

AC405: Program Review

Policy Title:	Program Review
Policy Number:	AC405
Owner:	Sr. Vice President, Academic and Student Success
Approved by:	Senior Leadership Team
Effective Date:	September 2026
Reference:	
See also:	AC410 Program Quality

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Annual Program Review	The Annual Program Review is used as an annual self-assessment tool to report on institutional quality assurance priorities.
Comprehensive Program Review and Renewal	A formal, cyclical evaluation process to assess a program's quality, relevance, and performance, leading to recommendations for program modification to ensure alignment with institutional goals and standards set by the Ontario Ministry of Colleges, University, Research Excellence, and Security.
MCURES	The Ontario government ministry that is responsible for overseeing postsecondary education, including colleges and universities, as well as policies related to research, innovation, and system quality and accountability.
College Quality Assurance Audit Process (CQAAP)	The external audit process for reviewing Ontario colleges' quality assurance systems to ensure their program development, review, and delivery practices meet provincial standards and expectations.

Credential Validation Services (CVS)	Established according to the Minister's Binding Policy Directive, Framework for Programs of Instruction. This service, along with the approval of programs of instruction by the Board of Governors, makes up a component of the self-regulatory mechanisms of the college system. The CVS is operated as a subsidiary of Colleges Ontario.
Postsecondary Education Quality Assessment Board (PEQAB)	An arm's-length advisory body that reviews and evaluates applications for new degree programs and institutions in Ontario, providing recommendations to the Ontario Ministry of Colleges and Universities to ensure they meet established quality standards.
Board of Governors (BoG)	The governing body responsible for overseeing the institution's strategic direction, financial health, and policy decisions, ensuring accountability to the public and alignment with requirements set by the Ontario Ministry of Colleges, University, Research Excellence, and Security.
Program Advisory Committee (PAC)	A group of industry professionals, employers, and alumni who provide guidance on a college program or cluster of college programs to ensure relevancy and alignment with workforce needs.
Vocational/Program Learning Outcomes (PVLOs)	PVLOs are approved by the Ministry of Colleges and Universities and describe the essential learning required for the completion of all Ontario credentials. PVLOs may be in the form of a Program Standard or a Program Description.
Essential Employability Skills (EESs)	EESs are not job-specific skills; they are universal skills shared by all vocations and critical for success in the workplace, in day-to-day living, and for lifelong learning.
General Education	General Education provides a common body of knowledge across arts, sciences, and humanities, preparing students for lifelong learning and informed citizenship.

Purpose:

The purpose of this policy is to ensure programs of instruction at St. Lawrence College are reviewed regularly and in accordance with established quality assurance criteria as well as college policies and priorities. The policy demonstrates a commitment to providing excellence in academic programming by ensuring the content and delivery of programs continue to be responsive, current, and relevant in meeting student, community, and employer needs and ensures compliance with the MCURES Framework for Programs of Instruction, and meets the standards set by the College Quality Assurance Audit Process.

Scope:

This policy applies to all Ontario College Certificate, Diploma, Advanced Diploma, Graduate Certificate and Degree programs developed and conferred by St. Lawrence College, either directly or through a third party and/or offshore partner.

Roles and Responsibilities:

- The **Senior Vice President, Academic & Student Success (SVPA&SS)** is responsible for:
 - Ensuring the Annual Program Review (APR) and Comprehensive Program Review and Renewal (PRR) is administered consistently and in accordance with an established schedule.
 - Discussing action plans with Deans where programs may have potential areas of challenge or opportunity.
 - Reporting to the Board of Governors with an annual summary of program review recommendations.
- The **Strategic Enrolment Management Committee (SEM)** is responsible for:
 - Conducting a sustainability review of identified programs in consideration for recommending suspension of intake or cancelation.
- The **Dean and/or Associate Dean** of the academic area is responsible for:
 - Ensuring the completion and submission of program review reports.
 - Tracking recommendations resulting from the program quality review until completion.
 - Identifying programs to the SVPA&SS that require additional analysis or resource allocation to address the areas of challenge or opportunity.

- **Program Coordinator and Faculty** are responsible for:
 - Reviewing and analyzing data, student and industry feedback, and program curriculum and assessment maps to inform continuous program improvement plans.
 - Completing a formative review of all aspects of the program including compliance, currency, sustainability, and student and employer satisfaction.
 - Completing and submitting required program review reports.
- **Program Development and Innovation** is responsible for:
 - Supporting the program review processes include data integration, analysis, and dashboards; enrolment and retention tracking; ad hoc research; course record maintenance/creation; and administration of all surveys for institutional and ministry performance measurement; environmental scans, and labour market information.
 - Providing guidance to academic teams about how to interpret the data and navigate the various dashboards that are available to college staff.
 - Preparing program-specific data analysis that include relevant program metrics and insight.
- The **Quality Assurance Department** is responsible for facilitating the program review processes which includes:
 - Administering the annual, comprehensive and expedited program review and renewal process at the institutional level by maintaining the program review and renewal schedule, tracking completion and providing status reports, assisting with scheduling, communications, organizing meetings, drafting internal and external communications, forwarding meeting materials, and compiling reports.
 - Distributing the review materials at the beginning of each cycle.
 - Providing coordination and support for the annual, comprehensive and expedited program review and renewal process in collaboration with the School's academic manager, namely the Dean and/or Associate Dean responsible for the program.
 - Reviewing all final reports before they are sent to the Deans, Senior Vice President Academic and Student Success (SVPA&SS) and President for sign-off.

