College of New Caledonia

Policy Information	
Policy No:	E-1.26
Approved by:	EDUCATION COUNCIL
Approval Date:	February 10, 2015
Date of Next Review:	February 2020

EDUCATION COUNCIL
Program/Discipline Area Review Policy

Policy Statement

CNC is committed to developing and maintaining high quality programing through systematic review and ongoing program/discipline area renewal. A formal process of review will be conducted for all CNC programs and discipline areas.

Purpose / Rationale

CNC's Review Policy communicates the purpose, scope, and principles associated with the review process. This process complies with legislative requirements and will ensure that CNC programing continues to be relevant, effective, sustainable and efficiently delivered.

The associated procedures are found in the *Program/Discipline Area Review Procedures* document.

Scope / Limits

This policy applies to all CNC program curriculums that have been approved by Education Council and lead to a CNC credential. The policy also applies to all discipline areas which contain a cluster of similar courses that students are taking at CNC to allow them to move into a program at CNC and/or other post-secondary institutions.

There are two categories of programing review:

1. Annual Report
2. Comprehensive Review

The policy has been established by Education Council. The Vice-President Academic (VPA) is responsible for implementation. The reviews are conducted by each program/discipline area and are the responsibility of the Educational Administrators.

Principles/Guidelines

The objectives of this policy are to:

1. Fulfill the requirements of the *College and Institute Act* [1] which requires that: "An institution must plan for and evaluate its programs and operations on an ongoing basis and, on the request of the minister, must report on these matters in a form the minister directs" (Chapter 52, Part 4, Section 62).
2. Demonstrate to the Board, students, community, and the Ministry of Advanced Education that CNC is committed to accountability and quality assurance. This will build confidence in the integrity, quality and effectiveness of CNC's programing.
3. Establish a process (policy and procedures) that:

a. Ensures programs and discipline areas are relevant, effective, sustainable and efficiently delivered,
b. Encourages programs and discipline areas to embrace continuous improvement, and
c. Informs a College decision about the future of a program or discipline area: maintain; restructure; relocate; or suspend.

4. It is intended that the reports and reviews will systematically explore program/discipline area structure, content, delivery and outcomes across all campuses through an evidence-based and objective process. This two phased process will include avenues for:

    a. Meaningful engagement by employees who have responsibility for the program or discipline area,
    b. Input from stakeholders including current students, past students and graduates, community members, industry representatives and employers, faculty, staff, and administrators,
    c. Reflection on the program or discipline area's:
        i. quality and academic rigor,
        ii. currency, responsiveness, and relevance to stakeholder needs,
        iii. operational effectiveness,
        iv. strengths and opportunities (with associated strategies to enhance opportunities),
        v. challenges and risks (with associated risk mitigation strategies), and
    d. Development of recommendations and an action plan.

    It is also the intent that the report and review procedures encourage reflection and consultation, and be forward-looking while not excessively onerous to undertake.

Definitions

Refer to the related procedure document for definitions relevant to this policy.

Legislative References

1. College and Institute Act, Chapter 52, Part 4, Section 62. Downloaded from http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96052_01

Links to Other Related Policies, Documents and Websites

May be a future AVED Quality Standards document to put here

Policy Amendment Log

Amendment Number:	Date:
0	November 23, 1990
1	June 19, 2002
2	February 10, 2015