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## Program Review

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Executive Division:	Provost & VP Academic
Department Responsible:	Academic Planning & Quality Assurance
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## Policy Statement

BCIT is committed to developing, maintaining, and renewing high quality educational programs by systematically reviewing and assessing its programs for quality, currency, and relevance to stakeholder needs.

This policy supports the Institute Strategic Plan, enabling BCIT to achieve its objectives of sustaining quality of education and promoting student success.

## Purpose of Policy

Program reviews enable BCIT to:

- anticipate and plan for changes that will affect program curriculum; and,
- ensure that its credentials:
  - are recognized and well regarded;
  - continue to meet the needs of its diverse interested parties, including students and industry partners;
  - are consistent with credential standards and are of appropriate rigour; and,
  - remain aligned with Institute strategic direction and key priorities.

The purposes of this policy are to:

- outline the framework and communicate the process for program review;
- define the roles and responsibilities of everyone involved in program review; and,
- align BCIT's program reviews with expectations of the Ministry responsible for post-secondary education (Ministry) and the Degree Quality Assessment Board (DQAB).

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## Application of Policy

This policy applies to BCIT employees involved in the review of Institute educational programs.

## Related Documents and Legislation

### BCIT

Program Review Guides  
Program Review Report Templates

### Provincial Legislation & Guidance

*College and Institute Act*  
BC Degree Quality Assessment Board (DQAB) Guidelines and Criteria  
Quality Assurance Process Audit - Province of British Columbia

## Definitions

The following definitions apply in this policy and associated procedures:

**“Credential”** means a formal qualification awarded by BCIT resulting from studies containing evaluative components. Examples include certificates, diplomas, and degrees.

**“Curriculum”** means the learning activities and intended learning outcomes of educational courses. It refers to both the objectives of a planned set of learning experiences and to the learning experiences themselves.

**“Program”** means a group of courses comprising the requirements for a BCIT credential.

## Overview of Program Review

Program review provides opportunity to identify and promote specific aspects of educational excellence within a program, and to improve instruction and services to learners. Program review is a collaborative, systematic, constructive, research-based examination of program quality that contributes to a culture of self-reflection, evidence-based inquiry, and continuous improvement. Program review results in an action plan focused on enhancements, ensuring programs remain current with developments and advancements in their fields and aligned with Institute direction. While program review is a comprehensive and formal process to be undertaken according to Institute schedule, programs are encouraged to commit to ongoing quality improvement by informally reviewing their program annually.

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## Program Review Components

### 1. Self-study Report

Program review begins with an internal self-study report undertaken by program faculty and administration. This report includes data, discussion, and analysis of several aspects of the program, and concludes with relevant recommendations.

### 2. External Review

An external review, including a virtual or in-person site visit, will be conducted to assist the program area and BCIT in validating the internal self-study and the resulting recommendations.

### 3. Program Response and Final Recommendations and Action Plan

Program representatives prepare a written response to the external review team report, incorporating an action plan to implement final recommendations.

### 4. Institutional Response

The findings and recommendations in the program review final report are presented to Education Council by the school dean. Any program changes resulting from program review recommendations will follow the process for program change approvals outlined in Policy 5401, Program Development and Credentials.

### 5. One Year Status Update

One year following the Institutional Response above, the school dean will update Education Council on the status of the action plan implementation.

## Scope

This policy applies to all programs leading to BCIT credentials. Offerings that do not lead to BCIT credentials (e.g., apprenticeships and industry services training) do not require program reviews.

Program review is not an evaluation of individual faculty, staff, or administrators' performance.

## Duties & Responsibilities

The primary persons and groups responsible for program review are listed below, along with their roles. Procedure 5402-PR1 sets out the sequence and steps involved in program review. The Procedure describes the related duties in greater detail. Additional guidance is found in Program Review Guides and in the Program Review Roles and Responsibilities document.

### Education Council

Education Council receives the final recommendations and action plan and the one-year update, requesting clarifications and commenting as appropriate.

### External Review Team

The external review team reviews the self-study report and undertakes a virtual or in-person site visit to validate the internal review and recommendations.

**Office of the Provost and Vice-President Academic**

The Office of the Provost and Vice-President Academic (through the Academic Planning and Quality Assurance office or APQA) oversees the program review process and is responsible for ensuring it meets the Institute's needs. APQA guides program review teams and works with other departments that support program review (i.e., Institutional Research and Planning and the Learning & Teaching Centre) to ensure program reviews are conducted effectively and efficiently. The dean of APQA receives and formally endorses the final self-study report and the program response including the final recommendations and action plan, and notifies Education Council when the program review is complete. Program changes resulting from program review recommendations follow the process for program change approvals outlined in Policy 5401, Program Development and Credentials.

**Program and School Staff**

Program reviews are led by a program champion working collaboratively with other members of the program (including the associate dean and school dean) and the Learning & Teaching Centre to complete the program review.

Associate deans are responsible for ensuring program reviews are conducted according to BCIT policy, in a timely manner, and within budget. School deans ensure adequate resources are budgeted to conduct the planned program reviews according to the Institute schedule.

**School Quality Committee (SQC)**

The SQC acts as a resource to the program under review by providing insights into the process, reporting, and expectations, and by reviewing the self-study report to provide peer feedback.

**Procedures Associated with This Policy**

5402-PR1, Program Review Process

**Forms Associated with This Policy**

See associated Procedure 5402-PR1, Program Review Process

**Amendment History**

Policy 5402 is one of a series of policies and procedures created to replace Policy 5004, retired in 2011.

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|------------------------|---------------------------------|
| 1. Created – version 1 | Approved 2011 Nov 22 [replaced] |
| 2. Revised – version 2 | Approved 2013 Apr 09 [replaced] |
| 3. Revised – version 3 | Approved 2017 Dec 05 [replaced] |
| 4. Revised – version 4 | Approved 2025 Oct 07 [in force] |

**Scheduled Review Date**

2030 Oct 07 (or earlier for reasons of regulatory or operational changes).