Formal Program Renewal

Presented by an Instructional Associate

Centre for Instructional Development (CID)

VANCOUVER COMMUNITY COLLEGE

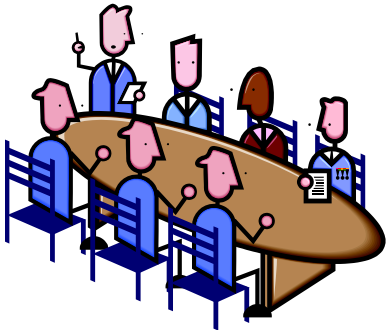
Program Renewal Fundamentals

- More than designing a sound empirical study or evaluation.
- Formal Program Renewal Committee:
- Builds and maintains trust;
- Negotiates key issues in advance;
- Attends to ethical considerations;
- Collects and analyzes evidence;
- Disseminates report to audiences;
- Assures that recommendations can be used in administrative action plans. (2)

Basic Formal Program Renewal Process

- The **Formal Program Renewal** policy and process at VCC is conducted by a committee that ensures a collaborative partnership with Administration, Education Council (EDCo), and program faculty, staff, and students.
- The renewal committee may also collaborate with members (stakeholders) from public and private organizations representing the program (e.g. program advisory committees), external or internal curriculum and content experts and when needed, representatives from regulatory authorities responsible for graduate competence.

Formal Program Renewal Committee



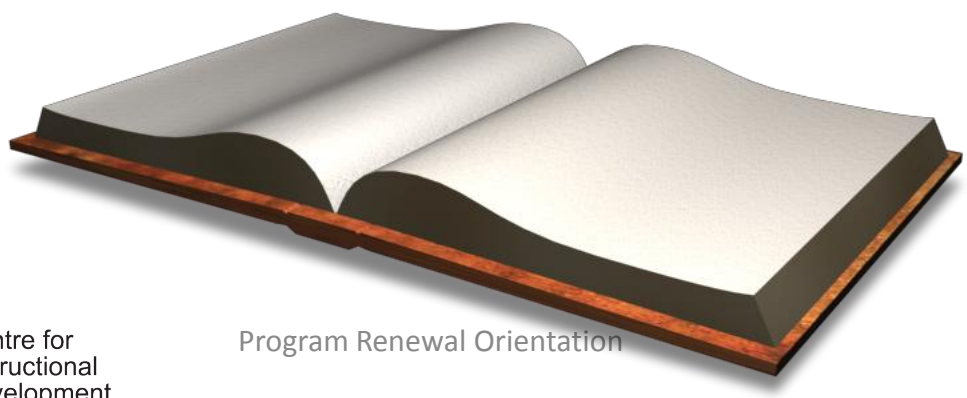
- CID Instructional Associate-Chair
- External Dean-
- Program Department Head-
- Dept-elected faculty member-
- Institutional Research Director (IR)-
- Dept support staff person-
- One (or possibly two) curriculum design experts internal (CID) or external- (2)

Purpose of Program Review and Renewal

- to support and enhance the **quality** of VCC programs;
- to **build confidence** among internal and external stakeholders regarding the quality and effectiveness of our programs;
- to **inform decision making;**
- to conduct **ongoing program reviews** once each year to assist in maintaining and improving program quality. (2)

Formal Program Renewal
Guiding Principles

- Program renewal is **forward** looking. (2)
- Program renewal is a **robust** evaluation of the program's potential and needs for the future.
- Program renewal provides a **concise, honest appraisal** of a program's strengths and challenges in order to determine a plan to improve.



Ethical Considerations

- Renewal respondents including data from faculties, students, graduates, alumnae and clients (survey results, interviews, meeting minutes, visioning sessions, etc) will be pooled and individual names removed
- Assures confidentiality for these persons in the final distribution of paper and electronic reports and appendices.

Related VCC Policies

Program Review and Renewal Policy C.3.2

- Freedom of Information and Protection of Privacy (FOIPP) Policy A.3.3
- Standards of Employee Conduct & Conflict of Interest Policy A.3.6
- Records Management Policy A.3.9
- Ethical Conduct for Research Involving Human Subjects Policy F.1.01

Vulnerable Persons

- Special care will be taken to assure safety through confidentiality for vulnerable persons or communities.
- Vulnerable persons are those who may be exposed to attack or harm, either physical or emotional because of their current life contexts , abilities or power differences.
- Discuss nature of “vulnerability” and “risk” students, patients, clients of programs
- Formal program renewal committee members will **not** reveal confidential information or committee deliberations unless maintaining such confidentiality causes harm to others.

Transparency

- All FPRC members, expert reviewers, consultants (internal or external) and program advisory committee or professional association respondents who provide expert data will fully disclose their names, titles, credentials and affiliations to assure transparency.
- The intellectual property or authorship of expert reviewers or authors will be fully cited and referenced in all reports.

