



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. Program Review Committee:
  - 2.1.1. Is a standing committee of Academic Council that reviews the completed biennial program review forms and updated program actions plans and makes recommendations to Academic Council. In addition, the committee reviews comprehensive self-studies for approved degree programs every 6 years in accordance with Campus Alberta Quality Council (CAQC) guidelines.
  - 2.1.2. It also monitors the rolling schedule of reviews and makes provisions for linked and/or similar programs to be reviewed together.
  - 2.1.3. Will assess the biennial review forms and data elements. The committee will make recommendations on the organization of the Biennial Program Review Chair Response form, 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 and suggest additional action plan items.
3. Committee Composition:
  - 3.1. Vice-President Academic (ex officio and chair)
  - 3.2. One academic Dean (nominated by Deans)
  - 3.3. Five academic members (nominated by the department and selected by the Vice-President Academic)
  - 3.4. One non-academic staff member (nominated by and from Academic Council).
  - 3.5. One member of the Centre for Teaching and Learning (nominated by the CTL)
  - 3.6. One Students' Association (SA) representative (nominated by the SA)
  - 3.7. One Circle of Indigenous Student (CIS) representative (nominated by the CIS)
  - 3.8. One Indigenous Knowledge Keeper (nominated by Indigenous Services)
  - 3.9. Registrar (ex officio)
  - 3.10. Dean, School of Students or designate (Non-voting resource)
  - 3.11. Director, Institutional Planning and Research or designate (Non-voting resource)
  - 3.12. Institutional Planning and Research or designate (Non-voting resource)



4. Membership:

- 4.1. Members of the committee will be approved at the April meeting of Academic Council and will serve a two-year term.
- 4.2. The intention is that members will serve staggered terms to allow for greater continuity and knowledge transfer.

5. Meetings:

- 5.1. Meetings will be held to orient the committee members to the process and to receive and discuss biennial and comprehensive review materials.

6. Responsibilities:

- 6.1. The responsibilities of the Program Review Committee include, but are not limited to:
  - 6.1.1. Providing oversight for both the biennial and comprehensive program review processes.
  - 6.1.2. Confirming that the program review criteria and processes are aligned with Campus Alberta Quality Council expectations and institutional priorities.
  - 6.1.3. Approving combinations of like, linked, and/or related programs to undertake a common review.
  - 6.1.4. Maintaining a rolling six-year schedule of comprehensive and biennial reviews that will be forwarded to Academic Council for approval.
  - 6.1.5. Providing feedback on the relevance, clarity, and consistency of the qualitative and quantitative data used to inform the review process.
  - 6.1.6. Receiving Biennial Program review summaries and updated program action plans for information purposes.
  - 6.1.7. Receiving the self-study, external review, and approved recommendations for each Comprehensive Review for information purposes.
  - 6.1.8. Identifying and investigating common themes that may arise from the reviews and making recommendations for follow-up.
  - 6.1.9. Recommending to Academic Council the criteria through which programs should be continued, suspended, terminated, or reactivated.
  - 6.1.10. Applying the criteria for the curriculum alignment and renewal process to make recommendations to Academic Council regarding the overall program mix and the continuation, suspension, termination, or reactivation of programs.
  - 6.1.11. Recommending improvements to the program review processes including updating the forms and procedures for the review process.



6.1.12. Approving the program review framework and associated program evaluation metrics for the Biennial Program Review.

7. Voting:

7.1. Recommendations made by the committee will be determined by majority vote.

7.1.1. Committee members with a direct interest in the program under consideration must recuse themselves from the vote.

7.1.2. In the event of a tie, the Vice-President Academic shall have the deciding vote.

7.1.3. While final decisions will normally be made in camera, it is expected that Deans and Department Chairs attend as guests when biennial and comprehensive reviews and/or action plan updates are presented.