
ANNUAL PROGRAM REVIEW WORKSHOP 2025

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What would you like to take away from this session?

Reminder: if your area/credential is undergoing program RENEWAL/External Accreditation currently, you do not need to do the annual program review this year.

APR Purpose & Context



Annual Program Review is designed to support continuous improvement of programs – ensure relevance, quality and sustainability.



Reflect on last year's achievements and collaboratively plan for next year(s).
Review statistical program data from the previous years and comment on trends.



Update Action Plan from previous year and complete an Action Plan for the current year aligned with Strategic Innovation Plan.

Annual Program Review

- Conducted annually and completed collaboratively [Policy 403 Program Renewal and Review](#).
- Examines 5-year data from student outcomes surveys and enrolment information.
- Reviewed by the Dean and VP Academic.
- Deans present at Education Quality Committee (EQC) for information/discussion.
- EQC notes any cross-institutional trends and barriers for Education Council.

ANNUAL PROGRAM REVIEW FORM AND GUIDING QUESTIONS

What do I need to do? Step 1

1. Access the forms on [SharePoint Annual Program Review](#). Select 2025 Program Reviews to access:
 - Guide to Annual Program Review. This document contains instructions, and discussion prompts to use with your department.
 - Annual Program Review form.
 - Department Plan form.

What do I need to do? Step 2

2. Review and request data.

- a) Access Program Review Data Report and BC Graduate Outcomes Report in [Power BI](#) (Department-specific links have been sent out by IR).
- b) Review any surveys/data collected within the department.
- c) Request from IR additional data such as long responses from Graduate Outcomes and long responses from course evaluations .

