



VANCOUVER  
COMMUNITY  
COLLEGE

# Overview of Program Renewal Process

Centre for Teaching, Learning, and Research

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- Brief Context and Background
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# Steering Committee Membership

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## Steering Committee Members

- Chair – Instructional Associate, CTLR
- Dean of Area
- Department Leader
- 1-4 Instructors, depending on program size
- Program/department assistant (optional)
- Operations manager (optional)
- Institutional research

# Steering Committee Responsibilities

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- Identify key issues/questions for renewal
- Set renewal timeline
- Identify necessary resources and data to be gathered
- Support/advise the department in writing the self-study
- Facilitate the external review process
- Review self-study and external review reports
- Write a final summary report, including key findings and recommendations
- Support the department in preparing the action plan

# Program Renewal Policy

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- Program renewals are conducted in accordance with Policy C.3.2, Program Review and Renewal
- Renewals typically occur every 5-7 years and take approximately 12 months to complete
- Process is collaborative and transparent
- Focus on quality improvement
  - Evidence-based process
  - Opportunity to examine the strengths, opportunities, challenges and needs of the Program
  - Forward-looking: Identify ways the program can be enhanced and improved

# Key Performance Indicators of Self-Study

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1. Curriculum and instruction
2. Instructors and staff
3. Student outcomes
4. Student support services
5. Program planning and administration
6. Physical and learning environments

# KPI 1 – Curriculum and Instruction

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- Is the curriculum documentation current and relevant?
- Is the curriculum aligned (program learning outcomes, course learning outcomes, assessment and learning activities)?
- What is working well?
- What needs to change?
- What is missing?
- What are prospective students looking for?
- What are employers looking for?

## KPI 2 – Instructors and staff

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- Instructor hiring criteria
- Faculty and staff workload
- Instructional professional development
- Work culture
- Affiliations

# KPI 3 – Student Outcomes

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- Enrolment, completion/graduation, and attrition rates
- Number of students who advance to chosen goal
- Student satisfaction with program/courses
- Graduate satisfaction
- Employment data

# KPI 4 – Student Support Services

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- What types of student support services are students in the program accessing?
- What are the student support service needs for this program?
- What do the service areas think the program should consider (from their perspective)?

# KPI 5 – Program Planning and Administration

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- Does the department have a clear strategic direction?
- What is the labour market outlook for graduates of the program?
- How does the program compare to similar programs at other institutions?
- What direction is the PAC providing?
- Is the program financially sustainable?

## KPI 6 – Physical and Learning Environments

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- What is the current state of classrooms, facilities, educational technology and equipment?
- Are the space and facilities (physical and virtual) adequate?
- Are the resources needed (physical and virtual) for learning adequate?

# Renewal Phases

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- **Phase 1: Self-study**

- Gather and analyze data
- Write a report

- **Phase: 2 External Review**

- External panel reviews self-study report
- Site-visit
- Write external report
- External report sent to Dean and dept for response

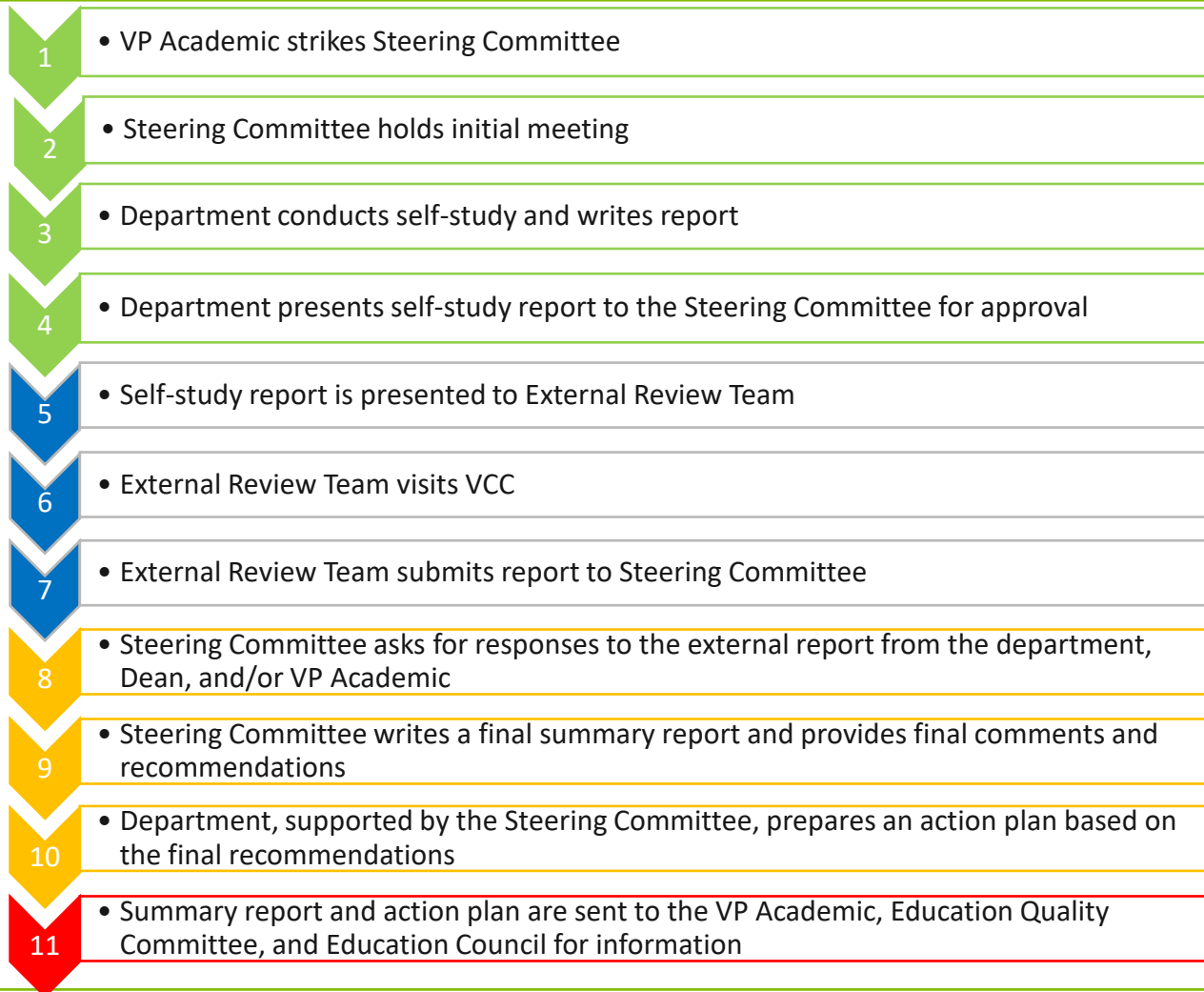
- **Phase 3: Final Summary Report and Action Plan**

