



THE PROGRAM REVIEW AND RENEWAL PROCESS

As part of Okanagan College’s mission, vision and values, the Program Review and Renewal process plays a pivotal role in each of these key areas. The Program Review and Renewal process is intended to ensure that the knowledge, experiential learning, and training students obtain in their program will position them to excel in the workplace, succeed in further education, and become lifelong learners.

The Okanagan College Program Review and Renewal policy and process supports the core values as outlined in the Strategic Plan, with a particular emphasis on ensuring continuous improvement, sustainability and innovation within our educational (certificate, diploma and degree) programs offered.

THE THREE TIERS of the PROGRAM REVIEW AND RENEWAL PROCESS

As outlined in Figure 1, there are three tiers to the Okanagan College Program Review and Renewal Process, known as Tier I, II and III. Tier I is completed annually, whereas Tiers II and III are dependent on a number of variables.



Figure 1: The three tiers of the Program Review and Renewal Process

Tier I Review and Renewal Process

Occurs: Annually in the Fall Semester

The annual Tier I Review and Renewal process, completed each fall, under the direction of the Portfolio Dean, is a quantitative review of all programs, measured against appropriate benchmarks. Okanagan Colleges' Institutional Research department provides access to the performance measures used for the Tier I review through the QuikView Dashboard tab.

The results of the performance measures may be examined in relation to the ongoing work with the Program Advisory Committees (PACS) and feedback from learners, deans, department chairs, faculty and instructors.

Programs scoring below the established standards will be referred to a more comprehensive review known as the Tier II Review and Renewal process.

The results of the Tier I review process may be used for accreditation, articulation and continuous environmental scanning as inputs toward the more detailed Tier II and Tier III processes.

Tier II Review and Renewal Process

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Occurs: When performance measures have change year-over-year and are not within the acceptable range immediately following the Tier I process.

This phase is a more in-depth analysis of performance measures due to irregularities in the data from the Tier I process and not considered within the acceptable range.

If the issues identified can be resolved immediately, the Tier II Review will be sufficient. However, if the issues identified are not able to be resolved immediately, or if the issues appear in two consecutive years, a Tier III Review may be recommended.

The Tier III is intended to provide further insight into the irregularities and provide the Portfolio Dean and program team with an opportunity to examine the strengths and potential changes to their program that may further strengthen their performance measures and the quality of the program.

Learning and Applied Research provides services such as:

Tier III Review and Renewal Process

Occurs: Tier III reviews are conducted with degree programs every five years, and with program referrals based on the Tier II reviews.

Deans will identify the priority for each program within their portfolio and make recommendations for Tier III reviews annually (in the fall) to the Director of Learning and Applied Research. If resources are such that a Tier III Review is not able to be completed for a program in the identified academic year, then that program will be flagged for the Tier III Review and Renewal in the next academic year and the program will undergo a Tier II within the current year.

The objective of a Tier III is to complete a detailed review process to ensure continuous quality improvement of the programs offered at Okanagan College.

Where an appropriate external accreditation or program recognition process is available for diploma or certificate programs, this may be used in lieu of or as part of the Colleges' Tier III program review process.

- Curriculum development support
- Assistance in the data collection
- Assistance in developing the self-study report
- Assistance during the external review process
- Support in recommendations