

ACADEMIC COUNCIL AUTHORITY AND BYLAWS			
Effective Date	October 18, 2021	Policy Type	Academic
Responsibility	Board of Governors President and CEO Vice-President Academic and Research	Cross-Reference	Post-Secondary Learning Act
Approver	Board of Governors	Appendices	Appendix 1: Co-Curricular Committee Terms of Reference Appendix 2: Curriculum Committee Terms of Reference Appendix 3: Nominating Committee Terms of Reference Appendix 4: Program Review Committee Terms of Reference
Review Schedule	Yearly in October		

1. Academic Council Statement

1.1. The composition, powers, and duties of Academic Council (“the Council”) are established by the Alberta Post-Secondary Learning Act (2003, current as of December 9, 2020). The Act empowers the College Board of Governors (“the Board”) to oversee the Council. Unless otherwise stated in the Act, the Council reports and makes recommendations to the Board. The Board is the final authority for acceptance or rejection of the Council’s recommendations.

2. Post Secondary Learning Act

- 2.1. Academic Council, Section 46.
 - 2.1.1. For each comprehensive community college and polytechnic institution there is to be an academic council consisting of
 - 2.1.1.1. the president, who is the chair unless a chair is elected under subsection (5);
 - 2.1.1.2. not more than 4 senior officials, appointed as members of the council by the board;
 - 2.1.1.3. subject to subsection (2), not more than 10 academic staff members, elected by the academic staff association of the comprehensive community college or polytechnic institution;
 - 2.1.1.4. not more than 10 students, appointed by the council of the students’ association;
 - 2.1.1.5. not more than 5 additional members, appointed by the board.
 - 2.1.2. The number of academic staff members elected to the academic council under subsection (1) (c) shall in no case be less than 1/3 of the total number of members of the academic council.
 - 2.1.3. The term of office of members of the academic council shall be determined by the board.
 - 2.1.4. Where any question arises as to the composition of the academic council or any matter concerning the election of academic staff members or students to an academic council, the question shall be decided by the board and the board’s decision is final.
 - 2.1.5. The academic council may elect a chair from among its members.

2.2. Powers and Duties, Section 47

2.2.1. An academic council

2.2.1.1. shall make recommendations or reports to the board with respect to any matter that the board refers to the academic council, including academic policy related to the following matters:

2.2.1.1.1. Standards and policy respecting the selection and admission of students other than students in apprenticeship technical training under the Apprenticeship and Industry Training Act;

2.2.1.1.2. Courses and programs of instruction or training provided or to be provided by the board;

2.2.1.1.3. Academic awards,

2.2.1.2. Shall, in accordance with the process established under section 45(3), review proposed programs of study to be offered by the comprehensive community college or polytechnic institution, and make a report respecting that review, and

2.2.1.3. May make recommendations or reports to the board on any other matter the academic council considers advisable.

2.2.2. A recommendation or report of an academic council under subsection (1) must be in writing and must be transmitted to the board through the president for consideration at its next meeting.

3. Academic Council Objective

3.1. The mandate of Academic Council is to provide a forum for College constituents to debate ideas and concepts leading to the development of Academic Policies. In addition to policy development and review, the Council monitors the implementation of Academic Policies, recommending the future direction of College programming and identifying significant trends in education and society and their implications for the College.

4. Scope of Academic Council

4.1. Provide recommendations or reports to the Board with respect to any matter that the Board refers to the Council. Including but not limited to

4.1.1. Academic Policies

4.1.2. Program Review

4.1.3. Program/Course Changes

4.1.4. Academic Standards and Requirements for Admission, Progression, and Completion of programs and courses

4.1.5. New Program Proposals

4.1.6. Academic Schedule

4.2. Identify significant issues in education and society and discuss the implications for Grande Prairie Regional College.

5. Definitions

5.1. Academic Awards

5.2. Academic Policies

5.3. Academic Schedule

5.4. College Community

5.5. Program Review

5.6. Recommendations to the Board

5.7. Reports to the Board

6. Guiding Principles

- 6.1. Membership on GPRC's Academic Council shall be:
 - 6.1.1. The President
 - 6.1.2. Four other senior administrators as appointed by the Board yearly in May.
 - 6.1.2.1. Vice President Academic and Research,
 - 6.1.2.2. Registrar, and
 - 6.1.2.3. Two academic Deans (Appointment shall rotate at the discretion of the Vice President Academic and Research).
 - 6.1.3. Ten Academic Staff Association (ASA) members elected by the ASA. There shall be no more than two members from a department where possible.
 - 6.1.3.1. Except for the Chair and Vice Chair, elected members will serve a two-year term beginning May 25 . In the event that the Chair or Vice Chair of Academic Council is an elected member of the ASA then their terms on Academic Council end 12 months after their election to the office or until a new Chair or Vice Chair is elected, respectively.
 - 6.1.3.2. Members elected to fill a vacancy will serve from the date of election until May 24 of the following academic year.
 - 6.1.4. Ten students appointed by the Students' Association of Grande Prairie Regional College (SAGPRC).
 - 6.1.4.1. Elected students will serve a one-year term from the date of approval by the Council until the end of the academic year.
 - 6.1.5. Two Employees' Association members elected by the Employees' Association and appointed by the Board.
 - 6.1.5.1. The members must be from different departments where possible. The Employees' Association must submit the names of the elected members to the Vice-President Academic and Research for formal appointment by the Board.
 - 6.1.5.2. The appointed members will serve a two-year term beginning May 25 and ending May 24.
 - 6.1.6. One member of the Alberta Union of Provincial Employees Local 071 Chapter 007 elected by the Alberta Union of Provincial Employees Local 071 Chapter 007 and appointed by the Board.
 - 6.1.6.1. The Alberta Union of Provincial Employees Local 071 Chapter 007 must submit the name of the elected member to the Vice-President Academic and Research for formal appointment by the Board.
 - 6.1.6.2. The appointed member will serve a two-year term beginning May 25 and ending May 24.
 - 6.1.7. Two members of the general public appointed by the Board. The appointed members will serve a two-year term beginning May 25 and ending May 24 but may not serve more than two consecutive terms.
 - 6.1.8. Council Secretary, non-voting, to record recommendations and minutes.
 - 6.1.9. Elected members shall be eligible for re-election every two years, but may not serve more than two consecutive terms. Elected students shall be eligible for re-election every year.
 - 6.1.10. Alternate Members
 - 6.1.10.1. The Vice-President Academic and Research may appoint an alternate from Senior Administration to attend an Academic Council meeting in the event of the appointed senior administrator's absence.
 - 6.1.10.2. The Academic Staff Association may elect up to five alternate members from any department to attend in the absence of elected members.
 - 6.1.10.3. The Students' Association may elect up to five alternate members to attend in the absence of elected members.
 - 6.1.10.4. The Employees' Association may elect up to two alternate members. The names of these alternate members must be submitted to the Vice-President Academic and Research for formal appointment by the Board.
 - 6.1.10.5. The Alberta Union of Provincial Employees Local 071 Chapter 007 may elect up to two alternate members. The names of this alternate members must

