Formative Program Review	
Policy: Program Quality Assurance	
Category: Academic	**Approval Date:** January 9, 2020
Procedure Owner: Academic Policy Committee	**Effective Date:** January 1, 2020
Procedure Administrator: Quality Improvement of Programs Committee	**Review Period:** 5 Years
Associated Procedures and Documents: - Course Proposal – Academic Council Form - Curriculum Development, Redevelopment, and Documentation Procedure - Curriculum Elements and Outcomes Form - Program Change Proposal – Academic Council Form - Naming and Numbering Conventions—Curriculum Committee Guiding Document - Quality Improvement of Programs Committee Terms of Reference	

PURPOSE

To provide the process for formative program reviews in order to identify improvements during early implementation of new or redeveloped programs following the first graduating class.

PROCEDURE

1. The Co-Chairs of the Quality Improvement of Programs Committee set and maintain the schedule for program reviews, including quality improvement of program reviews and formative reviews, in consultation with the Associate Deans. Deans and the Vice President, Academic, are apprised of the schedule.

2. The Associate Dean and program faculty consult with Business Intelligence and Research to initiate data collection.

3. Working with a Learning Designer and Business Intelligence and Research, programs consider the following data:
    a. Student Demand including: number of applications, yearly headcounts, yearly FLEs, retention rates
    b. Student Success and Satisfaction including: graduation rate, course completion rate, grade distributions
    c. Graduate Success and Satisfaction
    d. Stakeholder Feedback: Inquire with stakeholders (faculty, staff, current students, alumni, program advisory committee) regarding ratings, strengths, and areas for improvement in the new program.

       e. Curriculum Review

4. Following analysis of the data and review of the curriculum, the Program identifies themes and recommendations, including future areas of evaluation.

5. The Program creates an Action Plan to address the identified themes and recommendations.

6. The Program presents the Action Plan to School Council for input and feedback.

7. The Program submits the Action Plan to QIPC for input and feedback.

8. QIPC posts the Action Plan to the Loop.