

# New Program Review Framework

Last Updated: February 2023

## Preamble

Review of academic, research and administrative units is guided by the Senate policy on the [Reviews of Administrative Units](#)<sup>1</sup>. External Academic Unit Reviews provide an opportunity for an academic unit to reflect on its full suite of activities, including taught programs, operations, current and emerging research areas and obtain external advice to guide continuing improvement of academic and operational quality. Information on this process as well as the Principles, Procedures, and Guidelines that dictate questions asked can be found at <https://academic.ubc.ca/academic-community/external-reviews>

The intention of this framework is to support specific reviews for new programs after two or more operational cycles, to reflect on initial program goals and to identify opportunities for enhancement. Recommendations and action plans emerging from this process can be used to later support self-study submissions for External Academic Unit Reviews.

In 2018/19, UBC Vancouver participated in the Ministry of Post-Secondary Education and Future Skills [Quality Assurance Process Audit](#) (QAPA) – an external review process conducted by the Ministry and required of all BC public institutions every 7 years. One of the [recommendations](#) from the Ministry included the development of a formal program review of all new programs after two cohorts have graduated to assess student outcomes and related evidence.

Through the New Programs Hub, support is available to assist Faculties developing new programs from ideation through to implementation, as shown in Phases 1-4 in Figure 1. This framework seeks to provide a mechanism to support Phase 5: Program Reviews.

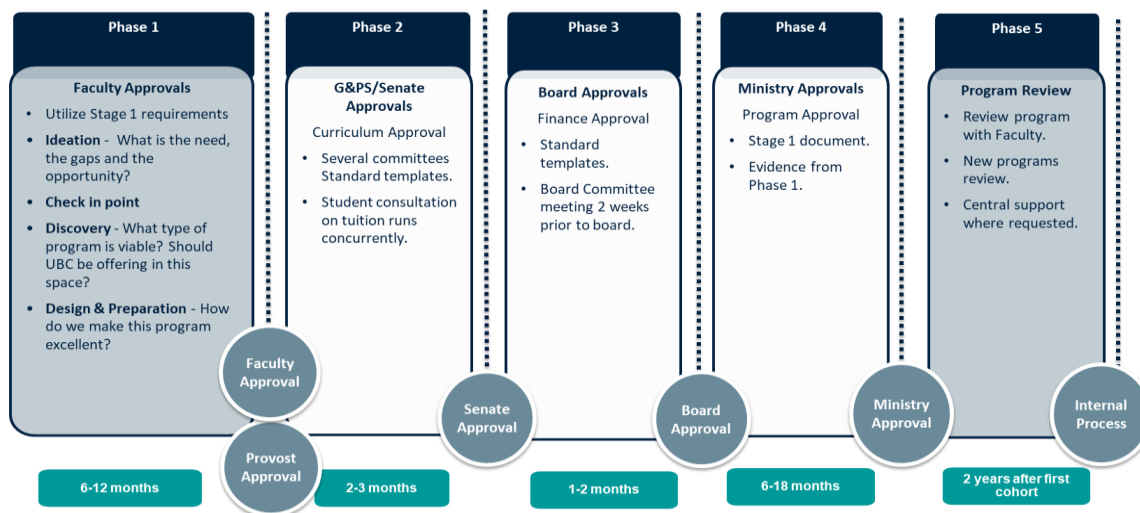


Figure 1: Areas of support for new programs provided through the New Programs Hub

<sup>1</sup> This policy is currently under revision.

## Background

As a public post-secondary institution in British Columbia, UBC should actively ensure the periodic review of degree and non-degree programs for both quality assurance and enhancement processes. The review process should:

- Reflect the University's vision, purpose, and values
- Assess the effectiveness of its programs and services and their responsiveness to student, labour market and societal needs; and
- Contribute to the continuous improvement of the University.

## Purpose

- This framework supports UBC's commitment to quality, accountability, sustainability, and continuous improvement of our programs offered by ensuring:
  - The regular and systemic reviews of the operation, objectives, effectiveness and relevance of the programs (degree and non-degree);
  - The opportunity for self-evaluation within the program or service unit; and
  - Ongoing internal institutional reporting, follow-up and accountability.

## Scope

The intention of this framework is to support reviews for new programs (degree and non-degree) after two or more operational cycles, including those offered on campus or through online delivery or other non-traditional methods. Programs that undergo professional accreditation are considered exempt since the goals and outcomes are similar. As per the recommendation of the Ministry, the suggestion is for reviews to be conducted after a minimum of two cohorts have graduated, and on an ongoing basis of every 5-8 years. Participation is optional and is to be prompted by a recommendation from the Dean or the Program.

## Role and Responsibilities of New Programs Hub (Provost Office)

- Maintain database of programs in-scope and track status of reviews.
- Provide participating programs with the necessary documentation for completion of their self-assessment, as well as guidance and support, where requested, during the process.
- Work with the program to establish a core working group. This working group will review all materials generated to draft recommendations for program enhancement. Representation on the working group from the New Programs Hub is available, if requested.
- Make connections with other units on campus for support, as necessary (e.g., Faculty of Graduate and Postdoctoral Studies, Centre for Teaching, Learning and Technology, Extended Learning, Planning and Institutional Research Office).

## Process

- The New Programs Hub will maintain an inventory of programs that fall within scope (e.g., those programs that have graduated two or more cohorts). This will be shared annually with the Associate Deans Academic.
- A Faculty or Program makes the recommendation to proceed with a review, and informs the New Programs Hub.
- The review will be scheduled at a time that aligns with the flow of the New Programs Hub and the objectives of the Faculty/unit, to the extent possible.

- Kick-off meeting will be scheduled by the New Programs Hub to discuss the goals of the review, roles and responsibilities, milestones, and next steps. Representation at meeting to be discussed with Program/Faculty.
- Document templates will be provided, and where support is requested, the New Programs Hub will help pre-populate with information pulled from the original program proposal, as well as data available centrally through PAIR.
- When requested, the New Programs Hub will work with the Program to identify potential data sources or methods for collecting relevant data (e.g., survey or alumni surveys). Support for analysis may be available, pending capacity.
- Program representation is responsible for completing the remainder of the document, within an agreed period of time.
- Once all documentation is received, a meeting will be organized between the Program, Faculty and the New Programs Hub to discuss the emerging strengths and areas for improvement and to begin identifying recommendations for enhancement.
- The final documents and drafted recommendations/action plan is to be shared with the Dean's Office and the Vice Provost and Associate Vice-President, Teaching and Learning *pro tem* for review. Programs will have the option to elect to have their full package reviewed by an arms-length reviewer for comments. (Such reviewers will be senior faculty members with experience of program development, selected by the Dean and Vice Provost and Associate Vice-President, Teaching and Learning *pro tem*).