

SUBJECT

Program Review Recommendations

Quality Assurance (QA) Policy #VPA-1

Document reposted December 2018. No change to content.

PROCEDURES

Implementation of Program Review Recommendations:

1. Report is submitted to Vice President Academic and Student Success.
2. Report is accepted and signed off by the Dean and Vice President Academic & Student Success.
3. Report is forwarded to QA Review Leader, Faculty, Program Advisory Committee, Program Assistants (PA) and Quality Assurance (QA) Support.
4. Report is archived.
5. The Dean outlines the action plan for recommendations.
6. Action plan submitted to Vice President Academic and Student Success.
7. Implementation of final recommendations:
 - Recommendations that require budget or large scale changes to be included in the Business Plan are brought forward to the Academic Operations Working Group (AOWG).
 - Other recommendations are implemented or a rationale is provided when recommendations are not possible to implement.
 - Final report and recommendations are standing agenda item at Faculty and Program Advisory meetings.
8. The Dean tracks implementation progress and prepares an annual status update.
9. All recommendations are reviewed annually by the Quality Assurance Committee (QAC) to identify outstanding items.

NOTE: Please see Program Quality Review (PQR) Submission Sign-Off Form

ISSUE DATE	SUPERSEDES	MANDATORY REVIEW DATE	REFERENCE	SECTION	PAGE OF	
2018-05-14	NEW	2023-05-14	VPA-1 Policy	ACADEMIC	1	1

Program Quality Review (PQR) Submission Sign-Off Form

Program Name(s)/Codes(s): _____

1. The Program Coordinator has reviewed and acknowledged the contents of the PQR report.

_____	_____	_____
Coordinator (Print Name)	Coordinator Signature	Date

2. The Program Dean has reviewed and approved the contents of the PQR report.

_____	_____	_____
Dean (Print Name)	Dean Signature	Date

3. The Vice President of Academic and Student Success Services has reviewed the PQR report, and advised the Program Review Leader that the PQR Report is considered final.

_____	_____	_____
VP Academic (Print Name)	VP Academic Signature	Date

PQR Highlight Narrative for Board of Governors (BOG) annual report:

PQR Follow Up Report Due Date: _____