

**PROGRAM VIABILITY ASSESSMENT**

Section:	Academic/Student (AC)
Subject:	Programs and Curriculum
Legislation:	
Effective:	May 30, 1996
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is to examine the desirability of any program that has a graduate employment record for any year which is below the Alberta employment rate in that year.

**PROCEDURE****GOVERNING PRINCIPLES**

1. Based on published data and the SAIT Graduate Employment Survey, the Institutional Planning and Analysis department shall identify annually:
  - a) Alberta employment rates;
  - b) Calgary employment rates; and
  - c) Program employment rates.
2. Programs shall be considered at risk if their program employment rate falls below the average employment rate of Calgary and/or of Alberta in two or more years out of any three-year period.
3. At risk programs shall be assessed in detail against at least the following:

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- a) Published industry sector employee needs and projections as available;
  - b) Program demand factors, including the ratio of qualified applicants to program enrollment targets, alternative training locations and competition in the training area;
  - c) Relevance of the training areas to identified areas of institute strategic focus;
  - d) Program Advisory Committee hiring intentions data;
  - e) Program application to completion ratio; and
  - f) Three to five year historical employment patterns in the program.
4. Based on this assessment, the deans/directors shall make a recommendation to the Executive Management Committee, to:
    - a) Adjust program enrollment targets.
    - b) Discontinue the program either immediately or after the completion of the final year of any ongoing program student cohort; and/or
    - c) Suspend operation of the program for one or more years.
  5. Executive Management Committee shall review the recommendation of the deans/directors and shall in turn recommend action to the Board of Governors.
  6. The Student Development and Counselling unit of the Learner Services department shall monitor program accessibility and drop out rates on a continuing basis and advise relevant schools/ departments and Institutional Planning and Analysis as appropriate with regard to at risk programs.

## **POLICY/PROCEDURE REFERENCE**

AC.2.5 Program Economic Viability Assessment policy

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