- Steering committee prepares final summary report
- Department prepares action plan

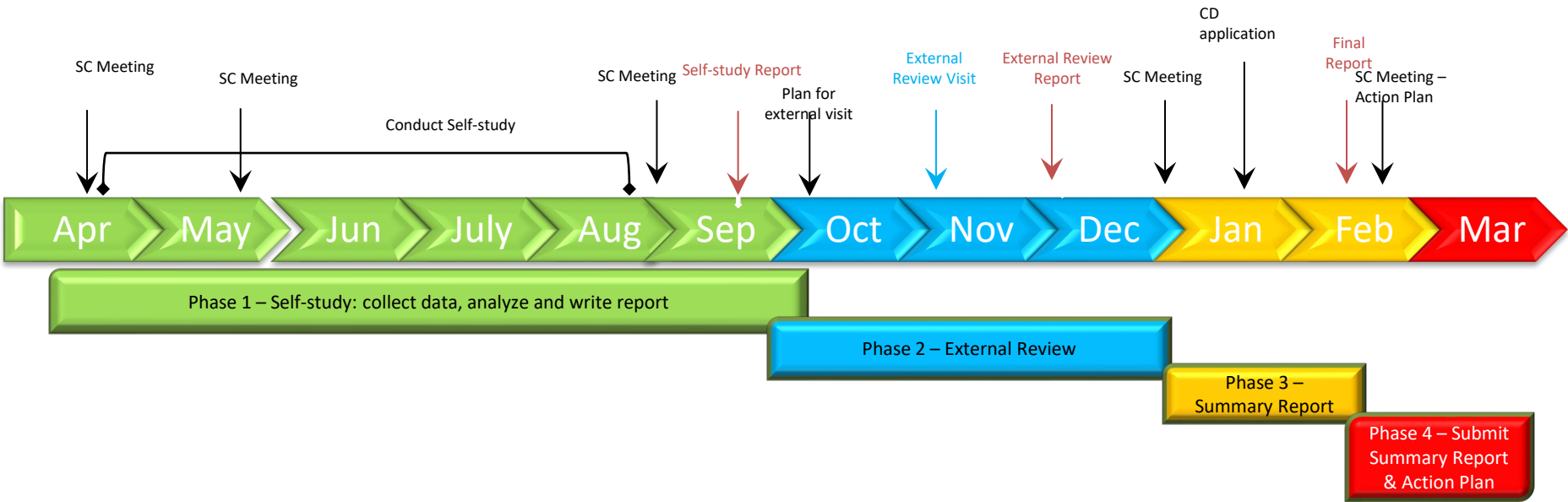
- **Phase 4: Submit Summary Report**

- Send summary report and action plan to VP Academic, Education Quality Committee, and Education Council for information

# Program Renewal Process Flowchart



# Program Renewal Timeline



# Renewal Phases

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- **Phase 1: Self-study**

- Gather and analyze data
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- **Phase: 2 External Review**

- Review self-study report
- Site-visit
- Write extnal report
- External report sent to Dean and dept for response

- **Phase 3: Final Summary Report and Action Plan**

- Steering committee prepares final summary report
- Department prepares action plan

- **Phase 4: Submit Summary Report**

- Send summary report and action plan to VP Academic, Education Quality Committee, and Education Council for information

# Questions?

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Contact the [instructional associates](#) at CTLR