



Credit Program Review (QIPR)	
Policy: Program Quality Assurance	
Category: Academic	Approval Date: January 9, 2020
Procedure Owner: Academic Policy Committee	Effective Date: January 1, 2020
Procedure Administrator: Quality Improvement of Programs Committee	Review Period: 5 Years
Associated Procedures and Documents <ul style="list-style-type: none">• Accredited / Externally Approved Credit Program Review Procedure• Curriculum Development, Redevelopment, and Documentation Procedure• External Reviewer Procedure (QIPR)• QIPR Self-Study Outline for Credit Programs• Program Development Procedure• Quality Improvement of Programs Committee Terms of Reference• QIPR 2-Year Process Flowchart• Standard Data Package Contents	

PURPOSE

To outline the process by which RDC continuously improves its Credit programs. Schools use this process to inform continuous program improvement, and operational and budget plans. Programs with accreditation or external approval should refer to the Accredited / Externally Approved Credit Program Review Procedure.

PROCEDURE

1. Quality Improvement Program Reviews are carried out at minimum every seven (7) years for Credit Programs. QIPRs may be requested earlier than the seven (7) year cycle.
2. The QIPC Co-Chairs set and maintain the schedule for QIPR in consultation with the Associate Deans. Deans and the Vice President Academic are apprised of the QIPR schedule. To provide the flexibility needed for continuous program improvement, the Associate Dean may request alterations to the process from the Co-Chairs of QIPC.
3. The Associate Dean establishes and leads a steering committee, which includes program faculty member(s), a faculty member who does not teach in the program under review, and a Learning Designer. Business Intelligence and Research (BIR) is a resource for the steering committee.

4. The steering committee, in consultation with program faculty, completes a self-study of the program through a process of critical inquiry, self-reflection, and consultation with stakeholders. BIR provides a standard data package and guidance related to the structure, design, data analysis and processes of the review. The steering committee, in consultation with the Associate Dean, has the flexibility to determine the level of focus and detail for each of the self-study criteria.
5. Credit Programs complete a curriculum review as part of their QIPR with the guidance and support of the Learning Designer on the Steering Committee. For significant curriculum changes, please refer to the Curriculum Development, Redevelopment, and Documentation Procedures.
6. Upon completion, the self-study is presented by the School Council in consultation with the Dean and VPA and prior to it being sent to the External/Internal Peer Reviewer (the Reviewer).
7. For all Credit Programs a qualified Reviewer participates in the review by reviewing the self-study, visiting the campus; and preparing a report for the steering committee. Upon selecting an External Reviewer, the Associate Dean works with the Dean of Teaching, Learning & Research, to coordinate the contracting and site visit.
8. Upon the approval of the Self-Study by the Dean and the receipt of a signed contract from the External Reviewer or acknowledgement of agreement from the Internal Peer Reviewer, the self-study and curriculum documentation is provided to the External Reviewer/Internal Peer Reviewer prior to the scheduled site visit.
9. The Steering Committee may seek additional clarification on the Reviewer's report through QIPC, through the Co-Chairs, and/or may choose to provide a response to the Reviewer's Report.
10. Using the self-study and the Reviewer's report, the Associate Dean, in consultation with the School Council and Dean, develops an action plan. The Associate Dean forwards the self-study, the Reviewer's report, the steering committee's response to the Reviewer's report (if applicable) and action plan to the co-chairs of QIPC, prior to presenting the action plan to QIPC.
11. The Associate Dean presents the final action plan to QIPC.
12. After the presentation, QIPC sends a confirmation memo to the Vice President Academic indicating whether the QIPR is complete and any recommendations from QIPC.
13. QIPC posts the Program's Action Plan to the Loop. The Program's Self-Study, the Reviewer's Report, and Program Response are held by the School.

RELATED POLICIES

[Credit Program Suspension, Cancellation, and Reinstatement Policy](#)

[Non-Credit Programming Policy](#)