Yukon University

Procedures: **Academic Program Review**
Associated Policy: AP 4.0 – Academic Program Review
Procedure Holder: Office of the Vice-President, Academic and Provost
Executive Lead: Vice-President, Academic and Provost
Original Date: May 2017
Last Revised: April 2022
Next Review: April 2027

1. Purpose and Background

Every instructional program offered for credit must undergo periodic review to assess its quality, currency, and relevance. This requirement applies to all programs for which a Yukon University credential is granted, including those delivered in full or in part by affiliated institutions or in partnership with other post-secondary institutions. It is intended that the review process should be objective and consistent in its application to all programs and departments.

Program review is a self-reflective, in-depth, and formative assessment of a single program for the purpose of informing improvement to and change in that program. Reviews of all undergraduate and graduate degree programs must include an external component, wherein an External Review Team is assembled to take an objective look at program data, assess the validity of the self-study developed by the program's faculty, and issue an independent report with actionable recommendations. All other program reviews (i.e., of certificate and diploma programs) may include an external component, but it is not mandatory.

Program reviews are meant to be evidence-based and comprehensive, addressing a wide range of criteria and all aspects of the learning environment. A comprehensive review provides the opportunity for input from all those related to a program, including faculty, staff, administrators, current students, past students and graduates, First Nations, employers, and other external stakeholders. The goal is to identify program strengths and weaknesses and recommend changes, improvements, and future directions. It is assumed that all programs, even those of the highest quality, may be improved.

Program review is not intended to address the performance evaluation of personnel, which isappropriately carried out through established procedures in accordance with Yukon University's Collective Agreement.

In years where a summative review is occurring, the commencement of individual programreviews will be suspended, except where a degree program review is otherwise required by Campus Alberta Quality Council (CAQC) within that year.

It is expected that conducting the review as well as the results and recommendations emerging from program reviews will be considered in the strategic and budget plans of academic faculties. A budget for academic reviews will reside in the faculty housing the program being reviewed.

2. Definitions

See AP 4.0 – Academic Program Review Policy, section 4

3. Procedures

3.01 Categories of Academic Program Review

While all credentialed programs offered must undergo periodic review, individual program reviews may vary due to the diversity of programs at Yukon University. A program may undergo one of the following categories of review (see Appendix A for further details):

1. Full Review (note: all degree programs must undergo a full review)
2. Waived External Review
3. Targeted Review
4. Mini Review

3.02 Phases of Academic Program Review

The program review process consists of the following five phases:

1. Orientation, Planning & Preparation
2. Self-Study
   a. Data gathering
   b. Data analysis
   c. Self-study report

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      d. Response and feedback on self-study report from faculty council(s), dean and VPA

3. External Review (if required)
   a. Nomination and selection of External Review Team
   b. Development of external review package (includes, but not limited to self-study, faculty credentials, program and course outlines, etc.)
   c. Site visit by External Review Team (on campus, virtual or blended)
   d. Writing and submission of External Review Team's report/recommendations to VPA and dean
   e. Review and approval of recommendations by VPA and dean

4. Action Plan
   a. Action Plan development by PR team in consultation with VPA and dean. Note: the dean and/or Vice-President, Academic and Provost may choose to add additional context from an institutional perspective at this time
   b. Action Plan endorsement by faculty council and the Curriculum and Program Review Committee of Senate
   c. Action Plan submission to and approval by Senate

5. Implementation
   a. Development of formal schedule for implementation of recommendations
   b. Writing of annual progress reports for Senate

The length of time it will take to complete a program review will vary, but it is optimal for phases 1-4 to take no longer than 12 months to complete. The length of time required for implementation of program review recommendations will also vary depending on the scope of the recommendations and available resourcing; implementation variables should be addressed in the Action Plan.

For a more detailed description of the program review process, see the Program Review Handbook (Appendix C).

3.03 Scheduling of Academic Program Reviews

A cyclical program review schedule will be maintained by the Academic Initiatives Officer (Office of the Vice-President, Academic and Provost) in consultation with the deans of the faculties. The review schedule will follow a five-to-seven-year cycle, with the dean having

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the option of determining a category for each program to be reviewed (excluding degree programs). The deans and Vice-President, Academic and Provost may deviate from the existing schedule should the need arise in a particular program. Review timelines should be developed with an eye to the normal lengths and cycles of degree and non-degree programs, as well as Yukon University's commitments to CAQC.

