

PROGRAM REVIEW POLICY

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Category Education	Replaces New	Next Review 2030 March

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PURPOSE

This policy defines and describes the program review requirements for programs credentialed by NLC.

SCOPE

This policy applies to all programs credentialed by NLC in accordance with the compliance requirements of the *College and Institute Act* (1996) and other relevant legislation to undertake program reviews. The program review policy also aligns with the Ministry's Degree Quality Assessment Board and the quality assurance process requirements.

DEFINITIONS

Credentialed Program – programming that has received formal College approval through the Board of Governors in accordance with the *College and Institute Act*.

Consultation – a transparent, objective, documented process of ensuring that feedback from internal and external interested parties is deliberately sought and considered.

Collaboration – meaningful engagement and joint effort of program faculty, staff, and administration in program review processes.

Level 1 Program Review – an annual documented formative self-study review completed by each program or grouping of programs according to Level 1 Program Review procedures.

Level 2 Program Review – a periodic documented comprehensive summative self-study review completed by each program or grouping of programs according to Level 2 Program Review procedures. The typical period is every 7 years, or as requested by the program Dean, or accrediting, regulatory, or professional body. The Level 2 Program Review will align with accreditation and professional bodies reporting requirements.

Program – a course of study that leads to a college academic credential.

POLICY STATEMENTS

1. NLC's programs support the College's vision and direction as described in its Strategic and Academic Plans, and other relevant plans.
2. NLC's programs undergo regular Level 1 and Level 2 Program Reviews to meet standards of quality and continuous improvement.
3. NLC's program review procedures are developed through a transparent, collaborative, and objective evidence-based consultation process. Program review materials are thoroughly documented to support continuous improvement.
4. NLC's program review procedures are defined to ensure consistent and continuous improvement occurs annually and periodically, recognizing the short and long-term demand for the program, associated costs, and impacts to the institution, students, and its communities.

SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

Quality Assurance Framework

Quality Assurance Policy E-3.06 and Procedures

Program Review Procedures

Program Approval and Revision Policy E 3.04 and Procedures

Course Approval, Course Revision, and Course Outline Policy E-3.09 and Procedures

Education Council By-Laws

Edco Curriculum Committee Terms of Reference

RELATED ACTS AND REGULATIONS

- *College and Institute Act* (1996)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96052_01
- BC Degree Quality Assessment Board (DQAB) Guidelines and Criteria
<https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/degree-authorization/degree-quality-assessment-board>
- DQAB Quality Assurance Process Audit procedures
https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/degree-authorization/qapa/2_qapa_handbook.pdf

RELATED COLLECTIVE AGREEMENTS

N/A