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| CYCLICAL REVIEW OF ACADEMIC PROGRAMS PROCEDURES |
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| Procedure Type: | Academic | Initially Approved: | March 15, 2012 |
| Procedure Sponsor: | Dean, Academic Programs | Last Revised: | November 16, 2022 |
| Administrative Responsibility: | Dean, Academic Programs | Review Scheduled: | November 2027 |
| Approver: | General Faculties Council | | |

A. PURPOSE

The purpose of Alberta University of the Arts (AUArts) program reviews is to ensure students receive the highest possible quality of academic programming.

B. PROCEDURES

1. INITIATION AND PREPARATION

1.1 Initiation

The Dean, Academic Programs will initiate the review by sending a letter to the Associate Dean of the program.

1.2 Formation of a Self-Study Team

- a. The Associate Dean, in consultation with the program Director, will appoint a Leader for the Self Study Team. The Self-Study Team Leader normally will be the program Director.
- b. The Associate Dean and Self Study Team Leader will select the Self Study Team. Composition of the Team will be as described in section B., 2., 2.1.

1.3 Orientation Workshop and Initial Planning Meeting

Representatives of the Dean, Academic Programs Office and the Office of Research and Academic Affairs (ORRA) will meet with the Associate Dean and the Self-Study Team to:

- a. Provide a program review orientation;
- b. Determine any special terms of reference or process that may apply to the particular review in question (e.g., the need to address particular identified issues regarding the program); and

- c. Determine any data required for the review in addition to the standard data and set outlined in the Cyclical Review of Academic Programs Policy.

1.4 Identification of Potential External Peer Reviewers

- a. The Self-Study Team will submit a list of six potential external reviewers along with brief descriptions to the Dean. The Self-Study Team should not contact the potential reviewers.
- b. The reviewers should be associate or full professors who are established scholars in the field and who have experience in program development and/or administration.
- c. The reviewers must be at arm's length from the program, department, faculty, and University.

2. SELF STUDY

2.1 The Self Study Team

- a. The Self Study Team will be formed according to the process described in section B., 1., 1.2.
- b. The Self Study Team will normally consist of the following members:
 - i. The program Director;
 - ii. Two other AUArts faculty members from the program; and
 - iii. One AUArts faculty member from a different program.
- c. Upon approval of the Dean, Academic Programs, the Self Study Team may include additional members such as a senior student from the program (if available).
- d. The Self Study Team Leader will normally be the program Director. If no program Director exists, a Program Review Coordinator may be assigned as Self Study Team Leader.

2.2 Self Study Team Activities

- a. Consult extensively with program faculty, technicians, and staff, who are expected to participate in the Self Study.
- b. Consult with current and former students, alumni, employers, receiving institutions/programs, Indigenous Elders, and any other key partners or resources deemed as appropriate.

- c. Analyze and interpret program data pertaining to faculty and staff, the student profile, achievement of learning outcomes, student and graduate surveys, graduate employment and further education, program sustainability, etc..
- d. Conduct an environmental scan of external trends and factors relevant to the program's continuing success and quality.
- e. Identify leading edge practices and developments in the discipline and in similar programs elsewhere.
- f. Conduct a critical, detailed analysis of the program's strengths, weaknesses, opportunities, and threats (SWOT analysis).
- g. Develop a preliminary Program Action Plan for improving the program.
- h. Prepare and submit the Self Study Report (see section B., 2., 2.3, below).

2.3 Self Study Report

- a. Overview
 - i. The Self Study Report documents the methods, findings, conclusions and recommendations of the Self Study Team.
 - ii. A suggested template for the Self Study Report is available from Dean, Academic Programs Office.
 - iii. Not all sections of the Self Study Report template may be applicable for graduate programs. The Self Study Team can develop a modified version of the report, in consultation with the Dean, Academic Programs.
- b. Submission and Approval
 - i. Once the Self Study Report is completed, the Leader of the Self Study Team will forward it to the relevant Associate Dean, who shall review the Report and provide any feedback or comments they have regarding the Report.
 - ii. The Self Study Team Leader will then submit the Report, along with any comments from the Associate Dean, to the Dean, Academic Programs.
 - iii. The Dean, Academic Programs or designate will review the Report to ensure it meets expected standards. If any revisions are necessary, the Dean or designate will request that the Self Study Team revise the Report and resubmit it.
 - iv. Upon final approval of the Self Study Report, the Dean, Academic Programs will authorize initiation of the external Peer Review.

2.4 Resources and Support

The Self Study Team may draw upon the following resources for support:

- a. The Office of Research and Academic Affairs (ORAA) for coordination support and guidance in preparing the Self Study Report;
- b. Institutional Planning Resources (based in ORAA) as well as the Registrar's Office for support in compiling, collecting and analyzing data;
- c. The Dean's Office for support in assessing learning outcomes and in the review, revision and renewal of curriculum, pedagogy, and delivery methods; and
- d. The Dean and/or Associate Dean for support in assessing the current financial status of the program and its future sustainability.