The schedule for program reviews will be updated on an annual basis and provided to the Academic and Research Planning and Priorities Committee (ARPP). ARPP is responsible for reviewing and the endorsing the plan and recommending it forward to Senate. Senate is responsible for approving the program review schedule.

To minimize the number of different review cycles, reviews of multiple programs offered by a single academic department or similar programs offered at more than one campus should be synchronized wherever possible. However, within such a combined review, the quality of each program must be addressed individually.

3.04 Communication and Storage of Reports

Final versions of program review documents will be kept in the Office of the Vice-President, Academic and Provost. Program review reports, including self-study reports, external review reports, written responses, and action plans may, at the discretion of the dean or director responsible, be posted on the Yukon University intranet, subject to the issues of personal privacy and confidentiality. A summary of completed reviews will be presented to the Senior Team and to the Yukon University Board of Governors.

3.05 Relationship of Program Reviews to External Accreditation Reviews

External accreditation reviews may overlap with the requirements of YukonU's program reviews. Accordingly, components of the documentation from external accreditation reviews may be used and/or supplemented to satisfy the requirements of this policy where it can be demonstrated that the accreditation review and the YukonU program review have similar criteria and standards.

3.06 Ethical Considerations

Yukon University is committed to conducting program reviews in an ethical manner and with due regard for the welfare of those involved in the process, as well as those affected by its results. Specific terms are outlined below.

3.07 Conflict of Interest

Conflict of interest arises when a well-informed person could perceive that an external reviewer's ability to perform a duty or function of the position would be biased or otherwise affected by their private interests. A private interest means a pecuniary or economic interest or advantage that could provide a tangible benefit to the reviewers or members of their immediate family.

With that in mind, all external reviewers will carry out the responsibilities of their position in a fair, objective, and transparent manner. External reviewers will perform their duties conscientiously. They should not put themselves in a position in which their private interests and those of the institution might be perceived to be in conflict, and they should ensure that any relationship or involvement with the program being reviewed is fully disclosed before participating in a program review.

Integrity, honesty, and trust are essential elements of the review process. Any person who is aware of a conflict has a duty to report it. It is also expected that anyone chosen as an external reviewer who is in a conflict of interest will make an initial declaration and withdraw from participating on the team.

If a potential conflict of interest is disclosed, the Vice-President, Academic and Provost will be informed and will establish a process for determining whether a real conflict exists. The Vice-President, Academic and Provost will prepare a written statement regarding the potential conflict of interest, to become part of the file on the review process, indicating either that no conflict was discovered or that there was a conflict, and it was resolved.

3.08 Damaging or Prejudicial Information or Allegations

If, during the conduct of a review, external reviewers receive damaging or prejudicial information or allegations regarding specific individuals, this information will not be included in the review report but will be transmitted to the Vice-President, Academic and Provost. The

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names of individuals, as well as identifying statements, will be removed from final review reports prior to publication, and will be subject to the terms of the Yukon Access to Information and Protection of Privacy (ATIPP) Act.

3.09 Compensation for Reviewers

The University may pay reasonable travel, hospitality, and other out-of-pocket expenses related to the conduct of a review and a site visit. Financial payment or other material compensation may also be provided to external reviewers in return for their services but must be in accordance with all relevant University policies. External review expenses must be authorized in advance by the dean (see Appendix D - External Review Guidebook).

3.10 Yukon University Faculty Participation in External Reviews

Yukon University faculty and staff are encouraged to serve as external experts when invited to participate in program reviews by other institutions. Such service work bolsters Yukon University's reputation. When Yukon University faculty and staff are working on external reviews for other postsecondary institutions, the dean is responsible for ensuring that any relevant travel arrangements are made.

3.11 Action Plan Implementation

Deans/directors and chairs are responsible for the implementation and monitoring progress of action plans.

4. Exceptions to the Procedures

Not applicable

5. Problem Solving

Any questions or concerns arising out of the intent, content, implementation, or application of these procedures should be reported to the Vice-President, Academic and Provost.

Where a concern or dispute arises from a decision made during the implementation of these procedures, the Vice-President Academic and Provost should be notified as soon as possible after the decision has been made. In such cases, the VPA and Provost will advise the concerned individual(s) of the appropriate appeal process to follow under the circumstances.

