



PROGRAM EVALUATION

#3-11

Approved:	March 26, 1997	by: Board of Governors
Revised:	April 12, 2002	by: Education Council
Approved:	April 24, 2002	by: Board of Governors
Effective:	April 24, 2002	
Date to be Reviewed:	2007	

POLICY

As part of its commitment to design and deliver effective educational programs, North Island College will foster an environment that supports constructive evaluation and continuous improvement. In this environment, program evaluation will help to ensure that the College's programming is consistent with its mission and values.

Program Evaluation comprises two related processes. The first, an Annual Program Evaluation, will consist of the regular monitoring of the quality and relevance of all programs by their Departments and Deans. The second, an In-depth Program Evaluation, will consider these same issues more thoroughly for particular programs when this is warranted. This policy applies to Category A programs.

PURPOSE

The purpose of program evaluation is to ensure the quality and relevance of the College's programs. It will also assist the College in its educational planning and provide an opportunity to link professional development to the needs of programs.

GUIDELINES

1. Annual Program Evaluation

- a. Annual evaluation will be flexible enough to accommodate the differing needs of the College's diverse programs, and simple enough to avoid diverting excessive resources from program delivery. Each Department, in cooperation with its Dean, will develop a process to review the quality and relevance of its programs. This process will examine:

1. Relevant indicators and trends, including both College-defined key performance indicators and any other information, quantitative or qualitative, that the Department deems appropriate;
 2. Curriculum relevance and currency; and
 3. Student progress and satisfaction during the program and after completion.
- b. The Department will file a standardized report through the Dean to the Vice President, Education summarizing any findings or recommendations that emerge from the evaluation. This report may suggest program adjustments and it may identify professional development considerations and/or budget implications to be considered in the educational planning and budgeting processes.
 - c. A Joint Standing Committee on Evaluation will be established, chaired by the Vice President, Education. Membership of the Committee will include representatives of Deans' Council and Education Council, including student and faculty representation. The Committee will advise the Vice President and consult with Education Council on the content and process of Annual Program Evaluation.

2. In-depth Program Evaluation

The Vice President, Education may initiate an In-depth Program Evaluation at any time. At such time the Vice President, in consultation with the Dean, will designate a person or persons, including at least one person external to the program, to prepare a report which includes:

- a. Cumulative data from the Annual Program Evaluations;
- b. Additional information as appropriate;
- c. Analysis of the data and other information; and
- d. Findings and recommendations.

3. Use of Information Contained in the Evaluations

Information from the Annual and In-depth Program Evaluations will be available for use in all aspects of the educational planning process, including new program development, program revision and program cancellation.

Definitions:

Category A Programs are credit courses leading to a certificate, diploma or degree.

Cross Reference:

See also Prioritizing New Program Proposals Policy #3-13

See also New Course and Significant Course Change Policy #3-15

See also Program Cancellation Policy #3-20