Procedure

Annual Program Improvement	
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 Documents: • Quality Improvement of Programs Committee Terms of Reference • Annual Program Improvement Data	

PURPOSE

To outline the process by which RDC monitors and ensures the continuous improvement of its Credit and Apprenticeship programs on an annual basis.

PROCEDURE

1. Business Intelligence and Research (BIR) collects and provides annual data along with a preliminary analysis to Deans and Associate Deans who have the option to meet with BIR to review the information provided and give programs the flexibility to identify additional data requirements.

2. The Quality Improvement of Programs Committee (QIPC) meets to review the annual data to identify and report general trends to the Vice President Academic, Deans' Council, Academic Council, and School Councils.

3. Annual Program Improvement Data and General Trends are posted on the Loop.

4. Program Areas use the Annual Program Improvement Data and General Trends to improve program quality by incorporating resulting plans into continuous program improvement, and operational and budget planning.

RELATED POLICIES

Credit Program Suspension, Cancellation, and Reinstatement Policy
Non-Credit Programming Policy