PROGRAM QUALITY SELF-ASSESSMENT OVERVIEW

The Ministry of Training, Colleges & Universities has mandated that program reviews be carried out for all Ontario college programs on a regular basis. The Program Quality Self-Assessment (PQSA) is a program led experience that is intended to be constructive, collaborative and engaging. Program teams self-assess in a variety of key areas, some of which they identify and other areas are identified by the Office of Academic Excellence (OAE). The PQSA is conducted when there is agreement between the OAE and program administration in programs that typically have:

- smaller enrollments;
- high levels of stakeholder satisfaction (as measured by KPI); and/or
- a rigorous, academically focused external accreditation process.

Purpose:
- Help program teams discuss and showcase program excellence
- Identify program challenges
- Discover ways to strengthen programs

PROGRAM REVIEW PROCESS DURING THE PROGRAM REVIEW YEAR

Phase One: Typically May - June
➢ Program review commences with an orientation meeting with program administration, faculty and the OAE curriculum specialist who is supporting the self-assessment.
➢ Chair assigns a member of the program faculty as the PQSA lead.
➢ Chair, in collaboration with PQSA lead faculty, and the OAE curriculum specialist negotiate the key areas to be assessed in the review and corresponding data requirements

Phase Two: Typically September – December
➢ OAE curriculum specialist arranges for a course outline audit to be completed and completes a curriculum analysis.
➢ Chair, in collaboration with the OAE curriculum specialist, arranges a 4-hour curriculum mapping meeting for all program teaching staff.
➢ Program Advisory Committee focus group is conducted.

Phase Three: Typically January – April
➢ Online student and faculty surveys are developed and distributed (optional)
➢ OAE curriculum specialist sends data, as it becomes available, to program PQSA faculty lead
➢ PQSA program faculty lead reviews data in collaboration with teaching team, formulates recommendations and completes the PQSA report.
➢ Any additional curriculum mapping / review workshops are held in February/March (Chair/Director to assist in arranging).

Phase Four: Typically May - June
➢ PQSA program faculty lead meets with program administration to finalize report.
➢ Final report is sent to all faculty, any additional relevant stakeholders and OAE.
➢ Program Chair may submit a request for "Curriculum Specialist Support" to Chair of Academic Excellence in response to program review recommendations.

PROGRAM REVIEW RESPONSIBILITIES DURING THE PROGRAM REVIEW YEAR

OAE Curriculum Specialist
- o Orients program administration and teaching team to PQSA process, provides the PQSA report template, acts as a liaison between the PQSA program faculty lead and the OAE, conducts curriculum analysis and curriculum mapping and formulates related recommendations. Provides curriculum workshops, support and coaching as required. Supports revision of VLOs and acts as liaison with Credential Validation Service (CVS) to formalize any key program changes.

Program Chair/Director
- o Assigns responsibility for the PQSA to a member of the teaching team, meets with OAE curriculum specialist and PQSA program faculty lead as needed. Provides feedback on final PQSA report, discusses report findings with faculty and develops an action plan to implement recommendations. Reports on implementation of recommendations annually

PQSA Program Faculty Lead
- o Works with administration and OAE curriculum specialist to identify key areas to be assessed, review curriculum and data. Completes PQSA template (responds to program currency questions, responds to results of curriculum review, responds to KPI and portfolio review results). Crafts recommendations based on learning from overall process.

Program Coordinator and Faculty
- o Attend program review related meetings, complete PD checklist and online survey (if required).

Academic Excellence Researcher
- o Leads data gathering, data cleaning and data summarization for the PQSA.

PROGRAM QUALITY SELF-ASSESSMENT REPORT

The PQSA report is divided into six sections. The following list outlines what is typically examined in each section; however, there will be some variation according to the findings for the particular program

1. **HOW DO YOU ENSURE YOUR PROGRAM IS UP TO DATE?**
   - o Includes a description of the program strengths and unique features, reasons why students choose the program, and descriptions of methods for ensuring best teaching and learning methods, monitoring quality, ensuring students are prepared for finding work in their field. In addition, there is currency information about the curriculum, faculty, professional development, trends in the field, competitor programs, alignment with college initiatives and strategies and supports from other areas of the college.

2. **YOUR CURRICULUM**
   - o Includes the program curriculum map, course outline audit, essential employability skills analysis and course outline analysis.

3. **WHAT DO STUDENTS THINK OF YOUR PROGRAM?**
   - o Includes student and graduate KPI survey data and may include current student survey data (optional).

4. **HOW DO EMPLOYERS VIEW YOUR PROGRAM?**
   - o Includes employer KPI survey data.

5. **HOW DOES YOUR PROGRAM COMPARE TO OTHER PROGRAMS WITHIN THE COLLEGE?**
   - o Includes portfolio analysis data (KPI Satisfaction Rates, Graduation Rate, Employment Rates etc.).

6. **SUMMARY**
   - o Includes a summary of strengths, challenges, opportunities and an implementation plan in each of the following areas: Student Experience; Faculty Experience; Curriculum; Graduate Success; College Services and Supports.