

<b>PARKLAND COLLEGE</b>	<b>CATEGORY B</b>	<b>PROGRAMS</b>
<b>PROGRAM REVIEW</b>	<b>POLICY #: OPR B-9</b>	<b>APPROVED: FEBRUARY 8, 2018</b> <b>REVIEWED:</b>

## **PURPOSE**

Short and long-term reviews of each credit program are an important part of the quality assurance process. Program reviews will provide required information to shape the future delivery of the program at Parkland College.

## **PROCESSES AND PROCEDURE**

### **Annual Health Check**

1. The Coordinator for each program will conduct an annual health check for each program they oversee. The annual health check will involve the completion of the Program Health Check see Appendix A.
2. The Annual Health Check will be reviewed with the coordinator and their immediate supervisor following program completion.

### **Long-term Review**

1. A long-term review will be conducted once every three years for each credit program. The long-term review will consist of the elements contained in Appendix B: Long Term Program Review
3. A long-term review can be initiated at any time if pressing needs or circumstances emerge.
4. All long-term reviews will be discussed at Executive and Leadership Council tables so a decision can be made on the continuation of the program.

❖ **Appendix A and B are available in a fillable format under forms**



**Appendix A: Program Health Check (To be completed annually)**

**Program:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Coordinator:** \_\_\_\_\_

**A. Enrollment Data**

Application Ratio: \_\_\_\_\_ Number of Seats/Number of Qualified Applicants

\*An application ratio less than 1 will require further analysis

Completion Rate: \_\_\_\_\_ Number Enrolled at Start/Number Enrolled at Completion

\*A completion rate less than 80% will require further analysis

Graduation Rate: \_\_\_\_\_ Number Enrolled at Completion/Number meeting graduation requirements

\*A graduation rate less than 80% will require further analysis

**B. Student Satisfaction Survey**

The Coordinator will review the results of the annual student satisfaction survey for key trends:

**What areas of strength were identified?**

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**What areas for improvement were identified?**

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**C. Instructor Feedback**

The coordinator will gather instructor input to identify any key actions required:

**What areas of strength are evident in the program?**

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**In what ways could the program be improved?**

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**Appendix B: Long Term Program Review**

**Program:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Coordinator:** \_\_\_\_\_

**A. Financial Overview**

How do the annual delivery costs compare to the revenue realized?

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Is the brokering institution making any changes that would require increased resources? eg: training aids, staffing complement

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**B. Instructor Availability**

Are we experiencing any issues attracting qualified and competent instructors to the program? If so, what are the contributing factors?

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**C. Labour Market Information**

What are the employment rates for program graduates?

Year 1 \_\_\_\_\_

Year 2 \_\_\_\_\_

Year 3 \_\_\_\_\_

What labor market information is available to support the continued offering of the program? (May include statistical data as well as feedback from local business/industry)

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**D. College Fit**

Is there appropriate space available for the continued delivery of the program?

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Does the program complement the other program offerings available at Parkland College?

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Is the program available through other neighboring colleges or educational providers?

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