



Policy Number	4.3.1
Approval Body	Board of Governors, on recommendation of Senate
Policy Officer	VP Academic and Provost
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## PROGRAM REVIEW POLICY 4.3.1

### ENABLING LEGISLATION + LINKED POLICIES

#### University Act

**University Act Section 35.2(6):** the Senate of a special purpose, teaching university must advise the Board, and the Board must seek advice from the Senate, on the development of educational policy for the following matters: (f) the evaluation of programs and educational services.

Related University Policies including:

- *Policy 4.3 Program and Curriculum Change*

#### OBJECTIVE

The purpose of this Policy is to define the process of program review at the University.

#### SCOPE + APPLICATION

The University is required to have a policy governing program review under its obligations to the Degree Quality Assessment Board. This Policy applies to all University programs at the undergraduate or graduate level; the Policy does not apply to programs offered by the University through Continuing Studies. For the purposes of this Policy, a program is defined as an integrated group of courses and learning activities leading to learning outcomes in a particular field of study, including Majors, Minors, Foundation, and degree programs at the Bachelor's and Master's levels.

## **POLICY STATEMENT**

The University is committed to providing excellent learning experiences for students in art, media, and design. Regular and rigorous review of our programs is essential to ensure that we continue to meet the evolving needs of our students and the fields in which they practice and participate.

Program review is an ongoing and cyclical process of curriculum review and revision. Program review seeks to determine whether standards of education, scholarship, and infrastructure are in place to support student success and continuous quality improvement. Program review enables faculty to maintain the quality and integrity of their programs over time.

For the purposes of this Policy and the related procedures, **program review** refers to the 5-7-year cycle of review that programs undergo in accordance with requirements set by the Degree Quality Assessment Board; **formal program review** refers to the first two years of this cycle that involves internal review of the program (self-study), external review of the program, and the creation of an action plan to guide the work of curricular development and reform in the following three to five years.

## **POLICY PRINCIPLES**

1. Program review is undertaken with the assumption that the quality of teaching and learning in all programs can be improved through critical review, reflection and consultation.
2. Formal program review provides an opportunity for a program to:
  - Assess whether programs are in alignment with provincial degree standards (for degree programs);
  - Assess whether programs align with the University's strategic priorities and provincial mandate;
  - Ensure that program learning outcomes and priorities reflect current student, labour market, and community needs;
  - Assess whether program curriculum, activities, and assessments enable students to meet program learning outcomes;
  - Reflect on the program as a whole and identify areas that are working well for students and those that might need improvement;
  - Assess how and whether curricular support areas such as Technical Services, the Library, the Gallery and the Writing Centre support program learning outcomes;
  - Get feedback on the program from external reviewers familiar with the discipline or area; and
  - Plan for future curricular developments and changes that will be undertaken in the next three to five years.
3. Program review needs to be informed by all key program stakeholders, including students, alumni, faculty, staff, external partners (where appropriate), and academic administrators.
4. Program review supports the University in long-term planning and is connected to University governance and planning processes.

5. Program review demonstrates accountability to our community and government through the development and implementation of action plans and through the ongoing gathering of feedback and data to verify the progress of those plans.
6. Program review is a faculty-led process supported by academic administration.

## **DEFINITIONS**

In this Policy and the related Procedures:

**Bachelor's Degree:** An undergraduate degree normally requiring four years of full-time study (120 credits)

**Formal Program Review:** The first two years of the Program Review cycle which includes self-study, an external review and site visit, and the creation of a final report and action Plan.

**Foundation:** A one-year required interdisciplinary program of study (30 credits) for first-year undergraduate students.

**Major:** A primary specialization in an undergraduate degree (for example, a Bachelor of Fine Arts with a Major in Illustration; a Bachelor of Media Arts with a Major in 3D Animation) requiring completion of, at minimum, 30 credits of upper-level courses in the subject area of the Major.

**Master's degree:** A graduate degree that normally follows an undergraduate degree and which typically requires one to three years to complete.

**Minor:** At ECU, a secondary specialization in a subject area within either the primary or a secondary degree program (for example, a BFA in Visual Arts with a Minor in Curatorial Studies; or a BDES in Communication Design with a Minor in Social Practice and Community and Engagement). Minors typically require 18 credits from a list of required and elective courses related to the subject area.

**Program:** An integrated group of courses and learning activities leading to learning outcomes in a particular field of study, including Majors, Minors, Foundation, and degree programs at the Bachelor's and Master's levels.

**Program Review:** The five- to seven-year cycle which includes Formal Program Review as well as ongoing curriculum renewal, evaluation, and reflection.

**The Degree Quality Assessment Board:** the independent advisory board that ensures legislated quality assurance requirements are met for post-secondary education in BC.

**University:** Emily Carr University of Art + Design