

## **1.0 ASSOCIATED POLICY**

- Curriculum Policy

## **2.0 DEFINITIONS**

### **Baccalaureate Program Review (“BPR”) Coordinator**

An administrator, designated by the Provost & Vice-President, Academic (or delegate), who is responsible for providing oversight and facilitation of these procedures.

### **Campus Alberta Quality Council**

The arms-length agency of the Alberta Government that reviews and recommends Alberta degree programs to the Minister for approval and monitors degree programs to ensure they continue to meet its standards.

### **Cognate Credential(s)**

A qualification or educational standard, such as a diploma or certificate, achieved through a program accepted as credit, in whole or in part, towards the completion of a baccalaureate degree.

## **3.0 PROCEDURE ELEMENTS**

- 3.1 BPR at MacEwan University proceeds through three phases: preparation, assessment and implementation and monitoring.
- 3.2 The schedule of degree programs undergoing BPR is developed by the Provost & Vice-President, Academic (or delegate) and posted publicly.
- 3.3 BPR proceeds according to a prescribed timeline:
  - 3.3.1 Preparation occurs in the year immediately preceding assessment.
  - 3.3.2 Assessment occurs no less than once every seven years on a public schedule set by the Provost & Vice-President, Academic (or delegate).
  - 3.3.3 Implementation and monitoring begins in the year immediately following assessment and continues until the next BPR.
- 3.4 The phases of BPR are composed of the following required elements:
  - 3.4.1 Preparation
    - 3.4.1.1 The relevant Faculty or School Council establishes a self-study committee to examine a baccalaureate program, including all its specializations and cognate credentials, in accordance with criteria in the Quality Assurance Handbook.
    - 3.4.1.2 The self-study committee meets to elect a committee chair and to review the procedures and process with the BPR coordinator.
    - 3.4.1.3 The self-study committee determines its data needs and collects reports and information from department chairs and the Dean’s office; and, in consultation

with the BPR coordinator, the Office of Institutional Analysis and Planning, academic support units, and students.

### 3.4.2 Assessment

- 3.4.2.1 The self-study committee examines the baccalaureate program in accordance with the guidance in the Quality Assurance Handbook and submits a report outlining their findings to the BPR coordinator.
- 3.4.2.2 As part of the review, the self-study committee examines all primary and secondary specializations as well as Cognate Credentials associated with the baccalaureate program, including all approved transfer, exit, or postgraduate options, to ensure that the programs meet degree level standards and that the relationships are appropriate, strategic, and meaningful.
- 3.4.2.3 At least two qualified experts recommended by the self-study committee and approved by the Dean and the Provost & Vice-President, Academic perform an external review to assess the self-study report. External reviews normally involving a site visit and must include interaction with students and student feedback. The experts submit a single, joint report to the BPR coordinator, who distributes the review to the self-study committee and the Dean.
- 3.4.2.4 The Dean prepares and submits to the BPR coordinator a response to the self-study and external review reports.
- 3.4.2.5 The General Faculties Council (“GFC”) Committee on Academic Planning and Quality Assurance reviews the self-study report, the external review report, and the Dean’s response, interviews the Dean and self-study committee chair, and provides feedback and recommendations in a written report from the Chair.
- 3.4.2.6 The self-study committee can correct factual, grammatical, or typographical errors in the self-study report arising from the peer review process outlined in §3.4.2.3 and §3.4.2.5 and submits a final report with erratum to the BPR coordinator.

### 3.4.3 Implementation and Monitoring

- 3.4.3.1 The Dean develops an action plan based on the results of the assessment phase.
- 3.4.3.2 The action plan is reviewed by the Provost & Vice-President, Academic, who assesses its readiness for further consideration.
- 3.4.3.3 With the endorsement of the Provost & Vice-President, Academic, the action plan is submitted for review and approval to the relevant Faculty/School Council, the GFC Committee on Academic Planning and Quality Assurance, and GFC. If the action plan involves the establishment of new programs or capital expenditures, the action plan is also submitted for review and approval to the Board.
- 3.4.3.4 Upon approval by GFC and/or the Board, the BPR coordinator electronically files the final documents; and, as required, reports to the Campus Alberta Quality Council.

- 3.4.3.5 The Dean monitors progress and provides annual updates on the action plan to Faculty/School Council and the GFC Committee on Academic Planning and Quality Assurance.

#### **4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS**

- Curriculum Policy
- Quality Assurance Handbook

#### **5.0 ACCOUNTABILITY**

##### **Responsible Office**

Provost & Vice-President, Academic

#### **6.0 HISTORY**

##### **Relevant Dates**

Approved: **22.06.17**

Effective: **22.06.17**

Next Review: **27.06**

##### **Modification History**

**2014.11.25** Created to separate procedures from policy.

**2022.06.17** Revised and updated to reflect new policy structure and changes in governance; and, to increase clarity around steps and processes, especially related to student engagement. Approved by General Faculties Council Motion #GFC03-17-06-2022.