



Trades and Technical Programs

Program review is a process about improving student learning experiences and ensuring teaching and learning activities, assessment strategies and engagement with students are all creating successful learning opportunities. This document outlines what program review is, why it is important, and how the Centre for Teaching and Learning Innovation (CTLI) will guide you through the process.

What is Program Review?

- Reflective process focusing on the program’s strengths and areas for enhancement
- Assessing the quality of student learning experiences and student achievements
- Feedback from industry, community, graduates, current students, and colleagues from other BC institutions
- Take feedback to make informed decisions about how to improve student learning

Why is Program Review Important?

1. Helps identify areas of strength and weakness in your program
2. Leads to improvements in teaching, learning, and student success
3. Ensures program is meeting industry standards and expectations
4. Is a Ministry requirement of all BC post-secondary institutions for programs to undergo a thorough review every 7 years

What are the 7 Phases of Program Review?

For each phase of the review, instructors will work together. Support and facilitation are available from CTLI.

1. **Planning Phase** (Instructor Commitment: ~ 3-4 hours) Set up timelines for completion, ensure clarity on expectations, develop a plan, and explore areas to focus on during the review.
2. **Data Gathering and Analysis Phase** (Instructor Commitment: ~ 6-8 hours) Gather feedback including past and current student evaluations, employers, industry, community members etc. Feedback summarized to identify trends, strengths, and areas for improvement.
3. **Self-Study Phase** (Instructor Commitment: ~ 6-8 hours) Reflection on the feedback collected, share details on program, impacts of student learning, teaching and assessment practices, questions etc.
4. **External Review Phase** (Instructor Commitment: ~ 3-4 hours) External reviewers provide an unbiased assessment of the program including feedback and recommendations for improvement. Instructors are provided with a preparation session prior, spend about 1.5 hours with review team and read their report.

5. **Final Report and Action Plan Phase** (Instructor Commitment: ~ 4-6 hours) Summarize the findings and feedback from the previous phases and develop an action plan to address areas for improvement.
6. **One-Year Follow-Up Phase** (Instructor Commitment: ~ 3–4 hours) Review progress made on the action plan and identify any additional steps that need to be taken.
7. **Ongoing Curriculum Renewal Phase** (Instructor Commitment: ~ TBD) – Between the completion of the one-year follow-up and the next review, instructors monitor, assess, and make changes as needed to ensure that program remains up-to-date, relevant, and of the highest quality.

How will the Centre for Teaching and Learning Innovation (CTLI) support the Program Review Process for Trades and Technical Program Instructors?

CTLI will provide support and resources throughout each phase of the process, including:

- Schedule meetings at times that work for all instructors
- Facilitate meetings through discussion, sharing, questions, listening and taking notes
- Provide guides, templates, and examples
- Write reports and plans in collaboration with the instructors’ input
- Develop and implement surveys, focus groups, interviews and gather feedback
- Coordinate the external review process
- Answer questions, provide communication so everyone is kept informed, share updates and next steps

Program Review Phases: One-Year Plan

All core phases (Phases 1-5) should be completed within the 10-month academic year from September to June with a couple of planning meetings held the Spring before. A year later a follow-up report is written.

		NIC One-Year Plan: Seven Phases of Curriculum Renewal and Program Review																							
		Year 1 Program Review			Year 2 Program Review			Year 3 Ongoing Renewal Activities			Year 4 Ongoing Renewal Activities			Year 5 Ongoing Renewal Activities			Year 6 Ongoing Renewal Activities			Year 7 Ongoing Renewal Activities					
Phases		Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.	Spr.	Fall	Win.
1	Planning Phase																								
2	Data Gathering and Analysis Phase																								
3	Self-Study Phase																								
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6	One-Year Follow-Up Report Phase																								
7	Ongoing Curriculum Renewal Phase																								