

PROGRAM REVIEW & RENEWAL (PRR) PROCEDURE

Procedure Section & Number:	Student and Academic Support Services	Effective Date:	March 1, 2025
Policy Owner:	Vice President Academic & Student Experience	Last Revised:	October 22, 2024
Policy Administrator:	Director, Academic Experience	Review Scheduled:	Every 4 years
Approver:	Executive Committee Academic Council		
<i>The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.</i>			

A. PROCEDURES

Keyano College is committed to offering high quality programs which maintain relevance and currency while being delivered in an efficient and sustainable manner. Fundamental to this, is a comprehensive process for program review and renewal.

1. PRR COMMITTEE

- 1.1 The Program Review & Renewal (PRR) Committee is a standing committee of Deans' Council responsible for institutional program review and renewal processes.
- 1.2 The PRR Committee provides administrative oversight to ensure all ministry approved programs are reviewed at least once annually for continuous improvement. Fundamental to these processes is the engagement and collaboration of faculty, Chairs, Associate Deans and Deans of respective programs.
- 1.3 The Committee develops and monitors program review and renewal schedules and their completion. This process must ensure alignment with institutional strategic priorities, the workforce needs of program graduates, relevant accreditation bodies, and the Alberta Government's Provider and Program Registry System (PAPRS) and Campus Alberta Quality Council (CAQC) requirements.
- 1.4 PRR Committee will track internal and external approval processes and timelines, required and/or informed by review(s).
- 1.5 PRR Committee members will be appointed at the first fall semester meeting of Deans' Council and will be reviewed and/or updated annually. PRR Committee will meet twice per term, and no less than six times, per academic year.
- 1.6 PRR Committee membership and responsibilities are outlined in the PRR Terms of Reference (TOR).

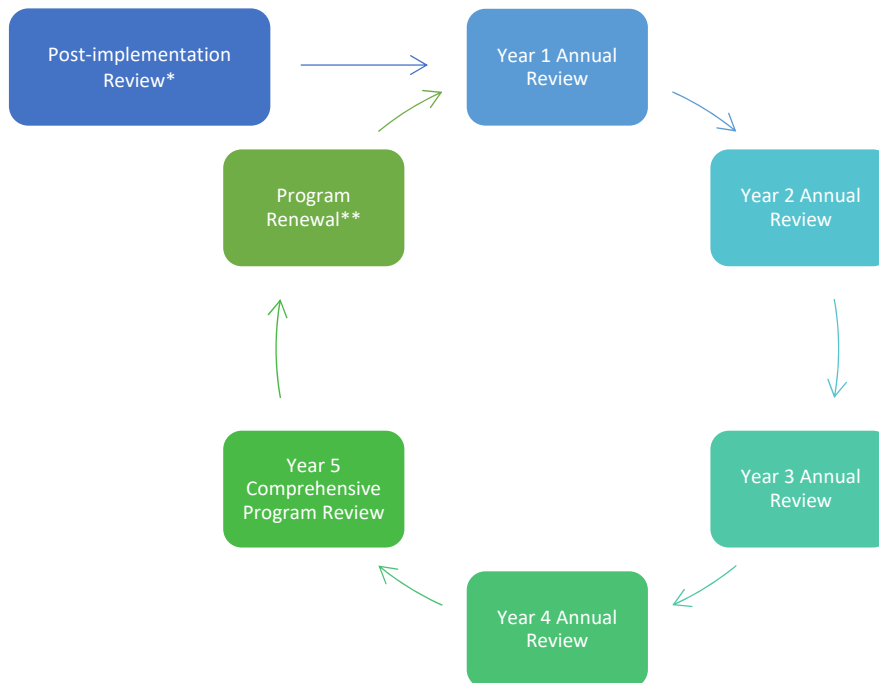
2. TYPES OF REVIEWS

- 2.1 The Program Chairs are responsible for leading all types of program reviews. Fundamental to these review processes is the engagement and collaboration of Program Chairs, Faculty, Associate Dean, and the Centre for Teaching and Learning (CTL).
- 2.2 Associate Deans are accountable for ensuring program reviews are completed within the defined PRR schedule.

- 2.3 PRR Committee will develop and maintain a rolling 5-year PRR schedule (outlined in section 3.1), ensuring all programs are subject to one of the following three types of program reviews annually:
- Annual Review: conducted annually for all programs not subject to one of the other two reviews.
 - Post-implementation Review: conducted after first cohort of program graduates.
 - Comprehensive Program Review: scheduled every five years, unless required earlier.
- 2.4 Program review is not intended to evaluate performance of individual faculty, staff or administrators.
- 2.5 Linked credentials (i.e., certificates which constitute the first year of a diploma program) should be reviewed together. Non-credit or micro-credentials recognized as credit learning pathways should be reviewed together.
- 2.6 PRR is a collaborative, data-driven process focused on continuous improvement. Program data will be provided by Institutional Research for data-informed decision making. The CTL shall maintain and improve program planning tools and templates to support program reviews and renewals.
- 2.7 Program Review templates and supports will be developed and provided by the CTL.
- 2.8 The PRR Committee will set annual program review recommendations that align with institutional strategic objectives.