3. PEER REVIEW

3.1 Peer Review Team

- a. The Peer Review Team will consist of two or three faculty from relevant academic disciplines who are external to the institution and at arm's length from the program, department, and University.
- b. The peer reviewers will be associate or full professors who are established scholars in the field and who have experience in program development and/or administration.
- c. The members of the Peer Review Team will be selected by the Dean, Academic Programs in consultation with the program's Associate Dean and Director.
- d. The Dean will invite one of the reviewers to act as Chair of the Peer Review Team and will also arrange for an internal resource person from outside the program to facilitate the work of the Peer Review Team.

3.2 Peer Review Team Activities

- a. Review the Self Study Report.
- b. Visit the campus to conduct on-site interviews with key partners including students, faculty, staff, and administrators.
- c. Evaluate the overall quality of the program in terms of the criteria identified in AUArts Cyclical Review of Academic Programs Policy.
- d. Identify the program's key strengths, weaknesses, opportunities, and threats.

- e. Formulate concrete recommendations for improving and advancing the program.
- f. Prepare and submit the Peer Review Report (see section 3.5, below).

3.3 Briefing Documents

In advance of the site visit, the Peer Review Team will be provided with:

- a. Information about Alberta University of the Arts and its mandate,
- b. A full copy of the Self Study Report, and
- c. Any additional information requested in support of the review.

3.4 Site Visit

- a. The site visit will be arranged by the Dean, Academic Programs office.
- b. During its site visit, the Peer Review Team will have access to the program's academic administrators, faculty, staff and students, academic service department administrators and others as deemed appropriate. The site visit must be scheduled to ensure consultation with students in the program.
- c. On completion of the site visit, the Peer Review Team will provide an initial verbal debriefing of their key findings at a meeting with the Dean, Academic Programs, the Associate Dean, the Leader of the Self Study Team, key program administrators and any other individuals who may be invited by the Peer Review Team.

3.5 Peer Review Report

- a. The Peer Review Report documents the methods, findings, conclusions, and recommendations of the Peer Review Team.
- b. A suggested template for the Peer Review Report is available from the Dean, Academic Programs office.
- c. Following the on-site visit, the Peer Review Team prepares a report on its findings.
- d. Within 30 days of the site visit, the Peer Review Team will submit their report to the Dean, Academic Programs.
- e. The Dean, Academic Programs will circulate the Peer Review Report to the Associate Dean, the Self Study Team and other program faculty and staff.

Relevant sections of the report may also be circulated by the Dean to service and support departments as appropriate.

4. RESPONSE TO PEER REVIEW REPORT AND REVISION OF ACTION PLAN

- 4.1 Within 30 days of receiving the Peer Review Report, the Self Study Team will prepare a written response and submit it to the Dean. The response may include:
- a. Clarifications or corrections to the content of the Self Study Report, and,
 - b. A revision/refinement of the preliminary Program Action Plan in response to recommendations of the Peer Review Team.
- 4.2 The Dean may accept the response as submitted or refer it back to the Self Study Team for further consideration.

5. FINAL APPROVAL OF PROGRAM REVIEW AND ACTION PLAN

- 5.1 The Associate Dean will forward the following to the Dean, Academic Programs:
- a. The Self Study Report, including all appendices;
 - b. The Peer Review Report, including names, positions and credentials of the reviewers;
 - c. The Self Study Team's response to the Peer Review Report;
 - d. The Program Action Plan
 - i. Including a proposed detailed timeline for implementing improvements and changes;
 - ii. Including the Director's recommendations on how to implement any planned changes requiring new funding or resources. Implementation of such changes may be identified as conditional upon the securing of new funding or resources (e.g., through the regular budget process or other means); and,
 - iii. An executive summary prepared by the Director of key program review findings and recommendations from the Self Study Report, Peer Review Report, and response to the Peer Review Report.
- 5.2 The Dean, Academic Programs will review the documentation provided, consult with the Associate Dean, Director, and Self Study Team as necessary to address any outstanding issues, and forward the review and the Program Action Plan to the Academic Policy and Oversight Committee, a standing committee of the General Faculties Council, for final approval.

6. COMMUNICATION OF RESULTS

Upon final approval, the results of the review will be communicated as follows:

- 6.1 A summary of the review findings and the Program Action Plan will be presented to the General Faculties Council for information and will be posted on the AUArts website.
- 6.2 For degree programs, the review documents including the Program Action Plan will be submitted to the CAQC to fulfill CAQC requirements for degree program quality monitoring.

