
ANNUAL PROGRAM REVIEW WORKSHOP 2022

Today we will.....

- Review the Annual Program Review process.
- Explore new Annual Program Review template.
- Explain IR data used for program review.
- Identify .
- Answer questions.

Annual Program Review

- Conducted annually and completed collaboratively [Policy C.3.2 Program Renewal and Review](#).
- Examines 5-year data from student outcomes surveys and enrolment information.
- Reviewed by the Dean, the Education Quality Committee, and Education Council.

Purpose & Context



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



Review statistical data related to their program(s) from the previous years and comment on trends.



Reflect on course/program delivery mode and rationale.



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

ANNUAL PROGRAM REVIEW FORM AND GUIDING QUESTIONS

What do I need to do? Step 1

1. Access the forms on [Sharepoint Annual Program Review](#):
 - [Guide to Annual Program Review](#). This document contains instructions and discussion prompts to use with your department.
 - [Annual Program Review](#) form.
 - [Department Plan](#) form.
 - [Consolidated School Plan](#) (only for Dean)

What do I need to do? Step 2

2. Download and request data.

a) BC Student Outcomes Survey (for credential programs)

[Institution Research – Student Outcomes \(myvcc\)](#)

b) IR data packages – by Nov 11, 2022 on Sharepoint (enrollment trends, student demographics)

c) Any surveys/data collected within the department

d) Request from IR: long responses from Student Outcomes (“ How could the education or training in your program be improved?”) and course evaluations/program evaluations

What do I need to do? Step 3-4

3. Meet with faculty and staff (ie. Dept meeting) to **discuss and reflect on the data** and **write comments** for each section of the Program Review Report. [Guide to Annual Program Review](#).
4. Create updated department action plan.

TIMELINE

1. The Department Leader, in consultation with the department instructors and staff, completes the Annual Program Review and the Action Plan for the coming year. **December 16, 2022**
2. Department Leader meets with Dean to identify high level priorities for consolidated action plan. **Mid Dec to mid Jan.**
3. Dean submits report to VP Academic with comments. **January 20, 2023**

Reminders for 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:

Centre for Teaching Learning and Research

iasupport@vcc.ca

Office of the Vice President, Academic & Applied Research

lzabrieszach@vcc.ca