A. Background and Definitions

Niagara College is committed to assuring that its postsecondary Programs of Instruction meet and exceed standards and expectations for quality and relevance.

**Program of Instruction (POI):** A group of related courses leading to a diploma, certificate, baccalaureate degree or other document awarded by the Board of Governors. A POI will conform to the levels of learning articulated in the Credential Framework in the Ministry of Colleges and Universities Binding Policy Directive. POIs also include joint college-university programs that lead to the awarding of a degree by the university partner.

B. Purpose

The purpose of this policy is to ensure the appropriate mechanisms are in place for the regular review of all Niagara College programs to ensure ongoing quality, relevancy and currency.

C. Policy Statements

1. The Niagara College Board of Governors has approved a system of program reporting and review. This system provides:
   a) Reports on each program every three (3) years, with such reports clustered for strategic Board review; and
   b) Periodic comprehensive program reviews, to be undertaken approximately every six (6) years with extensions of one (1) to two (2) years being granted at the discretion of the Vice President, Academic

2. The Vice President, Academic (VPA) is responsible to the President for ensuring that program reports and reviews are undertaken in a timely and thorough manner, and for ensuring that a suitable program report or review has been prepared prior to recommending major changes in individual programs.

3. It is expected that information from the following sources will be considered in preparing a program report:
   a) Annual Key Performance Indicator (KPI) measurement and reporting;
b) Budget and expenditure reports;

c) Student feedback on courses;

d) Data on enrolment, recruitment, job market analysis and application trends; and/or

e) Related surveys and feedback from students, graduates, and Program Advisory Committees.

4. In addition, for a comprehensive program review, the following will be considered:

a) Status on continuous improvement actions from previous review;

b) Strategic analysis of the program including fit of the program with the College mandate and goals, and Qualifications Framework;

c) The status of the program in relation to, but not limited to, its stated outcomes, provincial standards, intended employment;

d) Student success analysis including the appropriateness of admission criteria and trends in KPI data;

e) Curriculum analysis including the degree to which curriculum is relevant to the field, and is at the appropriate level;

f) The effectiveness of the curriculum delivery methods;

g) The effectiveness of the evaluation and assessment methodologies for assessing student learning and accomplishment of the program outcomes, including examples of student work;

h) Analysis of human, physical and fiscal resources;

i) Input from a wide variety of stakeholders including but not limited to staff and faculty, graduates, students, Program Advisory Committee members, and employers;

j) Evidence of transfer agreements;

k) Recommendation for continuous improvement; and/or

l) The recommendations of an External Review Team.

5. In addition to these formal processes, the College, through its ongoing review of enrolment, retention, course feedback surveys, detailed KPI data and other indicators, annual curriculum review, plus the regular operation of Program Advisory Committees, is able to respond promptly and effectively to emerging issues and opportunities.
6. The VPA will provide a rolling, six (6) year schedule for program reports and reviews based on the following criteria:
   a) to meet the timelines prescribed by College policy
   b) the need, if any, for external accreditation
   c) the age of the program
   d) evidence that a program is not meeting the expected standards
   e) to ensure that report and review processes are spread across divisions each year

D. Related Documents

Procedure: NC700 Program Reviews & Reports

E. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 19, 2014</td>
<td>General updates</td>
</tr>
<tr>
<td>September 12, 2016</td>
<td>Separation of policy &amp; procedure, general updates, removal of links</td>
</tr>
<tr>
<td>December 10, 2020</td>
<td>Updates of job titles and Ministry name</td>
</tr>
</tbody>
</table>