

## SUBJECT

## Formative and Summative Review

Quality Assurance (QA) Policy VPA-1

Document reposted December 2018. No change to content.

### PROCEDURE

The following steps outline the procedure for Summative and Formative program reviews. Differentiation as to formative/summative is noted specifically.

1. Program Review Lead (PRL) identified by the Program Dean
2. PRL organizes data collection
  - a) Request KPI Data Package from Institutional Research
    - 5 year summary
    - Program Enrolment Report
    - Internal Results Reports
    - Summary of Grades by Program
  - b) Previous Program Reviews and Executive Summary (Summative and Formative) from program files
  - c) Program Reports
    - COMMS
      - Vocational Learning Outcomes (VLOs)
      - Program Overview (course outlines)
      - Essential Employability Skills (EES)
      - General Education Offerings
      - Program Evaluation Summary
    - Program Synopsis
    - Ministry VLOs including any updates to VLOs and Standards reviews
    - Pre-Requisites/Co-Requisites
    - Admission Requirements (Summative Review only)
    - Program relevance to the strategic plan (Summative Review only)
    - Specific departmental policies that apply to this program (Summative Review only)
    - Equipment requirements and capital investments review (Summative Review only)
  - d) Marketing Materials
    - Website / Viewbook
    - [Ontariocolleges.com](http://Ontariocolleges.com)
    - Relevant social media

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- e) Manuals
  - Program / Placement / Safety
- f) Program Pathways
  - Articulation Agreements
  - Prior Learning Assessment & Recognition (PLAR)
  - Bridging Programs
- g) Faculty Meeting Minutes
- h) Program Advisory Committee (PAC)
  - Members
  - Minutes
- i) Other Program-Specific Reports (Summative Review only)
  - Local/Regional market analysis
  - Literature review
  - Governing body requirements
- j) Student Work Samples (Summative Review only)
  - Identify “Core” Courses
    - Samples of below average, average, above average work

3. Stakeholders/Team is identified and apprised of data collection

4. Feedback gathered through focus groups (see Standardized focus group questions posted on the [QA internal website](#))

- Faculty Focus Group Questions
- Student Focus Group Questions (current and graduates) (Summative Review only)
- Employer Focus Group Questions (Summative Review only)
- PAC (Summative Review only)

5. Analysis

- Qualitative and Quantitative results are analyzed
- Program Dean to provide analysis utilizing both quantitative and qualitative methods to assess data. (See [Executive Summary Template](#) for analysis questions)
- Results are compiled
- Findings are presented at a Faculty Review meeting
- Recommendations are drafted
- Internal/External Stakeholder Review of the findings and recommendations is circulated, as required
- Executive Summary is compiled and submitted to the VPA office

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