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2021

# ANNUAL PROGRAM REVIEWS

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# Today we will.....

- Explore the Program Review document
- Highlight the data contained in the Program Review
- Explain the process for completing the Program Review
- Review the Action Plan
- Answer any questions you may have

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# Annual Program Review

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

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# Purpose & Context



Annual Program Review is designed to support continuous improvement of programs, and to respond to the needs of students and employees.



Departments review statistical data related to their program(s) from the previous years and provide comments on a series of topics.



Departments report on their Action Plan from the previous year and complete an Action Plan for the current year.



The focus is on ensuring program relevance, quality, and sustainability.

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# Purpose & Context Cont...



The COVID-19 pandemic makes this annual program review very different from previous years.



Take this opportunity to identify successes and challenges in your department's response to moving to online delivery.

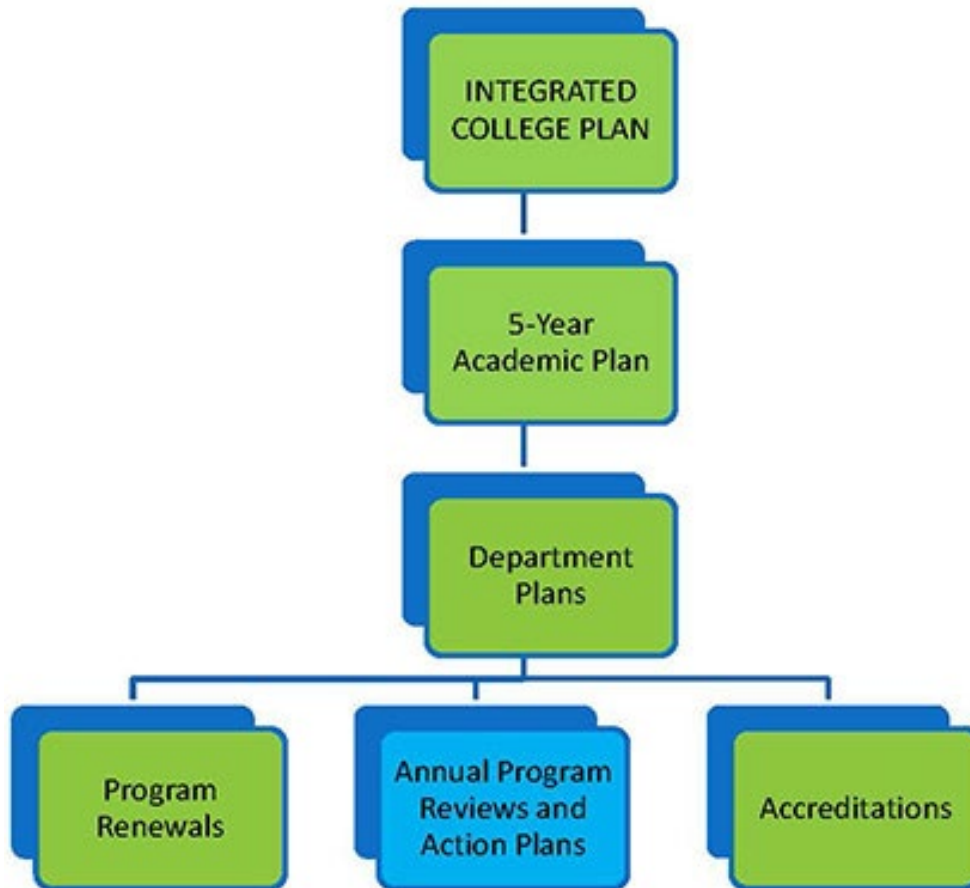


Think about the innovative teaching and learning practices, and the different ways in which you have had to support students.



Address the extenuating circumstances and explain how you responded, what you would do again, and what you will change in the future.

# Planning Activities



Academic planning resources found on myvcc ([Departments → Vice President Academic → Planning](#))

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# ANNUAL PROGRAM REVIEW FORM

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# What do I need to do?

- Download the annual program review from **J:\COMMON\Program Reviews\2021 Program Reviews\C - Consolidated Action Plans** in the folder labelled ***(A Data files from Institutional Research)***  
*(Contact IR for Course Evaluation Long Responses)*
- Meet with faculty and staff to reflect on and **discuss the data** and **write comments** for each section of the Program Review Report as appropriate (i.e. department meeting)



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# What do I need to do?

- Access the 2021 Consolidated Action Plan and provide an update on the initiatives identified last year, including achievements, barriers to success, and lessons learned. (**C- Consolidated Action Plans**)
- Identify 3-4 key initiatives that the department has prioritized for the upcoming year.
- Save Program Review report and action plan to ***B – Department Reports with Comments***

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# What do I need to do?

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 3, 2021**
2. Department Leader meets with appropriate Dean to discuss the previous year's and the coming year's Action Plans. **December 21, 2021**
3. Dean submits report to VP Academic with comments. **January 14, 2022**

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# What do I need to do?

## **Note:**

- Only one person can work on the Action Plan document at a time
- Student Long Responses are available upon request

# Considerations for Developing the Action Plan





For Further Support:

Centre for Teaching Learning and Research [iasupport@vcc.ca](mailto:iasupport@vcc.ca)

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