6. Forms

Not applicable

7. Appendices

Appendix A – Program Review Categories Checklist
Appendix B – Full Review Phases in Detail
Appendix C – Academic Program Review Handbook
Appendix D – Guidebook for External Reviewers
Appendix E – Academic Program Review Executive Summary

8. Document History

Date	Update
January-May 2021	At request of VP, Academic and Provost, Internal Academic Governance (IAG) committee of Senate initiated a policy review and renewal process; working group of IAG completed first stage of review/renewal work; draft of 5-year program review cycle developed by Academic Initiatives Officer, in consultation with deans
September-October 2021	Academic Initiatives Officer and Dean, Applied Arts revised policy and procedures further; draft 5-year program review cycle reviewed and endorsed by Academic and Research Planning and Priorities committee (ARPP); IAG approved draft AP 4.1 procedures proceeding to University-wide consultation
December 2021	University-wide consultation (through Faculty Update)
January 2022	Further revision to AP 4.1 procedures completed by Academic Initiatives Officer and Dean, Applied Arts
March 2022	IAG's final review and recommendation to Senate
April 2022	Review by Senate

Appendix A – Program Review Categories Checklist

✓ = required ◇ = Optional ✗ = Not Required	**Full Review** (Required for Degrees unless a Mini Review is being conducted see column # 4)	**External Review Waived** (Certificates & Diplomas only)	**Targeted Review** (1 or 2 concerns have been identified) Initiated by Dean, Chair or VPAP	**Mini Review Check in** New Degrees If required - Initiated by Dean
Phase 1: **Orientation, Planning & Preparation**				
• Foundational Letter	✓	✓	✗	✗
• Kick-Off Meeting	✓	✓	✓	✓
• Launch Meeting	✓	✓	✗	✗
• Planning Meetings for SS	✓	✓	✓	✓
Phase 2: **Self-Study**			Identified concern(s) only. Go to AP & implement recommendations.	Select certain aspects to review (i.e., Intake numbers, attrition etc.)
• Data Gathering	✓	✓	✓	✓
• Data Analysis	✓	✓	✓ **(if part of concern)**	✓
• Report Writing	✓	✓	✓	✓
• Response	✓	✓		✓
• Feedback	✓	✓		✓
Phase 3: **External Review**				
• ER Team Selection	✓	✗	✗	◇
• Preparation	✓	✗	✗	◇
• Review	✓	✗	✗	◇
• Report	✓	✗	✗	◇
• YU Review & Approval of Recommendations	✓	✗	✗	◇
Phase 4: **Action Plan**				
• Development	✓	✓	✓	only if required
• Approval	✓	✓	✓	only if required
Phase 5: **Implementation**				
• Incorporate Recommendations	✓	✓	✓	only if required

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Appendix B – Full Review Phases in Detail

Phase	Activity	Completed by	Informed	Description & Approvals	Timeline
1 Orientation, Planning & Preparation	Foundational Letter	VPA (VPA office)	Dean & School Chair	*The foundational letter will be developed in consultation with the relevant Dean, the AVP Indigenous and Partnerships. A foundational letter would outline the role of Yukon First Nations in the various phases. Letter that advises the appropriate Dean & Chair which program in their school will next require a PR. The VPAP will highlight any areas of focus that the program review needs to take into consideration. A foundational letter will be an information item on a Provost Table agenda. At the same time the foundation letter will go to the relevant faculty council for curriculum committee for information.*	Mid-September of previous year
	Kick Off Meeting	AIO, Program Review Lead, Dean, and/or key faculty members	Informs the Launch Team	*The purpose of this meeting is to develop timelines, key questions, & determine who is involved. *Casual or Term Faculty members may be used to form the team if necessary. Consider cost implications. AIO will create a SharePoint site for collection of all documents related to the program review.*	Mid-October of the previous year
	Launch Meeting	AIO Facilitates Meeting	Invites the Team, Dean, IRPO, TL Instructor & the Divisional Budget Officer	**AIO** presents high level plan (timelines, deliverables, & key questions) & an overview of the review process. **IRPO** will provide information about surveys & data that can be used for the Self Study portion of the review. **TL Instructor** will explain their role & how they may assist with information about the teaching methods, outlines, assessment etc., to assist with the Self Study. **Budget Officer** will provide financial information & resources that may occur during the process.	Mid-January of the year the review begins
	Planning meetings for the Self-Study	PR Lead & Team (IRPO, TLC & Budget Officer)	Periodic Check in with Dean (AIO prompted)	*Determine what is required to be included in the self-study. Determine meeting schedule (recommend monthly).*	February - September