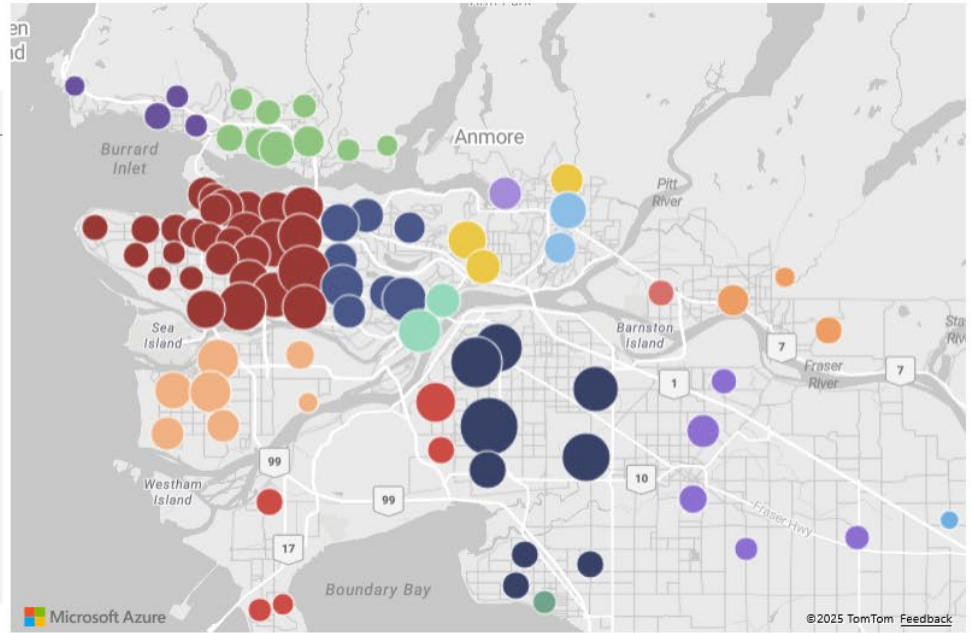
Power BI: Demographics

ORG, ORG Description: All
 Subject, CourseNumber: All

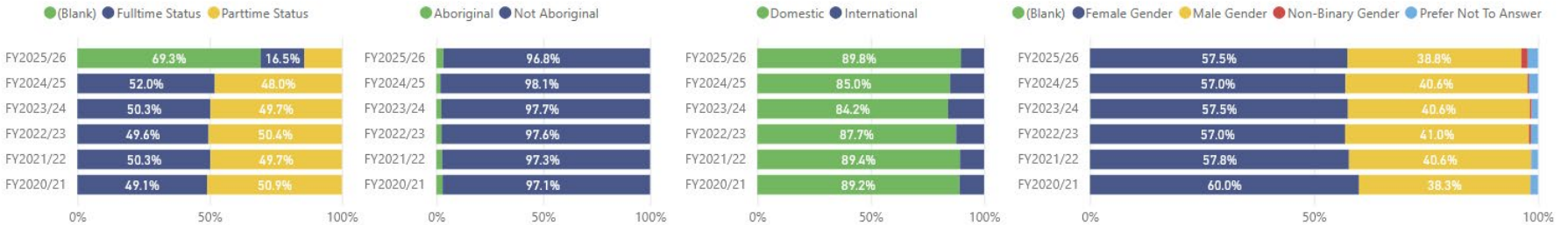
Enrolment



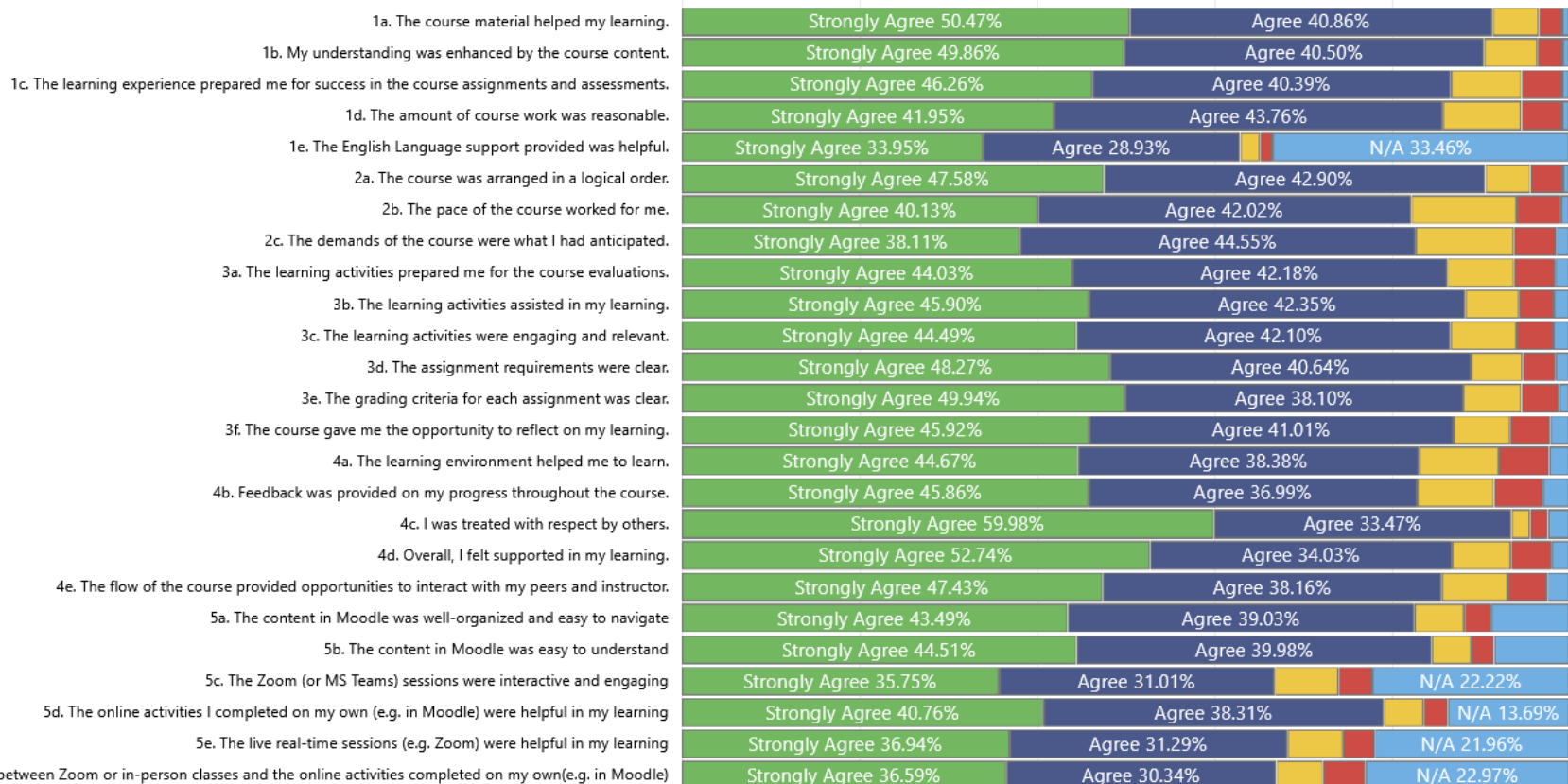
Average Age
29



Count by FSA (Forward Sortation Area) = first three digits of postal code FSA group = City of FSA; Size of bubble = % of grand total count; all 5 years, of students. Click year in any chart to show totals by that year only.