3. PRR SCHEDULE

3.1 Program Review & Renewal Cycle:



* Post-implementation reviews are one-time events that occur outside of the regular five-year review cycle

** After Comprehensive Program Reviews, review teams recommend action items which are prioritized and implemented each subsequent Annual Review year

- 3.2 The PRR Committee will consider the following when developing the PRR Schedule:
- a. Similar or linked credentials/programs, especially those with common courses and/or instructional faculty may be grouped together in one program review. Related certificate and diploma programs should be reviewed together. In cases where non-credit or micro-credentials may serve as an alternate pathway to a given credit program, they should be included in the program review.
 - b. The PRR Committee will consult Program Chairs responsible for externally accredited programs when developing the PRR schedule, to harmonize the internal and external processes (whenever possible). Program reviews will be scheduled and/or modified to complement rather than duplicate any external accreditation and/or governing body quality processes.
 - c. Degree programs will comply with CAQC cyclical review guidelines.

4. ANNUAL REVIEW

- 4.1 Annual Reviews are continuous improvement processes, conducted to ensure that the curriculum and delivery of credit and Continuing Education and Extended Studies (CEES) programs continue to be responsive, current, inclusive and relevant in meeting learner, community and employer/industry needs and in alignment with the institution's strategic priorities.
- 4.2 The program's Associate Dean will lead the data-driven and evidence-based process collaboratively with the Dean, Program Chair, faculty and staff, with the support of CTL, using data gathered by Institutional Research.
- 4.3 The review process should be flexible and collaborative and consider feedback from internal and external stakeholders throughout the academic year.
- 4.4 Ideally, annual reviews are completed prior to the annual budget planning cycle (e.g., by January 2nd) utilizing Annual Review templates and guiding documents.
- 4.5 Based on the recommendations and themes identified during the Annual Review, the Dean will present to the PRR committee for further action as outlined in 7.1.
- 4.6 Annual Reviews should be completed in conjunction and alignment with Program Advisory Committee (PAC) meetings.
- 4.7 The Annual Review is not required if the program is subject to the Post-implementation Review or Comprehensive Program Review.

5. POST-IMPLEMENTATION REVIEW

- 5.1 To be completed upon first cohort of graduates of new or redesigned program.
- 5.2 The program's Associate Dean will lead the evidence/data informed process collaboratively with the CTL, Program Chair, Faculty and staff. Review data to be provided by Institutional Research.
- 5.3 During post-implementation reviews, the review teams shall:
- a. Update or complete a program curriculum map with the CTL to assess any curriculum gaps and/or redundancies discovered during implementation.
 - b. Document all recommendations and themes.
 - c. Provide recommendations to the Dean, who will present to the PRR committee for further action.

6. COMPREHENSIVE REVIEW

- 6.1 The program's Associate Dean will lead a Steering Committee (SC) to complete the Comprehensive Review. Review data to be provided by Institutional Research.
- 6.2 With the support of Institutional Research, the Steering Committee will comprise of:
 - a. Program Chair and faculty members(s)
 - b. A faculty member external to the program
 - c. A Learning and Development Specialist from CTL
 - d. External reviewers as recommended by the above members
- 6.3 Ideally, comprehensive reviews are completed prior to annual budget planning cycle utilizing the Comprehensive Review templates and guiding documents.
- 6.4 For programs subject to external accreditation or governing body review processes, those conducting the review are required to complete only the template elements that compliment and do not duplicate required forms.
- 6.5 Based on the recommendations of the SC, the Dean will present to the PRR committee for further action as outlined in 7.1.

7. COMPLETED REVIEWS

- 7.1 Completed reviews are reviewed by the Program Dean who then will present to the PRR Committee.
- 7.2 Cumulative tracking of all Program Reviews, including approved and/or prioritized action plans, will inform academic planning and resource allocations.
- 7.3 The PRR Committee will receive and submit all program review documentation packages with the CTL to be centrally filed for ongoing reference.
 - a. All tracking and documentation will be managed by the CTL, under the oversight of the PRR.
 - b. Review related documentation can be accessed by Chairs, Associate Deans, and Deans.
 - c. Highlights and/or emerging trends, based on reviews and action plans, will be shared with Deans' Council by PRR Committee Chair, Director of Academic Experience, Chair of CTL, or designate.

