

Annual Program Review Process

Curriculum Updates/Annual Program Revisions

Target Timeline	Activity
Ongoing	A variety of methods are used to gather information to analyze the viability of current programs including: - Labour market analysis - Industry consultation – Deans, Academic Chairs (ACs), Coordinating Instructors (CIs) and Faculty participate in on-going consultations with industry and external stakeholders - Environmental scan - Internal stakeholder input - Student survey results and other feedback <i>Suggest gathering feedback at end of courses by faculty.</i>
September/October	The Head of Program Evaluation and Quality Assurance will publish and present the Program Performance Reports (PPRs) to Deans. Deans, ACs and relevant stakeholders review PPR data along with any external requirements and determine where actions need to be taken or where additional information needs to be gathered. - Deans/ACs will then meet with CIs and faculty to hold annual program discussions in the Annual Program Review (APR) process. - The designated academic school Learning Design Consultant (LDC) will be consulted on all curriculum related discussions. - Required actions (curriculum, textbook changes, marketing, admissions, recruitment, location, additional research etc.) will be tracked by the program. Considerations for discussion/review: - Student feedback - Learning Strategists engagement - Recruitment strategies - Marketing - Admission Profile - Best practices - Results of PAC and other industry consultations - Accreditation and Partnership timeline renewals - Strategic Program Review (SPR) actions and/or recommendations - Other
October/November	ACs will gather/compile and submit all curriculum and program change requests and complete the final review in consultation with the School's LDC. - Any curriculum changes that result in new/changed fees must be defined and reported to ensure the Tuition Estimator is updated by Team Finance. - All requests for curriculum changes approved by ACs .
December	ACs submit approved program curriculum change requests to appropriate Dean. - School Dean will review submissions and either provide final approval or discuss with relevant Academic Chair. - All curriculum change requests approved by Deans and submitted to Curriculum Development by third week of December.
January-February	Academic Planning and the Curriculum Team meet with Deans and Academic Chairs regularly, bringing in additional stakeholders as required, to confirm curriculum changes and other program requests. Steps include: - Scoping effort of submitted changes and priority items - Determining roles and responsibilities - Determining solutions and/or risks - Reporting on progress
Feb-April	LDCs implement changes upon consultation with the Deans, ACs, and relevant stakeholders. Once preparation is done, LDCs roll the program structures (Program Structure Rollover). Deans approve structures for publication.
April-July	Schools hold Community of Practice (CoP) meetings for discussion of courses and suggestions for improvement.