

POLICY TITLE	Review of Instructional Programs
POLICY HOLDER	Academic Council
ORIGINAL DATE	May 24, 2017
REVIEW DATE	
REVISED DATE	
NEXT REVIEW	November 2019

POLICY

Yukon College’s educational offerings are reviewed regularly for their educational quality through a collaborative, systematic, evidence-based examination of a program. Program review provides an opportunity to identify and promote specific aspects of educational excellence within a program, and to identify opportunities to improve program quality.

Approval Statement

With the endorsement of the Senior Executive Committee and the President and approval of Academic Council this policy is hereby deemed in effect the 24th day of May, 2017.

Signed by Ernest Prokopchuk – original on file
Chair, Academic Council, Yukon College

May 24, 2017
Date

1.0 PURPOSE

Yukon College is committed to offering programs of high quality and standards, to the continuous improvement of its programs, and to transparency and accountability in these activities.

The formal review process is only one expression of Yukon College's commitment to maintaining quality. Faculty and staff involved in the development and delivery of instructional programs are expected to maintain a professional commitment to program quality and student success, regularly evaluate courses and programs through various means, and act to improve quality whether or not a formal review has been conducted.

As a means of achieving this commitment, Yukon College requires the careful review of all new program proposals prior to their approval and implementation and the regular and systematic review of all existing instructional programs. Review of existing instructional programs will consist of evidence-based periodic program reviews (Procedure #1 – Review of Existing Instructional Programs). Review procedures ensure that instructional programs and its corresponding departments are aligned with the values, goals, and objectives of the institution and of their respective disciplines.

2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Academic Plan
Academic Regulations
Collective Agreement
Institutional Values
Procedure #1 – Review of Existing Instructional Programs
Procedure #2 – Suspension, Cancellation, or Discontinuance of Programs
Research Plan
Strategic Enrolment Management Plan
Strategic Plan
Yukon College Act

3.0 SCOPE

This policy applies to all instructional programs at Yukon College.

Program review is not intended to address the performance evaluation of personnel, which is appropriately carried out through established procedures in accordance with Yukon College’s Collective Agreement and policies and procedures for instructor evaluation.

As part of its responsibility under the College Act, Academic Council must advise the Board on the development of educational policy for the establishment, revision, or discontinuance of courses and programs, as well as the assessment of programs, where financial and strategic implications may arise.

4.0 DEFINITIONS

The following definitions are used throughout this policy and its accompanying procedures:

- a. An instructional program is defined as an institutionally-approved matrix of courses, under the governance of Academic Council, leading to a recognized credential issued by Yukon College. The term applies to approved certificates, diplomas, bachelor’s degrees (majors and minors), and post-graduate certificates/degrees. Program requirements are summarized on the Yukon College website.
- b. An undergraduate degree program leads to a credential at the baccalaureate level at Yukon College and/or elsewhere.
- c. A non-degree program leads to a credential at the level of certificate or diploma, including advanced certificates or diplomas and post-degree diplomas.
- d. A major or minor refers to the set of courses or other units of study required to complete a specialization within an undergraduate degree program.
- e. A post-graduate degree/certificate program leads to a credential at the post-graduate level.
- f. An academic year is defined as the period from September 1 to August 31.
- g. Learning objectives are determined by instructors and express the intended learning outcomes or achievements students should accomplish by the end of the program or course.

- h. Learning outcomes are the actual learning outcomes or achievements students have accomplished by the end of the program or course.
- i. Discontinuance occurs when an intake of new students into a program is interrupted. Further discussion will take place to determine if this will be temporary (suspension) or permanent (cancellation).
- j. Suspension refers to a scenario where the intake of new students is temporarily stopped in an ongoing program.
- k. Cancellation refers to a scenario where the intake of new students is permanently stopped in an ongoing program.

5.0 PROCEDURES

For specific procedures, refer to the following documents that accompany this policy:

Procedure #1 – Review of Existing Instructional Programs

Procedure #2 – Suspension, Cancellation, or Discontinuance of Programs

6.0 PROBLEM SOLVING

Any questions or concerns arising out of the intent, content, implementation, or application of this policy should be reported to the Chair, Academic Council.

Where a concern or dispute arises from a decision made as a result of enforcing this policy, the Chair, Academic Council should be notified as soon as possible after the decision has been made. In such cases the Chair, Academic Council will advise the concerned individual(s) of the appropriate appeal process to follow under the circumstances.

Periodic policy renewal

This policy and accompanying procedures for the review of instructional programs will be reviewed on a periodic basis, at least every three years. It is the

responsibility of Academic Council to initiate such reviews and to ensure that policies and accompanying procedures and documents are updated as required.

7.0 FORMS

N/A

8.0 APPENDICES

N/A

9.0 ADDENDUMS

Addendum A - Policy Communication Checklist

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name:
Number:
Submitted by:

List those consulted with in preparation of this policy:

Name	Department	Date
Lacia Kinnear	Institutional Research & Planning	December 2016
Dawn Macdonald	Institutional Research & Planning	January 2017
Deb Bartlette	Vice President Academic & Student Services	February 2017
Internal Academic Governance Committee		February 2017
Karen Barnes	President's Office	March 2017
SEC, AC & YC Community		April/May 2017

The order for communication and/or consultation for a new or revised policy is as follows:

1. Internal Academic Governance Committee – initial review and recommendations to Academic Council;
2. Academic Council – review and recommendations for further consultation;
3. Identified stakeholders within Yukon College in order of priority – see below;
4. SEC – to be briefed on any issues arising out of stakeholder consultations;
5. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
6. Academic Council – final draft supported by SEC membership and approved by the Academic Council.

This checklist must be completed prior to the final draft of a policy being presented to Academic Council for approval.

Body	Communication Planned	Completed	Comments
SEC			
Student Union			
Employee's Union			
Occupational Health and Safety			
Academic Council			
Board or a Board subcommittee			

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Original Date: May 24, 2017
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**AC04 - REVIEW OF INSTRUCTIONAL PROGRAMS
ACADEMIC COUNCIL**

Internal Academic Governance Committee			
SEC for Final Review			