B. DEFINITIONS

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| (1) | Annual Review: | means review completed annually to promote curriculum currency; this review is not required if the program is subject to the Post-implementation Review or Comprehensive Program Review |
| (2) | College or Institution: | means Keyano College |
| (3) | Comprehensive Program Review: | means Comprehensive review completed at least once every 5 years, unless identified need for earlier review |
| (4) | Credit programs: | means a program of study that is approved by Alberta Advanced Education and leads to a credential defined in Alberta's Credential Framework |
| (5) | Curriculum and Instruction: | means Keyano College provides current and relevant curriculum and instruction that offers students the skills |

and knowledge required to succeed in their chosen careers or learning goals

- (6) **Post-implementation Review:** means review completed following the first cohort of program graduates
- (7) **Program:** means any internal and/or ministry approved program of study that leads to a Keyano College credential or non-credit recognition
- (8) **Program Data:** means a common set of quantitative measures used as evidence in the analysis of program need and/or effectiveness. Trends in program demand, student success, and the use of resources will be tracked along with other key performance indicators
- (9) **Program Review and Renewal (PRR):** means systematic program and curriculum review processes for continuous improvements to promote quality programming.

C. RELATED LEGISLATION

- *Post-Secondary Learning Act*
- *Provider and Program Registry System (PAPRS) – Campus Alberta Quality Council Handbook*

D. RELATED DOCUMENTS

- Annual Review template
- Comprehensive Review 5-year schedule Excel spreadsheet
- Comprehensive Program Review template
- Keyano College Program Review & Renewal Checklists
- Keyano College Strategic Plan
- Post-implementation Review template
- Program Review & Renewal Terms of Reference (TOR)

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
April 8, 2024	New procedure	All	Learning and Development Specialist	VP Academic and Student Experience



[PROGRAM REVIEW & RENEWAL (PRR) COMMITTEE]

TERMS OF REFERENCE (TOR)

INTRODUCTION:

The Program Review & Renewal (PRR) Committee provides administrative oversight to ensure all ministry approved programs are reviewed at least once annually for continuous improvement. The Committee develops and monitors PRR schedules and process completion, ensuring alignment with institutional strategic priorities and workforce relevancy for program graduates. The PRR Committee also tracks internal and external approval processes as required and/or informed by PRR processes. The PRR Committee membership and responsibilities are guided by this Terms of Reference (TOR).

MEMBERSHIP:

PRR Committee is a standing committee of Deans' Council responsible for institutional program review and renewal processes. PRR Committee members will be appointed at the first fall semester meeting of Deans' Council and will be reviewed and/or updated annually. The composition of the PRR committee will normally consist of the following members:

- a. Committee Chair: Chair of Centre for Teaching & Learning (CTL)
- b. Vice-President Academic & Student Experience or designate
- c. CTL Learning & Development Specialist, PRR Lead
- d. One Deans' Council representative
- e. One Institutional Research representative
- f. One Student Services representative
- g. Up to three Keyano College Faculty Association (KCFA) members (minimum of one instructional faculty)
- h. One Student Association of Keyano College (SAKC) representative
- i. One Administrative support representative

RESPONSIBILITIES:

- a. PRR Committee orientation will be conducted by CTL before the end of September annually. This orientation will help members plan the academic year's PRR schedule, duties, and deliverables from different schools.
- b. PRR Committee will develop and maintain a rolling 5-year PRR schedule, ensuring all programs are subject to one of the following three types of program reviews annually:
 1. Annual Review
 2. Post-implementation Review
 3. Comprehensive Program Review

Drafted:
Approved:

TERMS OF REFERENCE (TOR)

Three Types of Program Reviews



Program Review and Renewal Cycle



* Post-implementation reviews are one-time events that occur outside of the regular five-year review cycle

** After Comprehensive Program Reviews, review teams recommend action items which are prioritized and implemented each subsequent Annual Review year

Drafted:
Approved:

TERMS OF REFERENCE (TOR)

- c. The PRR Committee will consider the following when developing the PRR Schedule:
 - 1. Similar or linked credentials/programs, especially those with common courses and/or instructional faculty may be grouped together in one program review. Related certificate and diploma programs should be reviewed together. In cases where non-credit or micro-credentials may serve as an alternate pathway to a given credit program, they should be included in the program review.
 - 2. The PRR Committee will consult Program Chairs responsible for externally accredited programs when developing the PRR schedule, to harmonize the internal and external processes (whenever possible). Program reviews will be scheduled and/or modified to complement rather than duplicate any external accreditation and/or governing body quality processes.
 - 3. Degree programs will comply with Campus Alberta Quality Council (CAQC) cyclical review guidelines.
- d. PRR is a collaborative, data driven process focused on continuous improvement. The PRR Committee will set annual program review recommendations that align with institutional strategic objectives which each steering committee should address. Program profile data will be provided by Institutional Research. Program Review processes templates and supports will be provided by Centre for Teaching and Learning.
- e. Program review is not intended to evaluate performance of individual faculty, staff, or administrators.
- f. PRR Committee will track internal and external approval processes and timelines, required and/or informed by review(s).
- g. Upon completion of a Comprehensive Program Review, the Program Chair and/or Associate Dean will present the Executive Summary, including Action Plan, to the PRR Committee.
- h. PRR Committee will receive all program review documentation packages, to be centrally filed by CTL for ongoing references purposes. Highlights and/or emerging trends, based on reviews, will be shared with Deans' Council.
- i. PRR Committee will meet twice per term, and no less than six times, per academic year.