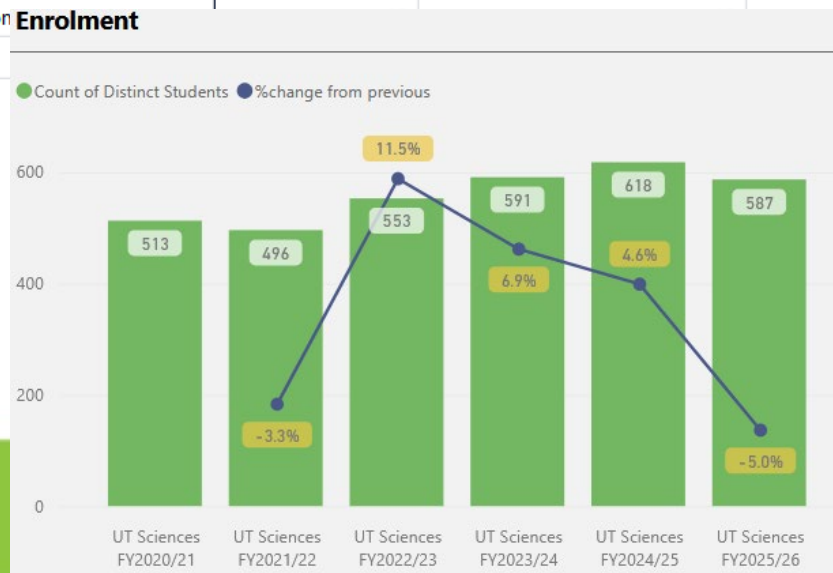


Power BI: Course evaluations



Power BI: Enrolment trends

Fiscal Year	FY2025/26							
CourseTitle	Registrations	Count of Distinct Students (SCR)	% change from previous	Count of CRN	Average per CRN	Withdrawals	Completed	Completion Rate
Mechanics 1	19	19	138%	1	19.0	0	19	100%
Engineering Tech & Society								
Engineering, Tech & Society	25	25	19%	2	12.5	0	25	100%
Professional Communication	38	38	36%	2	19.0	1	37	97%
Engineering Graphics & Design	23	23	15%	1	23.0	0	23	100%
Intro to Engineering Analysis								
	105	64	36%	6	17.5	1	104	99%
Intro to Comp Programming 1	44	44	-14%	3	14.7	0	44	100%
Intro to Comp Programming 2	21	21	-50%	3	7.0	0	21	100%
Data Structures & Programming	14	14	-33%	1	14.0	0	14	100%
Intro to Software Engineering	5	5	-75%	1	5.0	0	5	100%
Intro to Con			-58%	1	10.0	0	10	100%
Enrolment			-41%	9	10.4	0	94	100%
			-15%	15	13.3	1	198	99%



What do I need to do? Step 3-4

3. Meet with instructors and staff (i.e., dept meeting) to **discuss and reflect on the data** and **write comments** for each section of the Annual Program Review Form. See guiding questions for each section in [Guide to Annual Program Review](#).
4. Complete Department Plan (reflect on completion of last year's tasks and identify next year(s) action items).

TIMELINE

1. The Department Leader, in consultation with the department instructors and staff, completes the Annual Program Review and the Departmental Plan.
2. Department Leader meets with Dean to discuss Departmental Plan.
3. Submit Annual Program Review Form and Departmental Plan to your Dean by **Dec 12**.
4. Dean provides comments on Annual Program Review form and Departmental Plan by **Feb 6, 2026** before EQC review in late **Feb 2026**.

Reminders for Dept Action Plan



Focus on critical work for next 3 years.



Prioritize initiatives to be realistic about dept capacity.



Identify responsibility and timeline.



Remember you don't have to have initiatives in every category.



For Further Support:

- [Institutional Research](#) – PowerBI, data
- Centre for Teaching Learning and Research iasupport@vcc.ca