

TITLE OF THE POLICY			
Effective Date	May 28, 2026	Policy Type	Academic
Responsibility	Vice-President Academic	Related Policies	<ul style="list-style-type: none"> • Academic Council Authority and Bylaws • Campus Alberta Quality Council (CAQC) Handbook • Program Review Committee Terms of Reference • Program Advisory Committee Terms of Reference • Conflict of Interest Policy • Program Review Procedures
Approval Authority	Board of Governors	Review Schedule	Every 2 years

1. **Policy Statement:** The institution will maintain a regular and systematic program review process that facilitates the ongoing improvement of the quality and effectiveness of academic programs and their relevance in supporting the institutional mandate, vision, mission, and values.
2. **Background:** The Program Review Policy supports academic offerings that ensures relevancy with industry demands, student demands, and academic quality standards. Routine program review supports curriculum and program improvement to meet the current and future needs of the community.
3. **Policy Objective:** Program reviews will examine program strengths and areas for improvement, the efficacy of curriculum and instruction, and program relevance and viability within the field, trade, or sector.
4. **Scope:** This Policy applies to all programs approved by the Ministry of Advanced Education and/or the Alberta Apprenticeship and Industry Training (AIT).
5. **Definitions**
 - 5.1. **Action Plan:** An action plan is one of the main outcomes of the biennial 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 by

the program Chair and Dean. Action plans should be revisited every year by the Department Chair. Full review of action plan is to be conducted every two years.

- 5.2. **Approved Degree Programs:** Any Ministry-approved program that meets the criteria for Bachelor level studies or higher in Alberta's Credential Framework.
 - 5.3. **Biennial Review:** Program Review completed every other year for each program.
 - 5.4. **Comprehensive Review:** Program Review completed every six years for approved degree programs in accordance with CAQC guidelines, with the first evaluation occurring no sooner than the sixth academic year after the institution begins offering its first approved degree program.
 - 5.5. **Credit Programs:** A program of study that is approved by Alberta Advanced Education and leads to a credential defined in Alberta's Credential Framework.
 - 5.6. **Learning Outcomes Assessment Plan:** An ongoing, systematic process through which faculty members assure that senior students are demonstrating the expected knowledge, skills, and abilities (graduate attributes). These rolling multi-year plans identify the learning outcomes to be assessed, the methods by which those outcomes will be assessed, specific performance targets, assessment results, and the department's planned response to the findings.
 - 5.7. **Program Review Committee:** A sub-committee of Academic Council. Refer to the Program Review Terms of Reference and Procedures for more information.
 - 5.8. **Program Review Team:** Undertakes the Institutional 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.
 - 5.8.1. Program Review Team members will be available to meet with CAQC's Site Visit Teams (SVT). They contribute to the response to the External Review Report.
6. **Self Study:** A reflective document used in the Comprehensive Review process 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. **Guiding Principles**
- 6.1. Program Review is an academic-driven process that is intentionally collaborative and flexible enough to meet the unique needs of the institution's diverse programs, fields, and trades.

- 6.2. The program review process demonstrates accountability through the development and implementation of evidence-informed action plans and the presentation of those plans to planning and governance committees.
- 6.3. The institution recognizes the mutually reinforcing relationship between internal quality assurance and external accreditation and will, wherever possible, harmonize internal and external processes.
- 6.4. Similar or linked programs, especially those with common courses and/or faculty members 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 entry stream to a given program, they should be included in the program review. The Program Review Committee will vote to approve the grouping of programs at the orientation meeting.
- 6.5. Curriculum alignment and renewal processes will provide a basis for judgments regarding the continuation, suspension, termination, or reactivation of programs.
- 6.6. Biennial Program Reviews provide timely updates to ensure programs are responding to the needs of students and employers.
- 6.7. Approved degree programs will complete a Comprehensive Program Review at least once every six years in accordance with CAQC guidelines.
- 6.8. Approved degree programs will comply with CAQC cyclical review guidelines.
- 6.9. For Biennial Reviews:
 - 6.9.1. The department of Institutional Planning and Research will provide the Biennial Program Review Chair Response form which contains related program data.
- 6.10. For Comprehensive Reviews:
 - 6.10.1. The Program Review Team will conduct an institutional self-study that contains an analysis and evaluation relating to all approved degree programs following the guidelines outlined in the Comprehensive Organizational Self-Study template (available on the [CAQC](#) website).

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none"> • Approve and formally support this policy
Academic Council	<ul style="list-style-type: none"> • Review and formally support this policy • Oversee the Program Review process in alignment with the Academic Council Authority and Bylaws
Vice-President Academic	<ul style="list-style-type: none"> • Review and formally support this policy
Program Review Committee	<ul style="list-style-type: none"> • Support and implement this policy • Review completed reviews

8. Exceptions to the Policy

8.1. Exceptions to this policy must be approved by the Board of Governors.

9. Inquiries

9.1. Inquiries about this policy can be directed to the Vice-President Academic.

10. Revision History

First Effective: July 1, 1998

Reaffirmed by Academic Council: February 8, 2001

Revised by Academic Council: February 13, 2003

Revised and Approved by Academic Council: April 27, 2006

Revised and Approved by Academic Council: October 14, 2010

Revised and Approved by Academic Council: November 7, 2016

Revised and Recommended by Academic Council: October 14, 2021

Approved by Board of Governors: October 28, 2021

Revised and Recommended by Academic Council: October 25, 2023

Revised and Recommended by Academic Council: November 23, 2023

Approved by Board of Governors: December 14, 2023

Approved by the Board of Governors: May 28, 2026