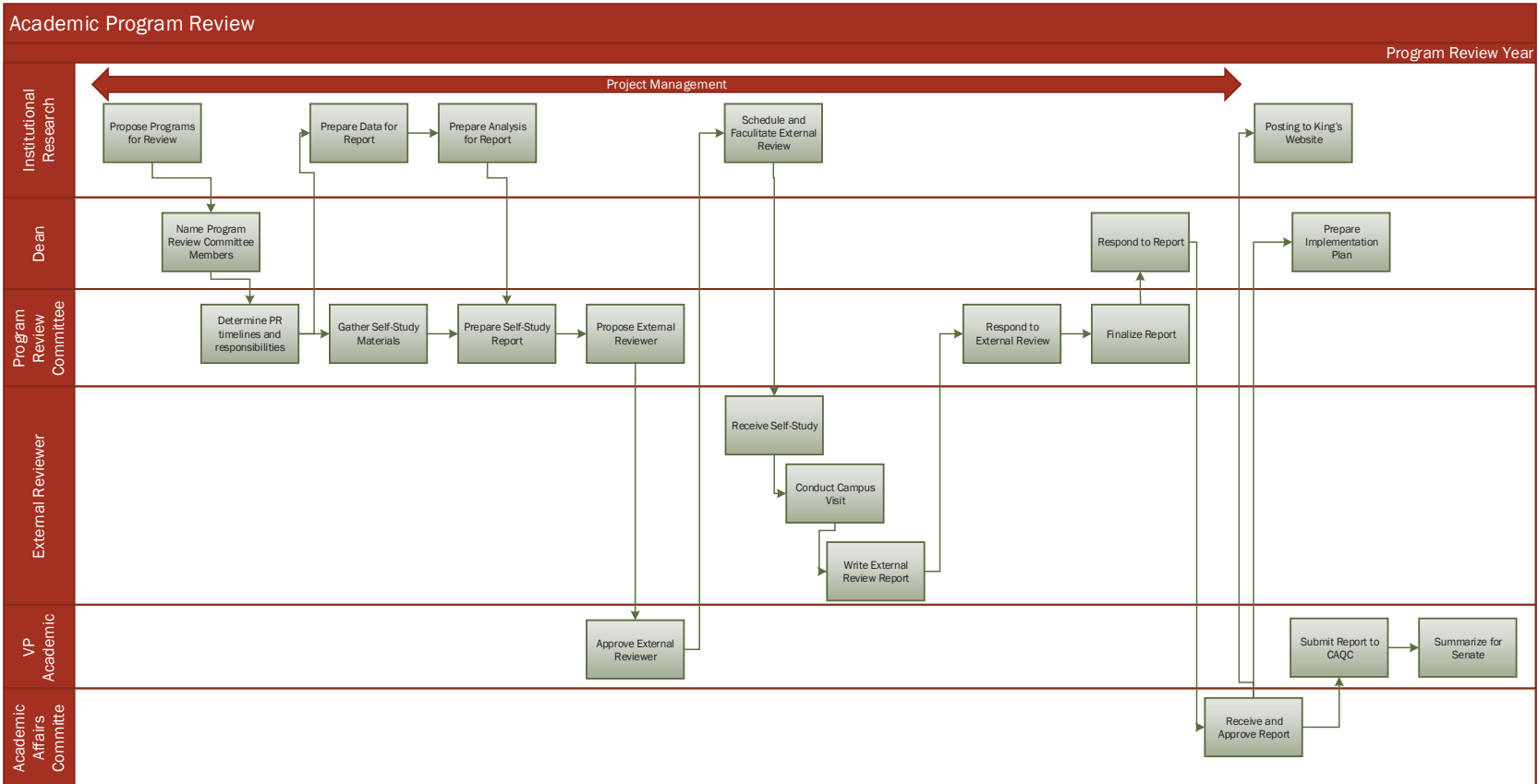
- affirmation of existing elements of the program
- proposed changes to curriculum or program requirements
- proposed changes in pedagogy
- proposed changes in teaching staffing
- proposed changes in program size through increases or decreases to program intake and progression rules
- proposed changes in resources
- proposed further reviews of specific areas

Procedure

Academic Program Reviews are managed by Institutional Research in collaboration with the relevant Dean and with an Academic Review Committee for each review.

Timeline

No later than	Activity	Responsibility of
<i>Year 1 – Program review year</i>		
June 30	Confirmation of the programs to be reviewed.	Faculty Deans and VP Academic, upon advisement by the Institutional Research Office
August 15	Appointment of a Review Committee for each program to be reviewed.	Faculty Dean and Institutional Research Office
September 15	Convening of the Review Committee	Faculty Deans and Institutional Research Office
October 31	Data collection completed	Institutional Research Office
January 31	First draft of self-study report	Review Committee
March 30	External review completed	Faculty Deans and Institutional Research Office
May 31	Final report completed and received by the Academic Affairs Committee	Review Committee and Institutional Research Office
June 15	Final report submitted to CAQC	VP Academic
September	Summary and reports submitted to Senate	VP Academic
<i>Year 2 – Approval of possible curricular changes arising from review process</i>		
September 30	Faculty unit considerations of calendar, budget, and other changes	Faculty Dean
September 30	Input into budget planning parameters	VP Academic
October 20	Budget Submission	Faculty Dean and VP Academic
October 31	Approval by the Academic Affairs Committee	Faculty Dean and VP Academic
November 15	Budget Review and Feedback	President's Council
November 30	Approval by the General Faculty Council	VP Academic
December 15	Approval by the Senate	VP Academic
March 15	Budget Approval	President and Board of Governors
<i>Year 3 – Implementation of curricular changes.</i>		



