



APPENDIX "C" Review Committee Assessment Guidelines

In accordance with section 2.9 of the Academic Program Reviews Procedure, the Review Committee shall submit directly to the Provost and Vice-President (Academic) a Review Report that contains a critical assessment of the program(s) under review and provides commentary and recommendations for potential improvements, where appropriate.

Where possible, recommendations should be made under the assumption of no new resources with a need to reallocate existing resources to implement change.

In writing the Review Report, the Review Committee may be guided, but not restricted, by, the following when evaluating the program(s) and making recommendations:

C.1 Executive Summary. A synopsis of the review and overall assessment of the program(s), including major strengths, weaknesses and a summary of recommendations. Include a summary of the site visit, identifying roles and groups consulted.

C.2 Staffing Complement. Comment on the overall complement and quality of instructional and support staff and any impacts on academic offerings.

C.3 Academic Program(s). Comment on the appropriateness of program requirements and curriculum structure.

C.4 Course Offerings and Instructional Activities. Comment on the appropriate mix of course offerings, instruction and assessment methodology, and course delivery models.

C.5 Students. Comment on notable trends in the quality and mix of students, enrolment counts, progression and persistence rates, and time to completion. Discuss the appropriateness of student supports and quality of the student experience.

C.6 Student Funding, Supervision, and Research Opportunities. Comment on the quality and appropriateness of student funding, supervision, and research opportunities.

C.7 Supporting Resources. Comment on the quality and appropriateness of supporting resources, including libraries, space, and equipment.

C.8 Alignment to Strategic Plans and Priorities. Comment on how the academic unit and associated program(s) align with strategic plans and priorities of the University.

C.9 Topics for Advice. Provide insights and advice on any identified challenges, strengths and any other issues identified over the course of the review.

C.10 Summary List of Recommendations. List of all recommendations, in priority order.