

Section:	Academic/Student (AC)
Subject:	Programs and Curriculum
Legislation:	
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

## **POLICY**

The policy of the Board of Governors is that SAIT maintains a program quality assurance process that ensures that programs align with SAIT’s strategic direction and with internal, external and industry requirements.

## **PROCEDURE**

### **DEFINITIONS**

- Academic Quality Council** A council that reviews the internal self-study, the external reviewers’ report and the program’s action plan, and that reports to the vice president, academic. Detailed information governing the council and its roles and responsibilities is set out in the Program Quality Assurance Manual.
- Annual self-assessment** An annual check-in on a program.
- External review** A program review conducted by at least two reviewers who are external to the program’s school/department and/or SAIT. Detailed information governing the selection of the reviewers and their roles and responsibilities are set out in the Program Quality Assurance Manual.

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<b>Program</b>	A prescribed curriculum leading to a SAIT credential. A program is divided into a number of courses. For the purposes of this procedure, a program includes credit programs, apprenticeship programs and non-credit programs.
<b>Program Quality Assurance Manual</b>	A document that sets out the detailed guidelines and expectations for the Program Quality Assurance Process. It is attached as Schedule A, an Associated Document to this procedure.
<b>Review year</b>	The first year of the program quality assurance process, during which the program completes a self-study and an action plan.
<b>Self-study</b>	A systematic, structured examination of program quality criteria in relation to the program's internal, external and industry requirements.

## GOVERNING PRINCIPLES

1. SAIT supports program quality as a component of institutional quality.
2. The program quality assurance process is managed by the Office of the Vice President Academic.
3. For the purposes of this procedure, a reference to a dean includes a reference to the associate vice president/designate responsible for a program, as applicable.
4. The program quality assurance process may be modified for programs subject to external accreditation reviews, for apprenticeship programs and for non-credit programs, in order to limit redundancies and to ensure process efficiencies. Modifications may include, but are not limited to, adapting the timelines and/or scope of the review. The vice president, academic, in consultation with Academic Quality Council and the program's dean, must approve the modifications to the process.
5. The program quality assurance process is a developmental process that includes a systematic collection and review of multiple program quality criteria and evidence from both a qualitative and a quantitative perspective. The program's faculty, support staff, and management work together in this process to evaluate and report on how well the program meets the needs of students and employers, and to recommend and implement improvements to the program.

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6. Specific details of the program quality assurance process are contained in the Program Quality Assurance Manual.

## PROCEDURE

1. The program quality assurance process is a five-year cycle, unless modified as described above for accreditation requirements, apprenticeship requirements or external requirements. This cycle starts with a review year, which is then followed by several self-assessment years.
2. On an annual basis, the Office of the Vice President Academic, in consultation with schools/departments, identifies the programs that will initiate their review cycles in the upcoming academic year. The decision as to which programs will initiate their review cycles in any given year takes into account the criteria and factors set out in the Program Quality Assurance Manual. At the discretion of the vice president, academic, an unscheduled review cycle may be initiated for a program.
3. A new program completes the annual self-assessment and provides an update to the dean, the Office of the Vice President Academic and Academic Quality Council, for four years starting from the year of its first intake of students. In the fifth year, it then initiates the review cycle.
4. During the review year:
  - a) The program's academic chair/coordinator, faculty and support staff work together to complete a self-study, whereby the program, in collaboration with institutional support services, gathers and analyzes feedback from stakeholders and resources (individuals and groups directly and indirectly involved with the program). This may include students, industry, alumni, program staff, instructors, program advisory committees, etc.
  - b) The program goes through an external review, whereby the external reviewers review the self-study, may participate in a site visit to SAIT and submit a final report to the Office of the Vice President Academic. Please see the Program Quality Assurance Manual for further details. The Office of the Vice President Academic presents the report to the program's dean and academic chair/coordinator.
  - c) The program's academic chair/coordinator, faculty and support staff work together to develop an action plan in response to the self-study and the external review. The

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action plan contains specific recommendations for program improvement and enhancement.

- d) Academic Quality Council reviews the program's action plan and provides its recommendations on the plan to the vice president, academic, the dean and the academic chair/coordinator.
- 5. The program's academic chair/coordinator is responsible for ensuring that the program moves through the program quality assurance process.
- 6. During subsequent self-assessment years, the program's academic chair/coordinator, faculty and support staff work together to conduct an annual self-assessment and to provide an update to the program's dean and the Office of the Vice President Academic, including an update on the progress that the program has made towards the goals identified in its action plan.

## **ASSOCIATED DOCUMENTS**

Schedule A      Program Quality Assurance Manual

## **POLICY/PROCEDURE REFERENCE**

AC.2.19          Program Quality Assurance policy

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