Standards of Employee Conduct & Conflict of Interest

- Conflict of interest exists when one has the opportunity to advance or protect one's own interest or the private interests of others, with whom one has a familial, personal or business relationship, which may be potentially harmful to the integrity or fundamental mission of the College.

Conflict of Interest

- Committee members and those external to the program must not be seen to benefit directly or indirectly from the results of a program renewal.
- Any perceived or real conflict of interest that breaches the VCC Conflict of Interest Policy will be assessed, discussed, managed and documented according to policy A.3.6.

Consent

- Individuals and groups consent to comply with VCC policies and processes of informed consent, confidentiality & freedom from conflict of interest.
- Evidence of permission for the program renewal to be conducted in accordance with VCC Review and Renewal Policy as explained to me by the FPRC chair will be seen and/or documented as active participation.

Credibility

- The FPRC strives towards competence and a record of successful renewals by:
- Maintaining objectivity & credibility,
- Utilizing responsive, flexible area-specific benchmarks and universal best practice in a standardized procedure
- Removing or acknowledging bias;
- Consulting those with specialized skills;
- Responding to individual needs [2]

Benchmarks

- Identify benchmarks/standards in the area
- Coordinate with adult education best practices
- Collect and analyze research to determine the common characteristics of this practice
- Develop best practice indicators and levels to be achieved on these indicators (2)

Best Practice as Goals

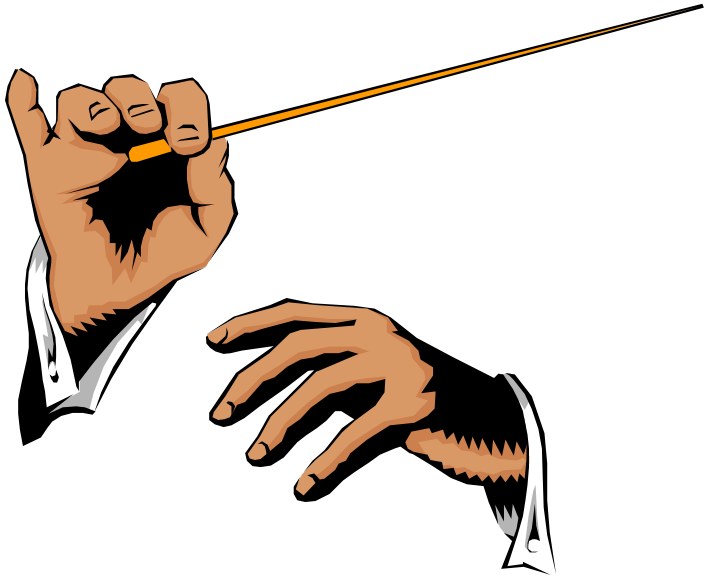
- Communicate best practice indicators internally;
- Gain acceptance;
- Develop and implement plans to achieve these levels;
- Monitor progress;
- Integrate program renewal into functioning organization [2]

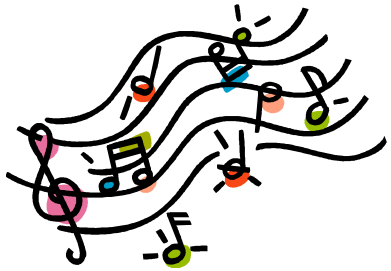
Key Performance Indicators

1. Curriculum & Instruction
2. Student Outcomes
3. Faculty and Staff
4. Planning & Administration
5. Student Support Services
6. Physical Environment

Committee Chair as Facilitator

- The chair of a program renewal committee has a <u>facilitator role</u>
- In this role the chair seeks to assure consensus within the formal program review committee in reporting and making recommendations for action.(1)





IA Chair as a Facilitator

- **<u>Facilitator</u>**: A **facilitator** is someone who helps a group of people understand their common objectives and assists them to plan to achieve them without taking a particular position in the discussion.
- The facilitator will try to assist the group in achieving a consensus on any disagreements that preexist or emerge in the meeting so that it has a strong basis for future action.
- The role has been likened to one who assists in the process of creation but is not the producer of the end result.

