



## ADMINISTRATIVE POLICY PROGRAM SERVICE REVIEWS

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**EFFECTIVE:** March 1997  
**REVISED:** February 2002  
**RELATED POLICIES:** [Organizational Structure](#) & [College & Institute Act](#)

### POLICY

Program and Service Reviews are required in order to fulfil the requirements of the Colleges and Institutes Act of BC.

### EVALUATION AUTHORIZATION:

The Administration Committee, through the President's office, will annually decide which programs and services will be reviewed and will notify the Dean.

### PROGRAM/SERVICE MANDATE:

The program/service mandate is a statement of why the College is offering the program or service. Mandates will have to be examined by the Administration Committee and approved by the Education Council and the Board before the program/service review process begins. Establishing mandates will increase accountability.

### OBJECTIVES: *(As identified by an Education Council subcommittee)*

- improve the program/service area
- provide credible information upon which base decisions can be made
- provide a basis of comparison between different approaches to methods for achieving objectives
- ensure the program/service objectives are realistic and appropriate
- stimulate interest and awareness about the program/service
- ensure accountability of funds allocated to the area, or those generated and used by a program/service

Other objectives may be developed by a program/service review team.

It is recognized that program/service mandates can change in an effort to ensure a program or service is responsive. Any change to a program/service mandate would require recommendation by the Administration Committee and then Education Council and Board approval. This change can happen during the program/service review process or between reviews.

For further details see the Program Services Review manual available from the office of the Vice-President, Learning.