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Relevant Policy Dates

Approved: 9 March 2015
Effective: 9 March 2015
Review Frequency: 3

Modification History

2014 November Proposed to AAC.

Accountability

Office of Accountability:	Academic Administration
Office of Administrative Responsibility:	Institutional Research
Approved by:	Senate

Authority and Sources of Info:

University of Lethbridge, AQA Policy and Procedures
University of Victoria, Policy for Academic Program Review
University of Victoria, Procedures for Academic Program Reviews
McMaster University, Academic Program Review Policy
University of Calgary, Quality Assessment Review Process

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APPENDIX 1: SUGGESTED COMPONENTS BY REVIEW TYPE

Content	Major/ Concentration Standard Review	Major/ Concentration Expedited Review	Minor/ 2 nd / Cognate	Foundations/ Breadth/ Interdisciplinary	Non-degree function departments
1. Department Profile					
1.1. Objectives and Goals	✓		✓	✓	✓
1.2. Staffing	✓	✓	✓	✓	✓
1.3. Other Resources	✓		✓	✓	✓
1.4. Scholarly Activity (particularly involving students)	✓				
2. Program(s)					
2.1. Program Description and Requirements	✓	✓	✓	✓	✓
2.2. Program Outcomes	✓	✓	✓	✓	✓
3. Curriculum (required courses and general disciplinary offerings in the major, cognates, and roles played by foundations and breadth)	✓	✓	✓	✓	✓
4. Assessment					
4.1. Statistical profile of population, course enrolments, degree conferrals	✓	✓	✓	✓	✓
4.2. Graduate profile	✓	✓			
4.3. Current student survey/focus groups on qualitative program aspects	✓		✓	✓	✓
4.4. Alumni survey/focus groups on qualitative aspects of the program	✓			✓	
4.5. Resources (budget and facilities)	✓	✓	✓	✓	✓
5. External Assessment	✓			✓	
6. Summary and Recommendations	✓	✓	✓	✓	✓

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APPENDIX 2: SUGGESTED REVIEW SCHEDULE

<i>Area</i>	<i>Foundations/ Breadth/ Interdisciplinary Studies</i>	<i>Major/ Concentration</i>	<i>Minor/ 2nd Concentration</i>	<i>No specific program function</i>	<i>Last Known Review/ Approval</i>	<i>Suggested Review</i>	<i>Next Review</i>	<i>Next Review</i>
Biology		✓	✓		2000	2014	2021	2028
Chemistry		✓	✓		2007	2014	2021	2028
Mathematics			✓		1980	2014	2028	2042
Computing Science		✓	✓		2008	2015	2022	2029
Foundations	✓				1999	2015	2022	2029
History		✓	✓		2006	2015	2022	2029
Psychology		✓	✓		2008	2015	2022	2029
Secondary Education		✓			2008	2015	2022	2029
Business		✓	✓		2000	2016	2023	2030
Elementary Education		✓			2001	2016	2023	2030
Interdisciplinary Studies	✓				1999	2016	2023	2030
Political Science			✓		1998	2016	2030	2044
Sociology		✓	✓		2009	2016	2023	2030
Breadth	✓				1999	2017	2024	2031
Communication Arts			✓		2003	2017	2031	2045
Dutch				✓	1997	2017	2031	2045
Education			✓		1992	2017	2031	2045
Politics, History and Economics		✓			2004	2017	2024	2031
Drama			✓		2008	2018	2032	2046
English		✓	✓		1999	2018	2025	2032
Geography				✓	1996	2018	2032	2046
Music		✓	✓		2000	2018	2025	2032
Philosophy		✓	✓		1987	2018	2025	2032
Art				✓	1993	2019	2033	2047
Environmental Studies		✓			2012	2019	2026	2033
Social Science Group		✓			1992	2019	2026	2033
Theology		✓	✓		1987	2019	2026	2033
Inclusive Post-Secondary				✓	2007	2020	2034	2048
Physical Education			✓		2006	2020	2034	2048
Spanish				✓	2006	2020	2034	2048
Statistics				✓	1992	2020	2034	2048
Greek				✓	1993	2021	2035	2049

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<i>Area</i>	<i>Foundations/ Breadth/ Interdisciplinary Studies</i>	<i>Major/ Concentration</i>	<i>Minor/ 2nd Concentration</i>	<i>No specific program function</i>	<i>Last Known Review/ Approval</i>	<i>Suggested Review</i>	<i>Next Review</i>	<i>Next Review</i>
Micah Studies				✓	2007	2021	2035	2049
Post-sec Engl at Kings				✓	2007	2021	2035	2049
Astronomy				✓	1991	2023	2037	2051
Physics				✓	1990	2024	2038	2052
Youth Ministry				✓	2012	2026	2040	2054
Economics			✓		2013	2027	2041	2055
Social Work				✓	2013	2027	2041	2055