- be submitted to the Vice-President Academic and Research for formal appointment by the Board
- 6.2. Standing Committees
 - 6.2.1. Standing committees of Academic Council shall have their terms of reference, nominated members, and reporting structure approved by the Council.
 - 6.2.1.1. Co-Curricular Committee
 - 6.2.1.1.1. The co-curricular committee shall make recommendations to Academic Council reading co-curricular transcripts that provide students with recorded evidence of progress and developmental accomplishments.
 - 6.2.1.1.2. Terms of Reference included in Appendix 1.
 - 6.2.1.2. Curriculum Committee
 - 6.2.1.2.1. The curriculum committee debates course and program changes from a philosophical, androgogical, and polytechnical perspective and brings recommendations to Academic Council.
 - 6.2.1.2.2. Terms of Reference included in Appendix 2.
 - 6.2.1.2.3. Academic Council shall make recommendations for course and program changes to the Board of Governors.
 - 6.2.1.3. Nominating Committee
 - 6.2.1.3.1. The nominating committee ensures that the slate of nominees for all standing committees is ready for submission to Academic Council by September 30th.
 - 6.2.1.3.2. Terms of Reference included in Appendix 3.
 - 6.2.1.3.3. Academic Council shall approve membership for all standing committees.
 - 6.2.1.4. Program Review Committee
 - 6.2.1.4.1. The program review committee reviews the annual and comprehensive program review templates and updated program action plans and makes recommendations to Academic Council. It also monitors the rolling schedule of reviews and makes provisions for linked and/or similar programs to be reviewed together.
 - 6.2.1.4.2. Terms of Reference included in Appendix 4.
 - 6.2.1.4.3. Academic Council shall make recommendations to the Board of Governors based on the annual and comprehensive program review templates and updated program action plans.
 - 6.2.2. Normally, committee members shall be approved at the October meeting each year.
 - 6.3. Operational Procedures of Academic Council
 - 6.3.1. In order to assure full student representation, the Council shall elect its Chair at the October meeting. The Chair will remain in office for twelve months from the time of the election of the Chair or until a new Chair is elected, whichever comes first. In the event that the elected Chair is not a member of the Council on May 25, the Vice Chair will assume the role until the Council elects a chair.
 - 6.3.2. The Council shall elect a Vice Chair at the October meeting. The Vice Chair shall preside over meetings in the absence of the Chair or assume the role of Chair in the event of a long-term absence. Unless the elected Vice Chair is a student member of Academic Council, the Vice Chair will remain in office for 12 months from the time of the election of the Vice Chair or until a new Vice Chair is elected, whichever comes first. If the Vice Chair is a student member of Council, the Vice Chair will remain in office until May 24.
 - 6.3.3. In the absence of the elected Chair and the elected Vice Chair or in the event that the Chair and the Vice Chair cannot perform their duties, the Vice-President Academic and Research, or designate, may assume the role of the Chair of the Council until a new Chair is elected.
 - 6.3.4. In the event that the elected Chair is not a member of the Council on May 25, the Chair shall remain the Chair for the purpose of fast tracking over the spring and summer months

and shall remain the Chair of the Nominating Committee until the slate of nominees is submitted by the October meeting.

- 6.3.5. The Chair of the Council shall:
 - 6.3.5.1. Preside over all meetings of the Council according to the principles of Robert’s Rules of Order;
 - 6.3.5.2. Prepare correspondence as necessary on behalf of the Council;
 - 6.3.5.3. Prepare the meeting agenda in consultation with the Vice President Academic and Research, and the Council Secretary.
- 6.3.6. Regular meetings of the Council will normally be held four (4) times during the academic year.
 - 6.3.6.1. Typically in October, December, February, and May.
 - 6.3.6.2. Meetings will normally be scheduled on the second Thursday of the month in which there is a meeting.
 - 6.3.6.3. The agenda and supporting documents shall be distributed to the Council members no fewer than four days prior to the meeting.
- 6.3.7. Quorum of the Council shall consist of a majority of the voting members. Members who intend to be absent from a scheduled meeting of the Council are expected to give notice to either the Chair or the Secretary. Any member who is absent without notice from two meetings during the year will forfeit their membership on the Council and the nominating body will be so informed and asked for a replacement.
- 6.3.8. Any member of the College community may refer a matter to the attention of the Council by presenting in writing a submission to the Chair no less than ten days prior to any meeting of the Council.
- 6.3.9. All submissions to the Council will be considered for the agenda of the next regular meeting of the Council. Submissions may be returned to the originator only:
 - 6.3.9.1. If there is insufficient information for the Council to make an informed decision;
 - 6.3.9.2. If the submission would be better served in a different forum;
 - 6.3.9.3. If prescribed College procedure has not been followed.
- 6.3.10. The President may call special meetings as necessary to conduct the Council business. Notice of a special meeting shall be given to the Council members no fewer than three working days prior to the meeting

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none"> • Review and formally approve these Bylaws. • Fulfill duties of Board of Governors outlined in these Bylaws.
President and CEO	<ul style="list-style-type: none"> • Review, present recommendations to the Board of Governors, and formally support these Bylaws. • Communicate approval status of recommendations from the Board of Governors to Academic Council. • Fulfill duties of President and CEO outlined in these Bylaws.
Academic Council	<ul style="list-style-type: none"> • Review, recommend revisions, and formally support these Bylaws.
Vice-President, Academic and Research	<ul style="list-style-type: none"> • Review and formally support this policy. • Ensure these Bylaws are reviewed by Academic Council yearly. • Ensure these Bylaws align with the Post-Secondary Learning Act. • Fulfill duties of Vice President Academic and Research outlined in these Bylaws.
College Community	<ul style="list-style-type: none"> • Review and support these Bylaws.

