

ACADEMIC PROGRAM CYCLICAL REVIEW POLICY

University Policy No.: AC1035

Classification: Academic and Students

Approval Authority: Board of Governors

Effective Date: November 2014

Supersedes: Faculty Handbook

Last Editorial Change: August 2017

Mandated Review: December 2021

Associated Procedures:

Procedures Relating to the Academic Program Cyclical Review Policy

POLICY PURPOSE

The purpose of this policy is to outline the requirements for the periodic review of existing academic programs. Review of academic programs is needed to ensure that Concordia University of Edmonton is in full compliance with Campus Alberta Quality Council (CAQC) requirements regarding the regularly scheduled evaluation of approved degree programs and to provide a mechanism for internal evaluation of the quality, currency, and viability of programs.

Key goals of the periodic evaluation are:

1. To determine whether an approved program continues to meet Concordia's organizational goals, student satisfaction, and academic quality standards within the discipline.
2. To demonstrate how the program has performed academically and financially.
3. To demonstrate how the department has met or made satisfactory progress towards meeting any commitments it made to Concordia (and hence to the Campus Alberta Quality Council) regarding programs, staffing, facilities or any other matter.
4. To demonstrate how the department has appropriately considered any comments, suggestions and recommendations of reports by reviewers, partners, advisory committees, students, and other external evaluators, and have responded satisfactorily to them.
5. To provide a basis for judgments regarding the continuation of an approved degree program, or the suspension or termination of an existing program.
6. To provide a basis for judgments regarding the future needs of the program.

DEFINITIONS

- Program - identified as a degree, diploma, certificate, major, concentration, or minor.
- Dean - refers to Dean of Arts, Dean of Education, Dean of Management, Dean of Science, Dean of Graduate Studies and Program Development, or Dean of Research and Faculty Development

JURISDICTION/SCOPE OF THE POLICY

This policy applies to any and all programs.

POLICY

A Departmental review of each program is normally completed at least every five to seven years.

Roles and Responsibilities

It is the responsibility of the Dean of Graduate Studies and Program Development to monitor the progress of each review and to ensure the review is distributed as required.

It is the responsibility of the Dean of the Faculty to ensure the resources are available to complete the review within the timeline required and to monitor the quality of the review.

It is the responsibility of the Chair of the Department to manage the production of the review and to deliver the review within the timeline required.

CONSEQUENCES FOR NONCOMPLIANCE

Institutional and program integrity may be compromised if academic program cyclical reviews are not being completed.

AUTHORITIES AND OFFICERS

A list of authorities and officers for the policy:

- a. Approving Authority: Board of Governors
- b. Designated Executive Officer: Vice-President Academic
- c. Procedural Authority: Dean of Graduate Studies and Program Development
- d. Procedural Officer: Dean of Faculty

RELATED LEGISLATION

RELATED POLICIES AND DOCUMENTS

Program Cyclical Review Schedule

Program Cyclical Review Template

CAQC Institutional Self-Study Guidelines

Academic Department Annual Report Policy