

<b>Policy Title:</b>	Program Review		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input type="checkbox"/> Academic - Administrative	
	<input checked="" type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	May 28, 2020	<b>Effective date:</b>	May 28, 2020
<b>Policy Sponsor:</b>	Vice President, Academic and Vice President, Administration and Finance (co-sponsors)	<b>Date last reviewed:</b>	May 28, 2020
<b>Date of Mandatory Review (expiry date)</b>	May 2025	<b>Date of last revision of Procedures</b>	May 28, 2020

## 1 POLICY

CMCC will conduct three types of program reviews in compliance with the standards of the Federation of Canadian Chiropractic (Federation or FCC), the Postsecondary Education Quality Assessment Board (PEQAB), and the Council on Chiropractic Education (CCE):

- a comprehensive self-study for accreditation every four to eight years or as directed by either FCC, PEQAB or CCE;
- an annual program review, in the form of a self-study, to the President; and
- a specific department review as directed by the President.

## 2 PURPOSE

To ensure that the content and delivery of programs, and/or departments, are responsive and relevant in meeting student needs, while also maintaining the relevance of the program to the field of practice.

## 3 SCOPE

All programs and departments in the institution.

## 4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- FCC Program Standards for the Doctor of Chiropractic Degree Program - Canada: Standard 3 (Program Content); Standard 4 (Program Delivery); and Standard 5 (Program Evaluation)
- PEQAB Manual for Private Organizations: Standard 8 (Organization Evaluation); and Standard 10 (Program Evaluation)
- CCE Accreditation Standards: Section 1 (CCE Principles and Processes of Accreditation); Section 2 (Requirements for Doctor of Chiropractic Degree Educational Programs); and Section 3 (Requirements for Institutional Accreditation)

Where a program review is being conducted as part of the accreditation process, the program will be evaluated against a set of prescribed standards as put forth by the accrediting body. In

circumstances where the institution is in an accreditation self-study year, an annual program review may not be warranted. A gap analysis between the annual program review requirements and accreditation requirements will be conducted. Where there is a gap between the two, a supplementary report addressing those gaps will be submitted to the President instead of a full annual review.

## 5 RELATED POLICIES (not a comprehensive list)

- Quality Assurance Policy

## 6 DEFINITIONS

The program review process is a comprehensive and in-depth appraisal and reflection of program content and delivery, student performance, institutional metrics, resources, facilities and services. Through this critical assessment of the program and/or department, the institution is able to identify its strengths and uncover opportunities for improvement.

<b>New Policy Approved (date):</b>
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March 2009
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<b>Policy Revision History (dates):</b>
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May 28, 2020
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-----END OF POLICY-----

## 8 PROCEDURES

### 1. Accreditation Self-Study

As a professional degree-granting institution, CMCC is subject to external review by its accrediting bodies. The accreditation process conducted by these bodies occurs minimally every 4 to 8 years and requires a self-study report.

The self-study is a collaborative and transparent process where the report is written by program administrators with input from the broader CMCC community including students, faculty, staff, and the Board of Governors. The self-study report is produced to demonstrate CMCC's compliance to the standards prescribed by its accrediting bodies and to reveal opportunities for improvement.

Once the self-study report is submitted to the accrediting body, the accrediting body may request additional documentation or material for review. Once all requested materials are received by the accrediting body, they will form an external Program Evaluation Committee (PEC) or site-visit team to review the self-study report as well as any other materials submitted for review. The PEC or site-team will then work with CMCC to schedule a site visit to validate and verify the content of the self-study report. Once they have concluded their site visit, the PEC or site team will issue a report outlining the institution's strengths, areas of concern, and opportunities for improvement.

## 2. Annual Program Review

The Annual Program Review is conducted at the end of each academic year. It is conducted in the form of an internal self-study to self-assess program performance using data collected throughout the academic year. Program-related data includes, but is not limited to, application and enrolment trends; student and graduate satisfaction; graduation and retention rates; program learning outcomes; program advisory committee activity; and student performance review.

The Annual Program Review reports are written by the program administrators with input from cross-institutional metrics and stakeholders. Once completed, they are submitted to the President, relevant members of the Executive Leadership Team, and to the Division of Institutional Planning.

## 3. Specific Department Review

CMCC conducts Specific Department Reviews at the discretion of the President.

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## 8 ATTACHMENTS

None