8. Exceptions to these Bylaws

- 8.1. Any exceptions to these Bylaws must be approved by the President and CEO. Requests for exceptions must be submitted through the Vice President Academic and Research Office.

9. Inquiries

- 9.1. All inquiries about these Bylaws are handled by the Vice President Academic and Research Office.

10. Amendments (Revision History)

- Repatriated from the Board of Governors: April 27, 1999
- Reviewed and revised by Academic Council: January 11 & February 8, 2001
- Updated to include PWAC Committee: April 12, 2001
- Updated by Board of Governors: September 25, 2001
- Reviewed and revised by Academic Council: April 10, 2003
- Reviewed and approved by Board of Governors: May 22, 2003
- Review and revised by Academic Council: November 18, 2004 & April 21, 2005
- Reviewed and approved by Board of Governors: May 26, 2005
- Reviewed and revised by Academic Council: April 27, 2006
- Reviewed and approved by the Board of Governors: September 21, 2006
- Reviewed and revised by Academic Council: October 11, 2007
- Reviewed and approved by the Board of Governors: December 13, 2007
- Reviewed and revised by Academic Council: November 13, 2008
- Reviewed and revised by Academic Council: November 13, 2008
- Reviewed and approved by the Board of Governors: December 11, 2008
- Reviewed and revised by Academic Council: April 16, 2009
- Reviewed and approved by the Board of Governors: June 17, 2009
- Reviewed and revised by Academic Council: April 12, 2012
- Reviewed and approved by the Board of Governors: January 24, 2013
- Reviewed and approved by Academic Council: October 13, 2016
- Reviewed and approved by the Board of Governors: November 24, 2016.
- Reviewed and recommended by Academic Council: October 14, 2021
- Reviewed and approved by the Board of Governors: October 28, 2021

Appendix 1 – Co-Curricular Committee Terms of Reference

1. The co-curricular committee is a standing committee of Academic Council and reports to Academic Council.
 - 1.1. Academic Council approves and reviews the Terms of Reference for this Committee.
2. Committee Composition:
 - 2.1. The Registrar normally serves as Chair
 - 2.2. President of the Students' Association (or designee)
 - 2.3. Representative from Student Experience
 - 2.4. Three Academic Staff members (one from each school)
 - 2.5. Unique representative from Academic Council
3. Membership:
 - 3.1. Membership nominated by Academic Council Nominating Committee and the Students' Association.
 - 3.2. Membership approved by Academic Council
 - 3.3. The members of the committee will be elected at the October meeting of Academic Council. Members will typically serve a two-year term.
4. Responsibilities:
 - 4.1. The Committee will oversee the administration of co-curricular transcripts which includes:
 - 4.1.1. review and recommend student applications for co-curricular recognition,
 - 4.1.2. review and make recommendation to Academic Council regarding activities eligible for co-curricular recognition.
5. Procedures for Student Recognition
 - 5.1. Application
 - 5.1.1. Applications may be submitted by students and/or faculty/staff members by completing co-curricular application forms provided through the offices of the Registrar and the Students' Association.
 - 5.1.2. Students may initiate the process by completing the student application form for co-curricular recognition.
 - 5.1.3. Student initiated application must include all validating signatures in order to be considered.
 - 5.1.4. Faculty/staff may initiate the process on behalf of students by completing the faculty/staff application form for co-curricular recognition.
 - 5.1.5. Students and/or faculty/staff must return the completed application forms to the Registrar's Office where they will be reviewed by the Committee for inclusion in the students' records.
 - 5.1.6. The deadline for application will be February 1 in any academic year.
 - 5.1.7. Application may be made for students to receive co-curricular recognition for activities that were undertaken no more than two years from date of application.
 - 5.2. Approval
 - 5.2.1. Activities authorized by Academic Council are the only eligible activities that the Co-curricular Committee can process as approved on a student's application.
 - 5.2.2. The Committee will ensure that the validating signatures are original and by authorized College representatives as per the activity approval.
6. Procedures for Activity Recognition
 - 6.1. Applications for Activity Approval of Co-curricular Recognition must include the following information:
 - 6.1.1. title and brief description of the activity;
 - 6.1.2. rationale for consideration as an alternate learning activity including the contribution to college and/or student life at Grande Prairie Regional College;

- 6.1.3. minimum requirements for a student to be considered eligible to receive recognition for the activity;
- 6.1.4. administrative unit (Students' association, Academic Department, etc.) that hosts the activity;
- 6.1.5. the personnel/position responsible for validating student applications for recognition.
- 6.2. Applications for Co-curricular Activity Recognition Approval form must be submitted no later than February 1 in the year the activity is to be considered.
- 6.3. Applications for Activity Recognition will normally receive committee approval:
 - 6.3.1. if, in the case of a student group, that group is recognized by the Students' Association Executive;
 - 6.3.2. if an administrative unit is prepared to host the activity and designates a validating signature required to acknowledge that the student has performed the function for the minimum duration defined for approval;
 - 6.3.3. if academic credit is not currently awarded for the same activity.
7. The Co-curricular Committee will review the application and make a recommendation to Academic Council.

Appendix 2 – Curriculum Committee Terms of Reference

1. The curriculum committee is a standing committee of Academic Council and reports to Academic Council.
 - 1.1. Academic Council approves and reviews the Terms of Reference for this Committee.
2. Committee Composition:
 - 2.1. Vice-President Academic and Research normally serves as Chair
 - 2.2. Deans
 - 2.3. Registrar
 - 2.4. Two students appointed by the Students' Association
 - 2.5. Chairperson(s) bringing items forward
 - 2.6. Four (4) Faculty members from Academic Council with no more than two (2) from one School.
 - 2.7. Faculty member from the Centre for Teaching and Learning
3. Membership:
 - 3.1. Membership nominated by Academic Council Nominating Committee and the Students' Association.
 - 3.2. The members of the committee will be elected at the October meeting of Academic Council.
 - 3.3. Membership approved by Academic Council
4. Responsibilities:
 - 4.1.1. To review and debate all proposals for new credit programs.
 - 4.1.2. To review and debate all proposals for changes to existing credit courses and programs.
 - 4.1.3. To make recommendations to Academic Council on proposals for new courses/programs and changes to existing courses/programs.
5. Procedures
 - 5.1. For New Credit Programs/Courses Proposals
 - 5.1.1. Proposals for new credit programs and new credit courses must be endorsed by a Dean.
 - 5.1.2. Prior to new credit courses/programs being introduced at the Curriculum Committee they must be endorsed by the Registrar to ensure they are compliant with policy/regulation regarding:
 - 5.1.2.1. course/program titles,
 - 5.1.2.2. course hours,
 - 5.1.2.3. course content,
 - 5.1.2.4. credit allowances,
 - 5.1.2.5. advanced placement/credit,
 - 5.1.2.6. additions or deletions of courses and/or duplication of courses,
 - 5.1.2.7. prerequisites and co-requisites, and
 - 5.1.2.8. admission requirements.
 - 5.1.3. Prior to new credit courses/programs being introduced at the Curriculum Committee they must be endorsed by the Vice-President Academic and Research to ensure they can be supported financially, by student demand, by the labour market, and within the provincial sector.
 - 5.2. For Changes to Existing Courses and Programs
 - 5.2.1. Proposals for changes to existing credit courses and existing credit programs must be endorsed by the Department and the Dean.
 - 5.2.2. Prior to changes to existing credit courses/programs being introduced at the Curriculum Committee they must be endorsed by the Registrar to ensure they are compliant with policy/regulation regarding:
 - 5.2.2.1. course/program titles,