- The **QA Consultants** and other support professionals are responsible for:
 - Facilitating the comprehensive and expedited program review and renewal process.
 - Communicating directly with faculty and management in the academic schools.
 - Ensuring inclusion of all campuses and deliveries.
 - Reviewing all documents for clarity, completeness and consistency.
- The **Office of the Registrar** is responsible for:
 - Operationalizing the new or revised course and program offerings resulting from the program review processes as they relate to admissions, registration, and graduation.
- The **Program Review Committee (PRC)** is comprised of the internal and external participants who are responsible for:
 - Carrying out the comprehensive/expedited program review and renewal process and making recommendations as outlined in AC 405 Program Review policy to ensure quality programming at St. Lawrence College.

POLICY STATEMENTS

1. The quality assurance review process is designed to articulate with and support the College Quality Assurance Audit Process (CQAAP) of the Ontario College Quality Assurance Service (OCQAS) and the criteria and procedures for Ontario Colleges of the Postsecondary Education Quality Assessment Board (PEQAB).
2. The Program Review schedules which include the Annual Program Review and the Comprehensive/Expedited Program Review and Renewal processes are maintained and implemented by the Quality Assurance department in consultation with the Deans/Associate Deans.
3. All programs are required to complete the Annual Program Review in the years between the cyclical Comprehensive/Expedited Program Review and Renewal to support program quality. Programs will not be required to complete the Annual Program Review when participating in the Comprehensive/Expedited Program Review and Renewal process.

4. All programs will undergo a Comprehensive Program Review and Renewal, typically once every five years in accordance with this policy. Programs subject to external accreditation may complete an Expedited Program Review and Renewal that addresses SLC criteria not included in the external accreditation process (es).
5. In the case of programs offered on more than one campus, more than one mode of delivery, and/or through third-party agreements, consultation with faculty delivering the curriculum at all locations is necessary during the program review process to ensure consistency of program design and delivery.
6. The Annual Program Review is a self-assessment mechanism for program teams to:
 - a. Report on the status of the Recommendations/Action Plan from the most recent Comprehensive/Expedited Program Review and Renewal and/or external accreditation.
 - b. Report on the status of institutional priorities identified in the SLC Business and Academic Plan within the program of study.
 - c. Report on other program related topics (e.g., highlight program and student achievements, program challenges and what support would benefit the program).
7. The Comprehensive/Expedited Program Review and Renewal process includes two components: 1) review and 2) renewal mechanisms that involve internal and external consultations for program teams to:
 - a. Consult with graduates and community partners to assure the alignment of the program with current trends or standards within the industry.
 - b. Consult with students to gather constructive feedback and share this feedback with the Program Review Committee.
 - c. Collaborate in the review, revision, development, and alignment of program curriculum and assessment leading to an action plan with recommendations that provide quality learning experiences for students, maintain currency and relevancy of programs throughout their lifecycle and prepare graduates to meet employer needs upon graduation.
 - d. Ensure Vocational/Program Learning Outcomes, Essential Employability Skills (EESs) and General Education requirements comply with the Ministry/Credential Validation Services (CVS) requirements.

8. Program reviews are conducted by a program team, with time allocated to conduct the work. The team is assigned a member of the Quality Assurance department (e.g., QA Consultant) who will facilitate the review and renewal process.
9. The Quality Assurance department will summarize all Program Review recommendations in support of identifying and communicating common themes, informing resource allocation and strategic decision-making, and tracking of outcomes for the upcoming academic year.
10. A summary of program enhancements resulting from program review will be shared annually with respective Program Advisory Committees and college departments including an Executive Summary to the Board of Governors (BoG).
11. All recommendations resulting from the program review processes will be tracked by the QA department and Deans until completion or no longer applicable.
12. All supporting documents from the program review processes are stored electronically by the QA Department on an ongoing basis and distributed as required.

MONITORING

It is the responsibility of the Senior Vice President, Academic and Student Success and the Deans/Associate Deans to ensure adherence to the policy and to interpret the policy.

NEXT POLICY REVISION DATE

September 2031.

SPECIFIC LINKS

APPENDIX A AND ATTACHMENTS

Appendix A: Annual Program Review Procedure (Available soon)

Appendix B: Comprehensive/Expedited Program Review and Renewal Procedure (Available soon)