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2 Self-Study	Data Gathering	PR Lead & Team	Periodic progress reports sent to AIO	*Data gathering for Self-Study report.*	October - December
	Data Analysis	PR Lead & Team	Periodic progress reports sent to AIO	*Data analysis for Self-Study report.*	November - January
	Report Writing	PR Lead	Faculty Council Dean	*Writing the Self-Study report & furthering to the Faculty Council for review.* *After FC reviews SS it will be given to the Dean for review/feedback.*	November - February
	Response	Dean	PR Lead	*Program Review Lead will complete revisions as recommended by the Dean.*	February - March
	Feedback	VPA	Dean & PR Lead	*Program Review Lead will complete revisions/recommendations of the Self-Study report based on feedback from the VPA.* **Certificate & Diploma Programs only:** **It may be determined that an External Review is not recommended. Go directly to Phase 4 to create an Action Plan.**	April

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3 **External Review** **Optional for Certificate and diploma programs**	Select External Review Team four members: two external, one internal/external, and one FN rep.	PR Lead & Team	Dean & VPA	*The Self-Study Team, in consultation with the Dean, nominate five candidates for consideration as external reviewers & three candidates for consideration as an internal reviewer. The PR Lead submits the candidate lists to the VPA for approval.*	March - April
	Preparation	Dean's Office	External Review Team	*The* **ER package** *(SS report, course outlines, Faculty credentials, data pack & other relevant documents) are assembled. *The Package will be sent to the ER Team at least 4 weeks prior to review commencement.*	May - August
			Focus Group & Interview Participants will be notified	**Review Dates** *will be confirmed with ER Team & Participants* **The AIO &/or IRPO** *with assistance from the PR Team & Administrative Assistant will create an itinerary & schedule focus groups & interview session.*	May – June June - August
	Review	External Review Team	All participants	*The External Review Team will facilitate meetings, focus groups & interviews, with participants. The AIO will be the main liaison while the external review team is on site.*	September - October
	Report	External Review Team	VPA & Dean	*Complete the External Review report & submit to the VPAP & Dean for Review.*	November
	YU Review & approval of Recommendations	VPA & Dean		*Review the External Review Report and provide feedback to the external reviewers.*	December – January

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Phase	Activity	Completed by	Informed	Description & Approvals	Timeline
4 **Action Plan**	Development	PR Team	Dean & VPA	*The report is then given to the PR Team and they develop an Action plan. Note: The Dean and/or Vice President, Academic and Provost may choose to add additional context from an institutional perspective at this time*	January - February
	Approval	PR Team	Faculty Council & CRC Senate	*The Action plan would need to be approved by the Faculty Council and be submitted to Curriculum Committee for their approval.* *The External Review report (if applicable) & Action Plan are taken to Senate for endorsement.*	March
Phase	**Activity**	**Completed by**	**Informed**	**Description & Approvals**	**Timeline**
5 **Implementation**	Incorporate Recommendations	Dean & Chair	Program Coordinator & Faculty	*The Action Plan will be implemented, & follow-up will be monitored.*	No. of months will be based on recommendations.

*This is an approximate timeline for completing the process; the exact scheduling is decided by the program in consultation with AIO, as needed.

As the timeline suggests, some of the components may occur simultaneously.

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Appendix C – Academic Program Review Handbook (inclusive of Self-Study Outline)

Program Review Handbook (in development)

Appendix D – Guidebook for External Reviewers

External Reviewer Guidebook (in development)

Appendix E – Academic Program Review Executive Summary

Program Review is a collaborative, systematic, evidence-based examination of a program's quality. In accordance with Yukon University's Strategic and Academic Plans, program reviews help us achieve our vision: Grounded in northern expertise and strong partnerships, we will build a healthy and prosperous north through unique, relevant, and inclusive education and research.

Program reviews aim to:

☐ Analyze the program's strengths and areas for improvement.

☐ Determine the efficacy of the program's curriculum and instructional design.

☐ Evaluate the program's competitiveness, relevance and viability within the sector and discipline.

Program Review is:

☐ One of Yukon University's internal quality assurance processes.

☐ Required by the Campus Alberta Quality Council (CAQC) from postsecondary institutions granting their own degrees.

Program Review timing:

☐ Degree programs will undergo review at least once every five to seven (5-7) years.

☐ Non-degree programs will undergo review at least once every five (5) years.

☐ The schedule for program reviews is updated on an annual basis and provided to the Academic and Research Planning and Priorities Committee (ARPP).

The components of the program review process are specified in Yukon University's Program Review Handbook (see Appendix C)

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