- 5.2.2.2. course hours,
 - 5.2.2.3. course content,
 - 5.2.2.4. credit allowances,
 - 5.2.2.5. advanced placement/credit,
 - 5.2.2.6. additions or deletions of courses and/or duplication of courses,
 - 5.2.2.7. prerequisites and co-requisites, and
 - 5.2.2.8. admission requirements.
- 5.2.3. Prior to changes in existing credit courses/programs being introduced at the Curriculum Committee they must be endorsed by the Vice-President Academic and Research to ensure they can be supported financially, by student demand, by the labour market, faculty expertise, and within the provincial sector.
6. Forms
- 6.1. Forms for a new course/program or a change to an existing course/program are available from the Deans' Office, the Registrar's Office, or the College Curriculum shared site.
 - 6.2. Forms Available:
 - 6.2.1. Form A: New Program Proposal
 - 6.2.2. Form B: New Course Proposal
 - 6.2.3. Form C: Change to Existing Course Proposal
 - 6.2.4. Form D: Change to Existing Program Proposal

Appendix 3 – Nominating Committee Terms of Reference

1. The nominating committee is a standing committee of Academic Council and reports to Academic Council.
 - 1.1. Academic Council approves and reviews the Terms of Reference for this Committee.
2. Committee Composition:
 - 2.1. The Chair of Academic Council normally serves as Chair
 - 2.2. Two members from the Academic Staff Association, two-year term (elected in alternating years)
 - 2.3. One member from the Employees' Association, two-year term
 - 2.4. One member from the Alberta Union of Provincial Employees, two-year term.
3. Membership:
 - 3.1. Membership nominated by Academic Council Nominating Committee (as per recommendation by each Association).
 - 3.2. Membership approved by Academic Council
4. Responsibilities:
 - 4.1.1. The Nominating Committee prepares a slate of executive officers and representatives to Academic Council's standing committees, with the exception of students who are selected by the Students' Association.
 - 4.1.2. Duties normally begin in April when preparation for committee elections begins. However, throughout the year, the Committee may be asked to make a nomination to fill a vacancy on a committee if it is required.
 - 4.1.3. The Chair and members of the nominating committee ensure that the slate of nominees is prepared between April 25th and September 25th and is ready for submission to the Council by September 30th.

Appendix 4 – Program Review Committee Terms of Reference

1. The Program Review Committee is a standing committee of Academic Council and reports to Academic Council.
 - 1.1. Academic Council approves and reviews the Terms of Reference for this Committee.
2. Committee Composition:
 - 2.1. VP Academic and Research (ex officio and chair)
 - 2.2. One academic Dean (nominated by Deans)
 - 2.3. Five academic members (nominated by and from Academic Council with at least one from each academic school and one from a degree program)
 - 2.4. One non-academic staff member (nominated by and from Academic Council).
 - 2.5. One member of the CTL Steering Committee (nominated by the CTL Steering Committee)
 - 2.6. One Students' Association representative (nominated by the Students' Association)
 - 2.7. One Indigenous Knowledge Keeper (nominated by Indigenous Services)
 - 2.8. Registrar (ex officio)
 - 2.9. Director of Student Experience or designate (Non-voting resource)
 - 2.10. Manager, Institutional Planning and Research or designate (Non-voting resource)
3. Membership:
 - 3.1. Members of the committee will be approved at the October meeting of Academic Council and will serve a two-year term.
 - 3.2. The intention is that members will serve staggered terms to allow for greater continuity and knowledge transfer.
4. Meetings:
 - 4.1. Meetings will be held to orient the committee members to the process and to receive and discuss annual and comprehensive review materials.
 - 4.1.1. Normally in August, October, and April each academic year.
5. Responsibilities:
 - 5.1. The responsibilities of the Program Review Committee include, but are not limited to:
 - 5.1.1. Providing oversight for both the annual and comprehensive program review processes.
 - 5.1.2. Confirming that the program review criteria and processes are aligned with Campus Alberta Quality Council expectations and institutional priorities.
 - 5.1.3. Approving combinations of like, linked, and/or related programs to undertake a common review.
 - 5.1.4. Maintaining a rolling five-year schedule of comprehensive reviews that will be forwarded to Academic Council for Approval.
 - 5.1.5. Providing feedback on the relevance, clarity, and consistency of the qualitative and quantitative data used to inform the review process.
 - 5.1.6. Receiving Annual Program review summaries and updated program action plans for information purposes.
 - 5.1.7. Calling for a comprehensive review to be initiated and adjusting the rolling schedule of reviews accordingly, where warranted from the annual review process.
 - 5.1.8. Receiving the self study, external review, and approved recommendations for each Comprehensive Review for information purposes.
 - 5.1.9. Identifying and investigating common themes that may arise from the reviews and making recommendations for follow-up.
 - 5.1.10. Proposing the criteria through which programs should be expanded, continued, suspended, terminated, or reactivated.