7. IMPLEMENTATION OF ACTION PLAN

- 7.1 The program Director and Associate Dean will be responsible for implementing the Program Action Plan as per the timelines indicated in the plan.
- 7.2 In implementing the plan, the Director and Associate Dean may draw upon available institutional resources, as appropriate, and as outlined within the Program Action Plan.
- 7.3 Any curricular changes identified in the plan will be submitted for implementation through AUArts' regular curriculum change process.

8. MONITORING OF ACTION PLAN IMPLEMENTATION

By June 1st each year of implementation of the Program Action Plan, the Director will submit to the Dean, Academic Programs a report detailing progress made in implementing the plan.

9. REVIEW OF INTERDISCIPLINARY OR MULTIDISCIPLINARY PROGRAMS

- 9.1 Review of interdisciplinary or multidisciplinary programs will follow the same general procedure outlined above.
- 9.2 Prior to initiation of such a review, the Dean, Academic Programs will meet with the relevant Director(s) to:
 - a. Determine the composition of the Self Study Team to ensure input from the different core disciplines involved in delivering the program, and,
 - b. Determine the role each Director will play in the review process (if multiple Director(s) are involved in administering the program).

10. OVERVIEW OF PROGRAM REVIEW STEPS, RESPONSIBILITIES, AND TIMEFRAME

| STEP | ACTION | PRIMARY RESPONSIBILITY | TIMEFRAME |
|----------------------------|--|---|-------------|
| Initiation and Preparation | | | |
| 1. | Letter to relevant Associate Dean to initiate program review | Dean, Academic Programs | Months 1-2 |
| 2. | Appointment of Self Study Team | Associate Dean and Director | |
| 3. | Lead Formation of Self Study Team | Associate Dean and Self Study Leader | |
| 4. | Orientation workshop and initial planning meeting | Dean and ORAA | |
| 5. | Identification of potential external reviewers | Self Study Team | |
| 6. | Provision of standard data to Self Study Team | ORAA, Institutional Data & Planning | |
| Self Study | | | |
| 7. | Review and interpretation of data | Self Study Team | Months 3-8 |
| 8. | Consultation with Library, Financial Services, Registrar's Office, and CT+S | Self Study Team | |
| 9. | Consultation with partners (students, faculty, staff, alumni, Indigenous Elders, industry, etc.) | Self Study Team | |
| 10. | Critical evaluation of the program | Self Study Team | |
| 11. | Preliminary Program Action Plan | Self Study Team | |
| 12. | Preparation and submission of Self Study Report | Self Study Team | |
| 13. | Approval of Self Study Report | Dean, Academic Programs | |
| Peer Review | | | |
| 14. | Review of Self Study | Peer Review Team | Months 9-11 |
| 15. | Site Visit | Peer Review Team with Dean and ORRA support; Faculty, students, staff need to be available for participation. | |
| 16. | Preparation and submission of Peer Review Report | Peer Review Team | |
| Approvals and Reponses | | | |

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| 17. | Response to Peer Review Report and Revision of Action Plan | Self Study Team | Month 12 |
| 18. | Approval of Review and Revised Action Plan | Dean, Academic Programs | Month 12 |
| 19. | Final Approval of Review and Action Plan | Academic Policy and Oversight Committee | Months 13-14 |
| 20. | Communication of Review and Results to General Faculties Council | Academic Policy and Oversight Committee | Months 13-14 |
| 21. | Communication of Review Results to Campus Alberta Quality Council and Public | Dean, Academic Programs with ORAA | |
| Implementation and Monitoring | | | |
| 22. | Implementation of Action Plan | Director & Associate Dean | |
| 23. | Monitoring of Action Plan Implementation | Dean, Academic Programs | |

C. DEFINITIONS

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| (1) | Policy: | Cyclical Review of Academic Programs Policy |
| (2) | University: | Alberta University of the Arts |
| (3) | CAQC: | Campus Alberta Quality Council |
| (4) | UC: | Universities Canada |
| (5) | ORAA: | Office of Research and Academic Affairs |
| (6) | CTS: | Computing and Technical Services |
| (7) | Program: | Individual degrees at AUArts |
| (8) | Director: | School Director or Academic Lead of the program. |

D. RELATED POLICIES

- Cyclical Review of Academic Programs Policy
- Consolidated Graduate Studies Procedures

E. RELATED LEGISLATION

- *Alberta Post-Secondary Learning Act*
- *Programs of Study Regulation*

F. RELATED DOCUMENTS

- Campus Alberta Quality Council Guidelines for Degree Program Quality Monitoring
- Peer Review Report – Template
- Self-Study Report – Template
- Universities Canada Principles of Quality Assurance in Canadian Higher Education

G. REVISION HISTORY

| Date (mm/dd/yyyy) | Description of Change | Sections | Person who Entered Revision (Position Title) | Person who Authorized Revision (Position Title) |
|------------------------------|----------------------------------|-----------------|---|--|
| 11/16/2022 | Rewrite of Procedure | ALL | Dean, Academic Programs | Dean, Academic Programs |
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