



Policy Title:	Program Review Policy
Policy Number:	2011

1. Policy Statement

All University programs must undergo a multi-stakeholder program review, including internal and external reviews, in five-year cycles.

2. Purpose

Program Review ensures that all St. Matthew's University (SMU) programs are current, meet the quality assurance standards and requirements of the Ministry of Post-Secondary Education and Future Skills, the Degree Quality Assessment Board (DQAB) and/or relevant accreditation bodies and identifies opportunities for program improvements and further development.

3. Scope

In addition to regular program updating practices, all SMU programs should undergo periodic internal and external program reviews which establish appropriate procedures and timelines.

4. Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Self-Study	An analysis of existing program design and curriculum, pedagogy, learning outcomes, and resources. The Self Study Committee is led by the Dean(s) responsible for the program(s) being reviewed under the direction of the Chief Academic Officer. This process includes relevant faculty members, staff, students and the Program Advisory Committee.
External Review	An assessment of the academic quality of the program and learning outcomes by a panel of experts external to the University. External reviewers must have the qualifications and experience relevant to the program(s) under review and to the review process.

5. Related Policies

Program Review Procedure.

6. Responsibility

The Chief Academic Officer (CAO) is accountable for the completion of program reviews within five (5) year cycles. The CAO, in consultation with others, commissions qualified external reviewers to assess and report on the quality of the academic program, student experiences, and program learning outcomes. The CAO is accountable for the submission of results to Academic Council and provides appropriate documentation to the Degree Quality Assessment Board (DQAB).

Associate Deans are responsible for leading the internal self-study in accordance with established procedures and timelines, ensuring inclusion of faculty, staff, students and Program Advisory Committee (PAC) input.