- 5.1.11. Applying the criteria for the curriculum alignment and renewal process to make recommendations to Academic Council regarding the overall program mix and the expansion, continuation, suspension, termination, or reactivation of programs.
- 5.1.12. Recommending improvements to the program review processes including updating the forms and procedures for the review process.
- 6. Voting:
 - 6.1. Recommendations made by the committee will be determined by majority vote.
 - 6.1.1. Committee members with a direct interest in the program under consideration must recuse themselves from the vote.
 - 6.1.2. In the event of a tie, the Vice President Academic and Research shall have the deciding vote.
 - 6.1.3. While final decisions will be normally be made in camera, it is expected that Deans and Department Chairs attend as guests when comprehensive reviews and/or action plan updates are presented.
- 7. Annual Review Procedures
 - 7.1. Purpose:
 - 7.1.1. Annual program reviews are conducted to ensure that the content and delivery of credit programs continues to be responsive, current, and relevant in meeting learner, community, and employer needs.
 - 7.1.2. The review is an evidence informed process that helps programs maintain their alignment with the institution’s mission, mandate, strategic initiatives, and priorities.
 - 7.2. Principles:
 - 7.2.1. Program review and renewal is a collaborative process whereby data informs meaningful discussions to build on a program’s strengths and successes through clear action plans.
 - 7.2.2. The review processes provide an opportunity for the program to learn more about itself by engaging with Stakeholders.
 - 7.2.3. The process should be flexible enough to accommodate the diverse program offerings of the institution. This includes allowing linked credentials and/or common disciplines to be grouped together for reviews with the expectation that any divergent trends will be analyzed.
 - 7.2.4. Annual program reviews are formative, not summative, in nature but results may indicate a more comprehensive review is required.
 - 7.2.5. Program Review is not intended to evaluate performance of individual faculty, staff, or administrators.
 - 7.3. Definitions:

Term	Definition
Credit Programs	A program of study that is approved by Alberta Advanced Education and leads to a credential defined in Alberta’s Credential Framework.
Action Plan	An action plan is the outcome the comprehensive review process. It documents the steps needed to reach established goals. Action plans clarify the timelines, tasks, and investments needed to respond to approved recommendations received during the comprehensive review process and annually affirmed and prioritized by the program Chair and Dean.
Learning Outcomes Assessment Plan	An ongoing process through which faculty members can assure that senior students are demonstrating expected knowledge, skills, and abilities (graduate attributes). These rolling multi-year plans identify the

	outcomes to be examined, specific targets, results, and the department's response to the assessment.
Challenge questions	Questions designed to elicit an analytic response that engages with relevant data.
Program Profile Data	A common set of quantitative measures used as evidence in the analysis of program effectiveness. Trends in program demand, student success, and the use of resources will be tracked along with other key performance indicators. Each data element in the program profile will be clearly defined.

7.4. Roles and Responsibilities

7.4.1. Academic Council:

7.4.1.1. Has the overall responsibility for regulating program offerings and ensuring effective processes are in place for continuous quality improvements to the curriculum in order to promote student success.

7.4.2. Vice President Academic and Research:

7.4.2.1. In consultation with the Deans and Program Chairs, will monitor the operational requirements for the review processes and allocate necessary resources to support the annual and comprehensive program reviews including sponsoring relevant faculty development workshops.

7.4.2.2. In collaboration with the Deans, the Vice President Academic and Research will confirm the institutional priorities and the related challenge questions to be included on the annual form.

7.4.2.3. The Vice President Academic and Research will approve the program action plan updates and provide them to the Program Review Committee for information.

7.4.3. Deans:

7.4.3.1. Will review all the annual program review reports for their area and may make suggestions for revisions prior to forwarding the reports to the Vice President Academic and Research for approval.

7.4.3.2. The Deans may use the annual program updates to inform business cases for resource allocation/re-allocation. Deans monitor the activities of the Program Advisory Councils and the involvement of other relevant stakeholders in the quality assurance processes.

7.4.4. Program Chairs:

7.4.4.1. Are primarily responsible for engaging colleagues in the review of the evidence provided from learning outcomes assessments and the program profile data to respond to the challenge questions in the review form.

7.4.4.2. Program Chairs are also responsible for managing stakeholder engagement, including Program Advisory Council meetings.

7.4.4.3. Program Chairs will submit their program review reports on the required forms at the end of term and will respond to suggestions and recommendations from the relevant Dean.

7.4.5. Program Faculty Members and Staff:

7.4.5.1. Actively participate in review activities including providing access course materials to assist with curriculum review and mapping, examining trends in the profile data, championing recommendations for improving student success, and contributing to action plans.

7.4.6. Program Review Committee:

- 7.4.6.1. Is a standing committee of Academic Council that reviews the completed annual program review forms and updated program actions plans and makes recommendations to Academic Council.
- 7.4.6.2. It also monitors the rolling schedule of reviews and makes provisions for linked and/or similar programs to be reviewed together.
- 7.4.6.3. Will assess the annual review forms and data elements. The committee will make recommendations on forms and dashboard organization as well as the combination of programs that can be reviewed together. They may also identify common themes from the Action Plan updates which require further investigation.
- 7.4.7. Institutional Planning and Research (IPR):
 - 7.4.7.1. Will work with members of Academic and Research Council to develop standard data packages for program profiles that are clearly defined, timely, accurate, and relevant.
 - 7.4.7.2. IPR staff will provide training for academic staff on the uses of dashboards and/or forms and identify limitations of available data.
 - 7.4.7.3. IPR will also make relevant comparator data available including the institutional completion rates, labour force demand metrics, and institutional enrolment projections.
- 7.5. Procedures:
 - 7.5.1. Annual Program Review Form
 - 7.5.1.1. This program summary should be a succinct (4 to 5 page) analysis of the standard program profile data package, ongoing learning outcomes assessments, stakeholder feedback, student and faculty achievements, and the implementation of the program action plan.
 - 7.5.1.2. Form A: Annual Program Review includes a program description section along with questions on relevance and currency, student success, faculty qualifications and workloads, program resources, institutional priorities, changes in the operating environment, and recommendations for the coming year. Suggested evidence is listed for each section.
 - 7.5.2. Timing of Reports:
 - 7.5.2.1. Annual Program Review Reports should be compiled by the designated program chair and submitted to the relevant Dean for review within six weeks of the end of the spring term.
 - 7.5.2.2. The reports should reflect on activities, including curriculum mapping, course outline audits, learning outcomes assessments, and any stakeholder engagements that have taken place through out the year.
 - 7.5.3. Program profile data:
 - 7.5.3.1. A standard data package Form B: Program Profile Data will include tracking of program demand, student success, and use of resources.
 - 7.5.3.2. This will be made available by Institutional Planning and Research at the end of the spring term.
 - 7.5.3.3. The data elements will include key performance indicators for the institution and other identified priorities.
 - 7.5.4. Learning Outcome Assessment Plans:
 - 7.5.4.1. Each year Form C: Learning Outcomes Assessment Plan should be appended as evidence that the curriculum is up-to-date, and that due consideration has been given to student achievement on selected attributes.
 - 7.5.4.2. Discipline-specific and credential-level knowledge and skills should be tracked using predominantly direct evidence. Providing the crossovers with the Alberta Credential Framework are well documented, externally accredited programs can

substitute their discipline-specific assurances of learning and/or demonstrations of required competencies.

