



## Procedure

Procedure Name	<b>Academic Program Quality Assurance</b>		
Procedure #	IP 2.2	Parent Policy	IP 2.0 Academic Programming
Policy Owner	Board of Governors	Effective Date	December 21, 2015
Procedure Owner	Vice President Academic	Review Date	December 2020
Approved by	Vice President Academic	Approval Date	December 21, 2015

### 1.0 Purpose/ Background

Based on NAIT’s commitment to quality polytechnic education that is relevant, applied, and technology-based, all academic program areas conduct yearly quality assessments—annual reflections are completed each year in which a comprehensive review is not required.

### 2.0 General Principles

All Ministry-Approved (credit) programs undergo regular internal evaluation and external review.

All Board-Approved (non-credit) programs undergo regular internal evaluation and external review.

### 3.0 Definitions

Term	Definition
<b>Ministry-Approved Program</b>	A program of study that is approved by Alberta Advanced Education and leads to a credential defined in Alberta’s Comprehensive Credential Framework.
<b>Board-Approved Program</b>	A program of study that is approved by NAIT’s Board of Governors and leads to a Certificate of Achievement.
<b>Annual Reflection</b>	A yearly program self-reflection designed to provide an opportunity for program areas to review the quality of their program, with a focus on continuous improvement.
<b>Comprehensive Review</b>	A program review that is completed every five years (or in alignment with accreditation requirements). Including a program self-study and a review by external experts, it focuses on the

	program's design, implementation, and outcomes, and it results in an action plan for improvement.
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#### 4.0 Ministry- and Board-Approved Program Procedures

##### 4.1 Annual reflections are completed each year in which a comprehensive review is not required. The dean/executive director and program chair/portfolio manager initiate an annual reflection by selecting a review committee.

- 4.1.1 All program areas use the *Annual Reflection Templates* and accompanying *Quality Assurance Guide* to ensure consistency in quality assessments.
- 4.1.2 The review committee develops an Annual Reflection Report that includes an action plan and is submitted to the dean/executive director.
- 4.1.3 The dean/executive director collects all of the annual reflection reports completed in the school during the academic year, and develops a School Summary Report.
- 4.1.4 The dean/executive director sends to the chair of the Program Mix and Quality Assurance (PMQA) committee electronic versions of the School Summary Report and all of the school's annual reflection reports. The PMQA committee reviews all of the annual reflections completed in the academic year, and provides a brief summary of them to the Provost Council, Academic Council, and to the Provost and Vice-President Academic.

##### 4.2 Comprehensive reviews are completed every five years or in alignment with accreditation requirements. The dean/executive director and program chair/portfolio manager initiate a comprehensive review by selecting a review committee.

- 4.2.1 All program areas use the *Comprehensive Review Templates* and accompanying *Quality Assurance Guide* to ensure consistency in quality assessments. Alternatively, external accreditation documentation is used where applicable. [Note: a curriculum review and renewal (CRR) process and documentation are completed in tandem with the self-study.]
- 4.2.2 The review committee, in consultation with program faculty and NAIT senior administrators arrange for an external review to be conducted by qualified experts.
- 4.2.3 The review committee develops a Self-Study Report.
- 4.2.4 The external reviewers examine the Self-Study Report, complete a site visit, and develop an External Review Report.
- 4.2.5 The review committee reviews the Self-Study Report and External Review Report, and prepares a Program Response Report, which includes an action plan to implement recommendations.
- 4.2.6 The dean/executive director reviews the Self-Study Report, External Review Report, and Program Response Report, and prepares a Dean's/Executive Director's Response Report approving the proposed action plan.
- 4.2.7 The dean sends to the chair of the PMQA committee electronic versions of the Self-Study Report, External Review Report, Program Response Report, Dean's Response Report, and the CRR documentation.
- 4.2.8 The chair of the PMQA committee sends electronic versions of the CRR documents to the CQSC. The CQSC reviews and signs off on the CRR documentation.

- 4.2.9 The CQSC alerts the PMQA chair that the CRR documentation has been signed off. The PMQA committee reviews the four comprehensive review reports, and signs off on the completed program review.
- 4.2.10 Where applicable, the PMQA committee submits comprehensive review results to the associated professional regulatory organization and/or to Campus Alberta Quality Council.
- 4.2.11 The PMQA committee provides a brief summary of the review results to the Provost Council and Academic Council, and to the Provost and Vice-President Academic for sign-off. A Comprehensive Review Summary is published online.

**4.3 The PMQA committee monitors and reports on program mix and quality, and on program action plans.**

- 4.3.1 PMQA provides recommendations on program mix and quality to Provost Council and reports annually to Academic Council.
- 4.3.2 PMQA provides reports regarding action plan implementation to Provost Council and reports annually to Academic Council.

**5.0 Exceptions to the Procedure**

5.1 Exceptions to this procedure must be documented and formally approved by the Policy Lead.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

***Document History***

<i>Date</i>	<i>Action/ Change</i>