Academic Program Review Procedures

Procedure Statement

The purpose of academic program review is to ensure the content and delivery of programs at Seneca are responsive, current and relevant in meeting employer, community, student, and government needs.

Procedures

1. Annual Formative Review

1.1 The academic Chair of the program/program cluster will be responsible for the completion of the annual formative review with input from coordinators, faculty and academic and student support staff. Where appropriate, program clusters will be reviewed together.

1.2 The typical areas of focus for the annual formative review may include, but are not limited to:

- currency, relevance and structure of program learning outcomes
- curriculum content and delivery modes
- alignment of curriculum with essential employability skills and core literacies
- teaching and learning strategies and effectiveness
- faculty currency and development
- student experience and outcomes
- student success and retention
- graduate and employment outcomes
- feedback from Program Advisory Committees
- alignment with external requirements, Seneca's strategic plan and Seneca's commitments to sustainability, equity, diversity and inclusion and innovative and virtual approaches to program and service delivery
- ongoing recommended action plan for the program.

1.3 Seneca credentials that are not Ontario college credentials will follow an annual formative review process that is structured to meet the quality assurance needs of the credential, program and school.

1.4 The annual formative review requirements will be updated regularly to support reflection and response on the topic areas identified in 1.2 and current Seneca priorities.

1.5 The academic Chair will have access to qualitative and quantitative data provided by Program Quality and C-IDEA for analysis and reflection.

1.6 The academic Chair may distribute the information to stakeholders, including faculty, academic and student support staff, and program advisory committees.

1.7 The academic Chair will follow the review guidelines and data provided to complete the annual formative review.

1.8 The academic Chair will coordinate the involvement of faculty, and/or academic and student support staff, students, alumni and Program Advisory Committee members in the annual formative review.

1.9 All annual formative reviews will be discussed with and approved by the academic Dean. Approved annual formative review reports will be kept on file by the school and Program Quality.

1.10 The academic Chair and/or Dean will decide if the findings from the annual formative review should be shared with the Senior Executive Committee and other Seneca stakeholders.

1.11 The annual formative review may lead to program modifications. If needed, the academic Chair will be responsible for completing the requirements to facilitate approval of changes in line with the Academic Program Review and Modification policy.

1.12 Annual formative reviews will be used year over year to track progress on action plans over time. Reflection and responses to prior year action items will be required in the annual formative review.

1.13 An annual formative review may prompt a program health review or advance a summative review when program indicators suggest that a deeper review and analysis is required to maintain the quality of a program.

2. Summative Program Review

2.1 The summative review will consist of a comprehensive program evaluation by a program review team, involving in-depth reflection and analysis of cumulative quantitative and qualitative data and informed by prior year annual formative review outcomes.

2.2 Summative program reviews will typically be conducted over an academic semester to allow for in-depth reflection and collaboration with internal and external

stakeholders. There will be an expectation for regular meetings for the program review team.

2.3 Data for summative reviews will be provided by Program Quality and C-IDEA. Additional data from stakeholders (e.g., students, faculty, academic and student support staff, administrators, program advisory committee) may be collected and analysed to contribute to recommendations from the review process.

2.4 Academic learning, student support and other Seneca services (e.g., Libraries, Work-Integrated Learning, Seneca Works, Counselling and Accessibility, ITS, Seneca Innovation, Marketing & Communications) will be included in summative program reviews as needed.

2.5 Students, alumni and program advisory committee members may be included in the summative program review process.

2.6 The program review team will receive orientation and/or training in the program review process by Program Quality.

2.7 The program review team will be responsible for preparing a final report of the findings, including recommendations and an action plan. The academic Chair will be responsible for reviewing the report and recommendations with the Dean.

2.8 The academic Chair and Dean, in consultation with faculty, academic and student support staff, and administrators will present the final report and recommendations for approval and resource allocation to the Vice-President, Academic.

2.9 The academic Chair will be responsible for sharing the final report with approved recommendations and implementation plans to stakeholders. Approved summative review reports and action plans will be kept on file by the school and Program Quality.

2.10 The academic Chair will be responsible for implementing the approved action plan and providing regular progress reports to the academic Dean, Vice-President, Academic, and Academic Quality, as well as relevant stakeholders.

2.11 The Dean, Academic Quality will present regular reports of program review activities to the Vice-President, Academic and other stakeholders as needed.

Related Policies/Procedures

Academic Program Review and Policy

Academic Program Modification Procedures

Related Materials

Postsecondary Education Quality Assessment Board (PEQAB) website

Ontario College Quality Assurance Service (OCQAS) website

OntarioLearn Policy and Procedures