7.5.5. Institutional priorities and challenge questions:

7.5.5.1. The annual program review process provides opportunities for programs to demonstrate their alignment to institutional priorities. This gives the Deans and Vice President Academic and Research insight to how different program initiatives contribute to the overall success of the institution.

7.5.5.2. Each January, the Deans and Vice President Academic and Research should discuss the challenge questions to be placed in the institutional priority section of the form and, in consultation with the Chairs and Institutional Planning and Research, determine available sources of evidence. Results of these consultations should be shared widely with faculty members so they can contribute to data collection and analysis.

7.5.6. Stakeholder engagement:

7.5.6.1. The quality assurance process relies on input from both internal and external stakeholders.

7.5.6.2. Faculty and staff should be given opportunities to contribute to the analysis and priority setting activities that are summarized in the review.

7.5.6.3. Recent graduates and/or students may also contribute insights from their experience in the program. Short surveys can be used but focus groups often provide for more dynamic engagement.

7.5.6.4. External community and industry representatives should have experience and/or credentials that will allow them to comment on the relevance of the program. Feedback can be gathered through facilitated meetings or virtual focus group sessions that can take place at any point during the year. The question prompts should be designed to encourage a solutions-focused discussion.

7.5.7. Action Plan Updates:

7.5.7.1. Implementation of the program action plans are fundamental for continuous quality improvement. The action plan may include changes such as the introduction, revision, or removal of a course; calendar changes; or adjustments to administrative practices.

7.5.7.2. Major program changes may need additional approvals and be subject to other external review processes. Any additional approvals should be noted in the action plan.

7.5.7.3. If a current program action plan is not available, the program chair should draw on the most recent curriculum mapping/course outline audits, learning outcomes assessments, previous annual reviews, and resource plan proposals to determine if there are outstanding issues and priority actions to be tracked.

7.6. Exceptions:

7.6.1. Programs that have completed comprehensive reviews during the current academic year do not complete an Annual Program Review until the following spring.

8. Comprehensive Review Procedures

8.1. Purpose:

8.1.1. Comprehensive program reviews are conducted every five years to assess the overall quality and effectiveness of a credit program including the currency of the curriculum, expected outcomes, and methods of delivery.

8.1.2. External feedback is an essential step in validating the curriculum and demonstrating accountability. This can be gathered through a team visit from external peer reviewers for degree programs or a desk review by qualified industry representatives for certificates and diplomas.

8.2. Principles:

- 8.2.1. Comprehensive program review is a collaborative process whereby data informs meaningful discussions to build on a program’s strengths and successes through clear action plans.
- 8.2.2. The program review methodology is comprehensive, well communicated, and understood by all the stakeholders.
- 8.2.3. The process should be flexible enough to accommodate the diverse program offerings of the institution. This includes allowing linked credentials and/or common disciplines to be grouped together for reviews with the expectation that any divergent trends will be analyzed.
- 8.2.4. The comprehensive program review should integrate external and internal accreditation and/or certification processes.
- 8.2.5. The review processes provide an opportunity for the program to learn more about itself by engaging with stakeholders.
- 8.2.6. Implementing changes to respond to findings during the comprehensive review does not have to wait until the completion of the review. The program may wish to begin implementation while the review is in progress if additional approvals have been obtained.
- 8.2.7. Program Review is not intended to evaluate performance of individual faculty, staff, or administrators.

8.3. Definitions:

Term	Definition
Credit Programs	A program of study that is approved by Alberta Advanced Education and leads to a credential defined in Alberta’s Credential Framework.
Degree Program	Any Ministerial approved program that meets the criteria for baccalaureate level, or higher, studies in Alberta’s Credential Framework.
Desk Review	An examination of relevant data and reports to provide an understanding of program operations and outcomes and the evidence underpinning the recommendations in the self-study. An orientation meeting and/or debriefing may be facilitated remotely, but the primary analysis explores available documentation.
Action Plan	An action plan is the one of the main outcomes of the comprehensive review process. It documents the steps needed to reach established goals. Action plans clarify the timelines, tasks, and investments needed to respond to approved recommendations received during the comprehensive review process and annually affirmed and prioritized by the program Chair and Dean.
Learning Outcomes Assessment Plan	An ongoing process through which faculty members can assure that students are demonstrating expected knowledge, skills, and abilities (graduate attributes). These rolling multi-year plans identify the outcomes to be examined, specific targets, results, and the department’s response to the assessment.
Self Study	A reflective document that considers the impact of changes implemented from the previous review; evidence that graduates meet the standards for their credential as specified in the Alberta Credential Framework; recent enrolment, retention, and graduation trends; graduate employment and satisfaction; stakeholder feedback; labour

	market trends; and changes in the field/discipline to identify strengths and weaknesses and make recommendations for improvement.
Program Profile Data	A common set of quantitative measures used as evidence in the analysis of program effectiveness. Trends in program demand, student success, and the use of resources will be tracked along with other key performance indicators. Each data element in the program profile will be clearly defined.
Program Review Teams	Members of the program faculty assigned to contribute to the development of the self study, respond to the external review report, and contribute to the program’s action plan.
Independent External Reviewers	Appropriately qualified academic, professional, or industry representatives asked to provide advice to the program based on materials provided and interactions with stakeholders. External reviewers should have an arms-length relationship to the program. They should not have been employed by, served on the Board of Governors for, or earned their highest credential from, the institution. They should not have served as a mentor, supervisor, research collaborator, co-author, or external examiner to a program faculty, Chair, or Dean. They must not be in a close family relationship with a member of the program under review.

8.4. Roles and Responsibilities:

8.4.1. Academic Council:

8.4.1.1. Has the overall responsibility for regulating program offerings and ensuring effective processes are in place for continuous quality improvements to the curriculum in order to promote student success.

