

# Program Review: Self-Study Report

\*\*\*\* insert name of program \*\*\*\*

\*\*\* insert date \*\*\*

## Table of Contents

|  |   |
|--|---|
| Program Context.....   | 1 |
| Curriculum and Assurance of Learning .....   | 2 |
| Student Achievement.....   | 3 |
| Governance and Resources.....  | 4 |
| Planning and Sustainability .....  | 4 |
| Appendices .....   | 6 |
| Appendix A Previous Program Review Action Plan .....                                   | 6 |
| Appendix B Curriculum Map.....   | 6 |
| Appendix C Course Outlines .....   | 6 |
| Appendix D SOAR Analysis Report .....  | 6 |
| Appendix E Summary Survey Reports .....  | 6 |
| Appendix F Faculty Curriculum Vitae .....  | 6 |
| Appendix G Library Consultation .....  | 6 |
| Appendix H Faculty/School Strategic Plan.....  | 6 |
| Appendix I Student Handbook or Local Rules (if applicable and approved by Senate)..... | 6 |
| Appendix J Summary Course Evaluation Report at the Program-level.....                  | 6 |
| Appendix K Faculty Complement .....  | 6 |
| Appendix L Summary of Student Research Activities and Awards (if applicable) .....     | 6 |

Program Review is an evidence-based inquiry, focused on continuous quality improvement. The completion of this self-study report will provide the program and the university, with a comprehensive self- and peer- evaluation of the program.

# Program Context

|  |                       |   |
|--|-----------------------|---|
| <b>1. What is the mission of the Faculty/School?</b><br>a. How does this program align with the mission?<br>b. How does this program align with the university's strategic priorities?   |                       |   |
|  |                       |   |
| <b>2. Provide a brief description of the program including the history, structure, governance, and the relationship with other programs at the university. Include the calendar description of the program.</b>  |                       |   |
|  |                       |   |
| <b>3. Note the date of the previous program review:</b> <input style="width: 100px;" type="text"/><br>a. Summarize the status of each task from the previous Action Plan.<br>b. Attach as an appendix the Report to the Academic Planning and Priorities Committee and Action Plan from the previous program review. |                       |   |
| Action Plan Tasks<br>(add or remove lines as needed)   | Completed<br>(Yes/No) | <ul style="list-style-type: none"> <li>• <u>If completed</u>, summary of the benefits and results.</li> <li>• <u>If not completed</u>, description of progress so far, including new timelines and barriers.</li> </ul> |
| Action Plan task #1  |                       |   |
| Action Plan task #2  |                       |   |
| Action Plan task #3  |                       |   |
| Action Plan task #4  |                       |   |
| Action Plan task #5  |                       |   |
| Action Plan task #6  |                       |   |
| Action Plan task #7  |                       |   |
| Action Plan task #8  |                       |   |

**4. What are the program's:**

- Strengths
- Opportunities
- Aspirations
- Results

Information to address this question can be drawn from the program's SOAR Summary Report.

**5. What is the profile of the typical student in the program? Is the student demographic reflective of the region? If not, what efforts are being made to ensure a balanced community of learners that are representative of the regional demographic?**

**6. Provide a brief, high-level summary of program accomplishments in relation to faculty members (e.g., total number of teaching and service awards, and the number of peer-reviewed publications and scholarly works).**

- Are there gaps in any of these areas that need to be addressed? If so, how?
- Attach as an appendix faculty curriculum vitae.

## Curriculum and Assurance of Learning

**7. Complete the following table detailing the Program Learning Outcomes.**

- Include processes for identifying learning gaps and designing changes to the curriculum and learning experiences to assure that students are meeting learning outcomes.
- How has student feedback informed improvements to curriculum and support services?

| Program Learning Outcome (PLO) | Describe direct and indirect measures that are used to assure that learners are achieving PLOs and ILOs. |
|--------------------------------|--|
| 1.                             |  |
| 2.                             |  |
| 3.                             |  |
| 4.                             |  |
|                                |  |
|                                |  |
|                                |  |

|   |
|---|
| 8. Attach as an appendix the program curriculum map.  |
| 9. What are the trends in the discipline for experiential learning?   |
|   |
| 10. Have major curricular changes been made in the last three years? If so, why were they made and how successful have they been? |
|   |
| 11. What distinguishes a graduate of the program from graduates of similar programs at other institutions?                        |
|   |
| 12. Are there any changes that need to be made to the program? If so, please describe.  |
|   |

## Student Achievement

|   |      |                              |                                |  |
|---|------|------------------------------|--------------------------------|--|
| 13. What are the criteria for admission to the program? Do the prerequisites effectively prepare students to be successful in the program?  |      |                              |                                |  |
|   |      |                              |                                |  |
| 14. Is academic program advising effective and accessible for students at all levels of the program, from application to graduation?  |      |                              |                                |  |
|   |      |                              |                                |  |
| 15. What are the achievement rates (retention, persistence, and graduation) of students in the program? List the three most recent years for each category below. What efforts are being made to close equity gaps? |      |                              |                                |  |
|   | Year | Retention Rate<br>(Y1 to Y2) | Persistence Rate<br>(Y2 to Y3) | Graduation Rate<br>(150% time-to-completion) |
| Indigenous  |      |                              |                                |  |
|   |      |                              |                                |  |
|   |      |                              |                                |  |

|                            |  |  |  |  |
|----------------------------|--|--|--|--|
| Non-Indigenous<br>Domestic |  |  |  |  |
|                            |  |  |  |  |
|                            |  |  |  |  |
| International              |  |  |  |  |
|                            |  |  |  |  |
|                            |  |  |  |  |
|                            |  |  |  |  |

## Governance and Resources

**16. Are current program governance processes effective? If so, why? What could be done to improve program governance?**

**17. Are the classrooms, labs, Library resources, and other facilities adequate for the current program? If not, what is needed?**

- Are additional equipment-related resources adequate to meet the needs of the program into the future? If not, what is needed?
- Are the Library resources sufficient for the current and emerging needs of the program? Consult with your Subject Librarian, and append relevant reports.

## Planning and Sustainability

**18. Describe the aspirations of the program for the next few years.**

**19. What are the most significant barriers that block the program's growth and its ability to respond to opportunities for innovation and change?**

**20. What is the enrolment target and/or budgeted enrolment for the program?**

- Is the current level of student interest sufficient to maintain this program?
- Should the enrolment target be adjusted upward or downward? Please, explain.

|                         | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 | 2020/2021 |
|-------------------------|-----------|-----------|-----------|-----------|-----------|
| # of program applicants |           |           |           |           |           |
| # of students admitted  |           |           |           |           |           |
| # of program graduates  |           |           |           |           |           |

**21. Does the program track graduate success following completion of the program? If so, describe the tracking methods and the results.**

**22. To what extent are employers satisfied with graduates of the program? Describe the formal and informal connections and relationships with employers and employer groups.**

**23. Describe formal partnerships, collaborations, and other relationships with stakeholders, for example:**

- professional and industry partnerships
- departments and service units internal to the university
- Indigenous communities
- City

**Comment on plans for future collaborations, in particular community partnerships.**

- If changes are being considered to the program, how will this impact partnerships and relationships? How and when will the relevant consultations take place?

**24. Describe specific steps the program is taking to honour truth, reconciliation, and rights of Indigenous peoples.**

**25. Provide confirmation that the dean and program chair have reviewed and agree with the completed self-study:**

Dean: [insert signature]

Date: [insert date]

Program chair: [insert signature]

Date: [insert date]

## Appendices

- Appendix A Previous Program Review Action Plan
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