



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: PROGRAM REVIEW

Procedure No.	AC-109-PR	Division	Academics
Supersedes	n/a	Board Policy Ref.	BP-AC-103B
Related Policy	AC-109	Effective Date:	September 12, 2007

PROCEDURE

1.0 Goals of Review

- To provide continuous quality improvement of programs
- To ensure relevance of the programs in maintaining currency with changing needs of the labour market
- To assist in effective and efficient planning, budgeting and decision making.

2.0 Relevant Information

The review process will provide all relevant information concerning a program including but not necessarily limited to:

- a) History of program offering at site/s
- b) Student demand
- c) Attrition rates
- d) Graduate employment rates
- e) Labour market demands - current and forecasted - regional, provincial, national and international
- f) Advisory Committee recommendations/observations
- g) Direct link to regional economic development
- h) External accreditation
- i) Student/Graduate observations/recommendations
- j) Methodology of delivery
- k) Staff qualifications/skills

- l) Resources – physical plant, labs, etc.

3.0 Scheduling a Program Review

A schedule of program reviews will be provided by the Programs Division on the recommendation of each of the Provincial Schools Teams (PST) and in consultation with the Provincial Program Planning Team (PPPT).

4.0 Detailed Standards for Completing a Review

Detailed standards for conducting the review and preparing the report will be outlined in a document entitled, “Handbook of Standards and Procedures for Completing a Program Review in Accordance with College Policy,” which will be available through the office of the Vice President of Academic and Learner Services.

Approval History	
Approved by President	March 25, 1999
Reviewed	September 12, 2007
Next Review	September 2011