8.4.2. Vice President Academic and Research:

8.4.2.1. In consultation with the Deans and Program Chairs, will monitor the operational requirements for the review processes and allocate necessary resources to support the comprehensive program reviews, including sponsoring relevant faculty development workshops.

8.4.2.2. The Vice President Academic and Research will review the self study and its recommendations before the materials are circulated externally and will meet with the external visiting team chair at the beginning and end of their visits.

8.4.2.3. The Vice President Academic and Research will review the External Review report for accuracy and completeness.

8.4.2.4. The Vice President Academic and Research will approve the program action plan and provide it to the Program Review Committee for information.

8.4.3. Deans:

8.4.3.1. Will confirm the appointment of the program review team members, manage the invitations and scheduling of the external reviewers, review the self-study and the external team report, and assist with the development of the program action plan.

8.4.3.2. Deans will oversee the implementation of the program action plans in their areas.

8.4.4. Program Chairs:

8.4.4.1. Are primarily responsible for providing the logistical supports to the program review and external reviewers.

8.4.5. Program Faculty Members and Staff:

- 8.4.5.1. Actively participate in review activities including providing access to course materials to assist with curriculum review and mapping, examining trends in the profile data, championing recommendations for improving student success, and contributing to action plans.
- 8.4.6. Program Review Committee:
 - 8.4.6.1. Is a standing committee of Academic Council that approves the self study form and project scope and schedule.
 - 8.4.6.2. Monitors the rolling schedule of reviews and makes provisions for linked and/or similar programs to be reviewed together.
- 8.4.7. Program Review Team:
 - 8.4.7.1. Undertakes the program's self-study. This includes developing a project plan that identifies the schedule deliverables and each member's responsibilities in the analysis, writing, and review of the report which addresses the questions in the template and such other matters that may be relevant to understand the program's strengths and areas for improvement.
 - 8.4.7.2. Program Review Team members will be available to meet with stakeholders and external reviewers. They contribute to the response to the External Review Report and the development of the program's action plan.
- 8.4.8. Institutional Planning and Research:
 - 8.4.8.1. Will work with the Program Review Team and provide a program profile with clearly defined, timely, accurate, and relevant data.
 - 8.4.8.2. IPR staff will provide training for academic staff on the uses of dashboards and/or templates and limitations of available data.
 - 8.4.8.3. IPR will also make relevant comparator data available including the institutional completion rates, labour force demand metrics, and institutional enrolment projections.
- 8.5. Procedures
 - 8.5.1. Figure 1 offers an overview of the Comprehensive Program Review process. The steps include: formation and orientation of the review team; creation of a project plan to guide the data collection and analysis in the self-study; identification of external reviewers, gathering of stakeholder feedback, completion of the self study document; getting external feedback on the program and the recommendations to improve it; and development of an action plan that will be reviewed and renewed in the Annual Program Review process.
 - 8.5.2. The key elements in the process are as follows:
 - 8.5.2.1. Schedule of Comprehensive Reviews
 - 8.5.2.1.1. The Program Review Committee maintains a rolling five-year schedule of comprehensive program reviews
 - 8.5.2.1.2. The schedule will take into consideration external accreditation requirements so that internal and external processes can be harmonized.
 - 8.5.2.1.3. Where the results from the Annual Program Review warrant, the Program Review Committee may determine that a program or cluster of related programs should initiate a Comprehensive Program Review with a focus on a particular opportunity or concern.
 - 8.5.2.1.4. New academic programs should have their first Comprehensive Program Review scheduled after the completion of their first graduating cohorts. The schedule will be reconfirmed each fall and the Deans and Institutional Planning

and Research will be given notice of the programs expected to commence the comprehensive program reviews in the Spring.

Figure 1: Comprehensive Review Workflow



8.5.3. Program Review Team

- 8.5.3.1. The formation of the Program Review Team marks the beginning of the Comprehensive Review process.
- 8.5.3.2. The review team should include all continuing faculty members from within the program.
- 8.5.3.3. The relevant Dean, in consultation with the program review team, will appoint one member to lead the self study process.
- 8.5.3.4. The program review team will have an orientation meeting with the Dean and Institutional Planning and Research to discuss the Self Study Template (Form D) and available information. They will consider supplementary research questions and data requests.
- 8.5.3.5. Program Review Teams are expected to rely primarily on existing documentation including the external report, recommendations, and action plan from the previous comprehensive review; the previous annual program review documents; the program's curriculum map; and learning outcomes assessment plan.
- 8.5.3.6. The Program Review Team will develop a project plan for the self study identifying key milestones and responsibilities for analysis and reporting. The project plan should indicate how key stakeholders will be involved in the review process.
- 8.5.3.7. The Program Review Team will contribute to the analysis of the questions in the self study and the team lead consolidate the findings. The completed internal self-study report will be provided to the relevant Dean for review. The Dean may provide feedback and/or suggested revisions to the Program Review Team.
- 8.5.3.8. The Program Review Team will be expected to meet with the external reviewers and respond to their questions about the substance and process of developing the self-study.

8.5.4. Curriculum Review Workshop:

- 8.5.4.1. One of the benefits of the Comprehensive Program Review is the opportunity to take a holistic view of the program and its curriculum.
- 8.5.4.2. This will be facilitated through a faculty workshop that examines course outlines and the program curriculum map as well as course sequencing and the cumulative impact of the Learning Outcomes Assessment Plan.
- 8.5.4.3. The faculty may also consider comparisons with benchmark programs at other institutions.

8.5.5. Stakeholder engagement:

- 8.5.5.1. The quality assurance process relies on input from both internal and external stakeholders. Recent graduates and/or students can contribute insights from their experience in the program. Short surveys can be used, but focus groups often provide for more dynamic engagement. External community and industry representatives should have experience and/or credentials that will allow them to comment on the relevance of the program. Feedback can be gathered through facilitated in-person or virtual meetings or focus group sessions. The question prompts should be designed to encourage a solutions-focused discussion (see suggested focus group questions).

8.5.6. Self Study Report:

- 8.5.6.1. The aims of the self study should be to understand, evaluate, and enhance the program. It should be analytic and forward looking with key recommendations supported by evidence.