Self-Study Process

- Preliminary questions- uncover issues, questions, goals
- Visioning, planning, appreciative inquiry, focus groups;
- Meetings: stakeholders, program advisory committees (PAC) input;
- Peer and self-evaluation;
- Annual /ongoing program reviews;
- Curriculum review; occupational or professional profiles, resources, changes, future trends;
- Physical environment walkabouts

Student Outcomes Reports

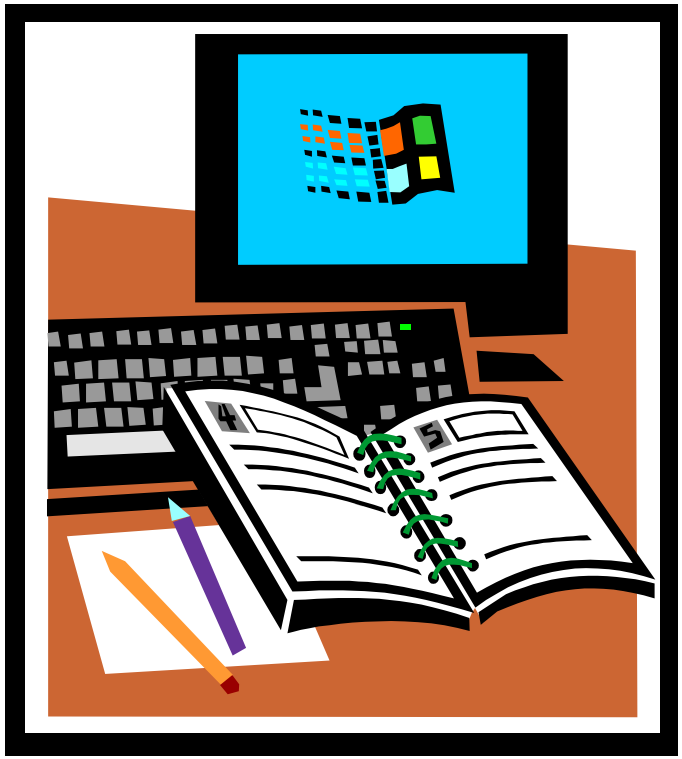
- VCC Institutional Research Student Census Surveys
- Small Group Program Feedback (SGPF), learning climate surveys;
- Banner and Business Intelligence Data (enrolment, attrition and completion trends);
- Diploma, Associate Degree, Certificate Student Outcomes (DACSO) Provincial Graduate Outcomes: Satisfaction, Labour Market Outcomes & Long Responses

Curriculum & Instruction

- Mission, goals, vision
- Education & Strategic Plan
- Learning Outcomes (LOs)
- Program Content Guides
- Course Outlines
- Alignment of LOs with
    - learning activities
    - evaluation of learning
    - area standards

Program Renewal Orientation Manual: Process and Technique (PROMPT)

- The VCC PROMPT Manual:
- Helps instructional associates and formal program renewal committee members access tools and information to follow the renewal process.
- The PROMPT manual was approved by Education Council in June 2009.
- Electronic version is at Centre for Instructional Development (CID) website at www.cid.vcc.ca (3)

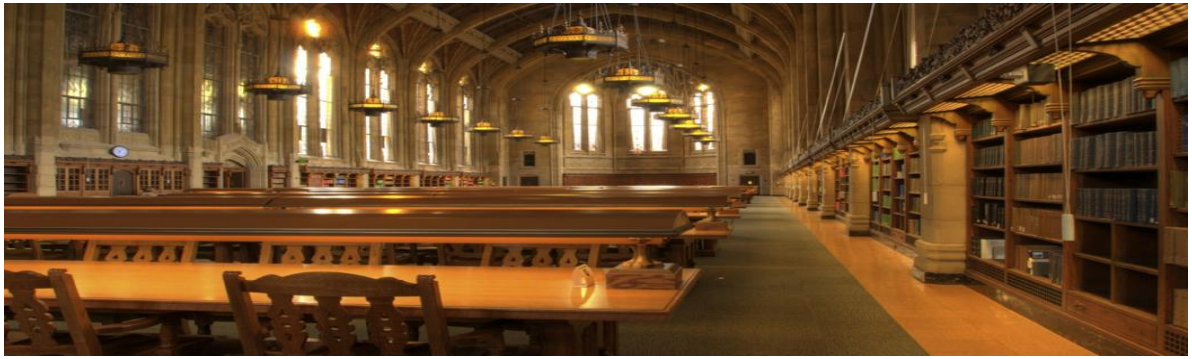


Program Renewal Report

- Executive Summary & Program Strengths
- Program context, history , description
- Identifies areas for improvement if any
- Establishes recommendations for action
- Circulate report to VP-Education & SS, Dean, faculty
- Dean and faculty implement an action plan
- Education Council provides advice
- Formal program renewal is a vehicle for quality and continuous improvement

References

1. Owen, JM (2007) Program Evaluation: Forms and Approaches. New York . The Guilford Press.
2. Vancouver Community College (2008). Program Review and Renewal Policy. C.3.2 at www.vcc.ca
3. Cathcart, G. (2009). Program Renewal Orientation Manual: Process and Technique (PROMPT). Vancouver Community College. Vancouver, BC, Canada



Contact Instructional Associate

- Instructional Associate
- Centre for Instructional Development (CID)
- Vancouver Community College
- #728- 250 West Pender Street
- Vancouver, British Columbia, Canada V6B 1S9
- Web www.cid.vcc.ca
- Click “Contact us”