



PACIFIC COAST UNIVERSITY  
FOR WORKPLACE HEALTH SCIENCES

## Program Reviews – Policy 260

In order to accomplish its mission to create and disseminate new knowledge, the University must engage in a regular process of institutional self-examination and renewal. The University will therefore review each of its degree programs at least once in each five-year period although a review may be undertaken at any time if requested by the Chief Academic Officer.

Program reviews are designed to:

- Determine the coherence of the program standards, design, and goals and review the alignment of the program's standards, educational goals and learning objectives with the general goals of the institution, as well as external standards, as they apply.
- Determine whether the program has been designed, structured and delivered so as to ensure that students have achieved their learning outcomes.
- Determine the appropriateness of the admission requirements and practices of the method of delivery for achieving the learning outcomes.
- Determine the appropriateness of the specific curricular and pedagogical policies and practices of the program in relation to the learning outcomes.
- Determine the appropriateness of the methods used for the assessment and evaluation of student progress.
- Determine that the number and expertise of the faculty and staff are sufficient to enable students' success.
- Evaluate the administrative policies and practices of the unit delivering the program, and its efficient and effective utilization of human/physical/financial resources and, where necessary, to suggest improvements for effectiveness and efficiency.
- Suggest solutions to existing or anticipated problems and offer advice on how the program may be enhanced and its delivery be improved.

### *Related Policy*

Institutional Evaluation

### *Definitions*

Program means a set of courses approved by Academic Council to constitute all or part of the requirements for an undergraduate degree offered by the University.

University means Pacific Coast University for Workplace Health Science, a corporation established under the Act.

### *Regulations*

This review will consist of:

- a self-study undertaken by faculty and administrators of the Program,
- an assessment undertaken by a panel of experts external to the institution appointed by the Academic Council,
- a Program response to the panel's report and



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- the development and publication of an executive summary including the self-study, the report from the panel, the Program response to the panel and an action plan addressing the conclusions and recommendations developed in the exercise.

The Board and the Academic Council shall be formally apprised of the results of the above process.

*Approvals and Responsibility*

Approved by: Board of Governors, March 27, 2012.

Approved by: Academic Council, April 12, 2012.

Responsibility: Chief Academic Officer

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