- 8.5.6.2. The Program Review Team should try to maximize existing documentation and standard data sources to respond to the prompts in the Self Study Template (Form D: Self Study Template).
- 8.5.6.3. If the Program Review Team has supplemental questions, the necessary data sources need to be identified during the project planning stage of the review process.
- 8.5.6.4. Not every question will be resolved over the course of the self study and additional investigations may become part of the program's future action plan.
- 8.5.6.5. All program faculty and staff should be given the opportunity to provide feedback on the self study and its key recommendations.
- 8.5.6.6. The Program Advisory Committee should also be given an opportunity to provide suggestions regarding the key findings and recommendations in the report.
- 8.5.6.7. The relevant Dean will also review the self study and may have suggestions or require revisions.
- 8.5.6.8. The Vice President Academic and Research's approval is needed before the Self Study is circulated to external reviewers.
- 8.5.7. External Review for Degree Programs:
 - 8.5.7.1. The External Review Team for Degree Programs is normally composed of two independent academic experts and one reviewer internal to the institution but external to the academic unit.
 - 8.5.7.2. The External Review Team will participate in the evaluation of the degree program by reviewing the self-study, visiting the campus to conduct on-site interviews, and preparing a report.
 - 8.5.7.3. Independent academic experts should hold terminal degrees in their fields and hold senior academic appointments at institutions similar in nature to GPRC.
 - 8.5.7.4. An internal-external member (a senior GPRC faculty member from a different division than the program under review) will be a full participant on the review team and will help with interpreting institutional contexts.
 - 8.5.7.5. The External Review Teams for professional programs should include at least one expert active outside of academia.
 - 8.5.7.6. The Program Chair will submit a list of six to eight potential reviewers to the Dean's office for approval.
 - 8.5.7.6.1. A brief rationale should be provided for each potential reviewer, and any potential conflicts of interest should be disclosed.
 - 8.5.7.7. The Dean's office will confirm selection of the independent experts based on their availability and arms-length relationship to the program.
 - 8.5.7.7.1. The Dean's office will also determine the best times for the external review to take place.
 - 8.5.7.8. The Vice President Academic and Research will invite the external reviewers.
 - 8.5.7.9. The agenda for the site visit will be developed in collaboration with the Dean and Program Chair.
 - 8.5.7.9.1. It will normally begin with a meeting with the Vice President Academic and Research to answer general questions about the institution and to reiterate the purpose and structure of the review process.
 - 8.5.7.9.2. The External Review Team will then have meetings with the Program Review Team, part-time and contracted instructors, students and alumni, and staff members as appropriate.

- 8.5.7.9.3. With students' permission, samples of assessed capstone projects or other significant assignments will also be made available to the External Review Team during their site visit.
- 8.5.7.10. The External Review Team will be asked to assess the program's compliance with Campus Alberta Quality Council's Program Quality Assessment Standards, and the Alberta Credential Framework expectations for degree programs.
 - 8.5.7.10.1. The report should also address questions raised by the Program Review Team in the self-study and offer such commendations and recommendations that the External Review Team deems appropriate.
- 8.5.8. External Review for Certificate and Diploma Programs:
 - 8.5.8.1. The External Review Team for certificate and diploma programs will consist of one independent academic reviewer and one industry reviewer who will conduct a desk review of the program.
 - 8.5.8.1.1. The industry reviewers should hold a recognized credential and/or certification in an industry area or discipline that is closely related to the program under review and be actively employed in a relevant industry position.
 - 8.5.8.1.2. The academic reviewer should be a senior academic from a post-secondary institution similar in size and scope and hold the highest possible credential in a discipline that is the same as, or closely related to, the program under review.
 - 8.5.8.2. The Program Chair will submit a list of six to eight potential reviewers with rationale to the Dean's office for approval. Any potential conflicts of interest should be disclosed.
 - 8.5.8.3. The Dean's office will contact the independent academic experts and confirm their availability and arms-length relationship to the program.
 - 8.5.8.4. The External Review Team for certificate and diploma programs will be provided with the self study report along with the criteria for program quality and Campus Alberta Quality Council standards.
 - 8.5.8.4.1. They will be given orientation material about the process and provided with the opportunity to request additional information and/or clarifications from the program review team.
 - 8.5.8.4.2. They may also request the opportunity to connect virtually with other program stakeholders.
 - 8.5.8.4.3. Their assessment and recommendations should be based on the materials provided and informed by their knowledge of the industry trends and/or benchmark programs.
- 8.5.9. Evaluation of the External Report
 - 8.5.9.1. The External Review Team's report should be provided to the Vice President Academic and Research within 30 days of the on site or virtual visit and will be made available to the relevant Dean, Program Chair, and Program Review Team.
 - 8.5.9.2. The Vice President Academic and Research will review the External Reviewer Team's report and, if necessary, ask the reviewers to provide any omitted components and/or to correct factual errors.
 - 8.5.9.3. Once the Vice President Academic and Research is satisfied with the external review report, they will forward it to the Program Review Team and the relevant Dean.
 - 8.5.9.4. Program Response to the External Review Report:

- 8.5.9.4.1. The Program Review Team respond to the concerns and areas for improvement identified in the External Review Report and prioritize potential actions.
- 8.5.9.5. Dean's Response:
 - 8.5.9.5.1. The Dean will receive the External Review Report and the Program Review Team's response and work with the Program Chair to confirm the Program's Action Plan (Form E: Program Action Plan).
 - 8.5.9.5.2. The External Review Report, Program Review Team Response, and the Program's Action Plan will be forwarded to the Vice President Academic and Research for Approval and then to the Program Review Committee for information.
- 8.5.10. Action Plan:
 - 8.5.10.1. Implementation of the program action plans are fundamental for continuous quality improvement.
 - 8.5.10.2. The action plan may include changes such as the introduction, revision or removal of a course; calendar changes; or adjustments to administrative practices.
 - 8.5.10.3. Major program changes may need additional approvals and be subject to other external review processes. Any additional approval requirements should be noted in the action plan.
- 8.6. Exceptions:
 - 8.6.1. Programs with external accreditation requirements will provide a gap analysis between the required external processes and the expectations for meeting the institution's policies and procedures.
- 9. Forms
 - 9.1. All Forms are available from the Vice President Academic and Research Office and the Program Review shared site.
 - 9.1.1. For Annual Reviews:
 - 9.1.1.1. Form A: Annual Program Review
 - 9.1.1.2. Form B: Program Profile Data
 - 9.1.1.3. Form C: Learning Outcomes Assessment Plan
 - 9.1.2. For Comprehensive Reviews:
 - 9.1.2.1. Form D: Self Study Template
 - 9.1.2.2. Form E: Program Action Plan