

**2022 – 2023**

**Comprehensive Program Review**

Final Report and Recommendations

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| **Program:** |  |

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| --- | --- | --- |
| **Faculty:** |  | |
|  |  |  |
| **Credential:** |  | |
|  |  |  |
| **Prepared By:** |  | |
|  |  |  |
| **Executive Dean Approval:** | **Date: \_\_\_\_\_\_** | |
|  |  |  |
| **EVPA Approval:** | **Date: \_\_\_\_\_\_** | |

Comprehensive Program Review   
Final Report and Recommendations

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| --- | --- |
| Program Title(s): |  |
| OCAS / Major code(s) | e.g. ACAR |
| MCU / APS Code (s) |  |
| Credential(s): |  |
| Faculty: |  |
| Executive Dean: |  |
| Previous CPR Review Year: |  |
| Report Submission Date: | [June 30, 2023] |

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| *Instructions: The following sections of the report are developed by the Comprehensive Program Review Lead (CPR Lead) in consultation with Program Review Team, Executive and Associate Deans.*  *Draft report due to Dean/AD on June 1st for review and editing.*  *\*\*Important: if this review includes a diploma AND/OR advanced diploma AND/OR a Fast-track/compressed option, clearly indicate/differentiate these offerings in this report.* |

# Executive Summary

A review of the XX program was undertaken in Month, Year and completed in Month, Year. The program was launched in Month, Year. In the past five years full- time enrolment has grown by XX% *[select appropriate response*] or declined by XX%, or been stable at XX number of students. The current *[insert academic year]* full-time enrolment in the program is XX.

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| *[Provide highlights from CPR – who was involved? What data was collected & analysed?/include top 3-5 Greatest Area of Need]* |

# Academic Program

## 2.1 Program Title(s)

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| Instructions: Provide full credential title and note if there is a modification from the Ministry Title and/or Marketing Title – rationale for these titles/differences. |

## 2.2 Program description

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| Instructions: Provide updated academic program description, see tip sheet on Writing Program Descriptions (Note: if this is a Program Standard, include current Program Standard Preamble, reference document.) |

## 2.3 Major changes

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| Instructions: Provide past 5 years of recent changes to program, comment on impact or rationale for change. |

## 2.4 Program length, Intakes

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| *Instructions: Note the program length (number of semesters and number of years)*  *Note the number of annual intake; Describe the program delivery mode/method/s [eg: fast-track, compressed, online, etc.] Confirm the continued appropriateness of the method (or reasons for action to change)] . Add a sentence or two about comparator colleges if appropriate (i.e. the same, different).* |

## 2.5 Ontario Qualifications Compliance

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| *Instructions: Confirm program’s inclusion of general education requirements; Confirm POS number of hours, aligns with the Ontario Qualifications Framework (*[*OQF*](http://www.tcu.gov.on.ca/pepg/programs/oqf/)*). Add a sentence or two about comparator colleges if appropriate (i.e. the same, different).* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Semester 1** | **Semester 2** | **Semester 3** | **Semester 4** | **Semester 5** | **Semester 6** |
| (add course title/hours) |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| TOTAL hours | TOTAL hours | TOTAL hours | TOTAL hours | TOTAL hours | TOTAL hours |

## 2.6 Admission Requirements

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| *Instructions: List the approved admission requirements – see website. Are there any secondary requirements (ie. Specific high school courses, etc.), provide rationale and comment on their continued appropriateness for the program. If there is a recommendation to change, please include results of consultations with SES. Add a sentence or two about comparator colleges if appropriate (i.e. are admissions the same, different).* |

## 2.7 Experiential Learning

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| *Instructions: Provide comment on program experiential learning opportunities (hours, which semester, how offered – during week or block end of semester. This may include work-integrated learning, such as placement, co-op, internship, clinical placement, service learning, practicum, and field experience. Experiential learning can also include capstone courses/projects, on-campus work teaching labs, interactive simulations and research projects.*  *Provide details how students are supported, specific prep course, seminar, fp advisor…Confirm if program is reporting to ministry that there is a WIL opportunity.* |

## 2.8 Accrediting/Professional Association

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| Instructions: Identify any accrediting or regulatory body, professional association (required or recommended) and confirm continued accreditation. Date of next accreditation. |

# 3 Curriculum Mapping

## 3.1 Program Vocational Learning Outcomes

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| *Instructions: List all PLOs, Provide any details regarding any changes or recommendations to revise the PLOs since the last review. Confirm that the PLOs are communicated to the students and are accurately reflected in the Program Guide and PLOR. Provide analysis from the* ***curriculum mapping session and curriculum visualizations*** *eg: gaps identified, leveling, planned CLO revisions.* |

The Ministry of Colleges and Universities (MCU) Program Standards were last revised in YEAR and were mapped to the curriculum on XX date. The PAC was advised of the new learning outcomes, on XX date.

*[****Or]***

The Program Description Program Learning Outcomes were approved by the Credential Validation Service (CVS) in YEAR. The Program Learning Outcomes were mapped to the curriculum on XX date and   
meet the approval of the Program Advisory Committee.

*[****Or]***

The locally determined Program Learning Outcomes were approved by Durham College in YEAR. The Program Learning Outcomes were mapped to the curriculum on XX date and   
meet the approval of the Program Advisory Committee.

## 3.2 Mapping Summary

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| *Instructions: Add High-level Summary from Mapping Report here. Add why those recommendations are being suggested.* |

# Strengths and Best Practices

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| *Instructions: list needs to point to evidence (i.e. what data point is the strength coming from, student feedback, PAC…)* |

Strengths and Best Practices to be celebrated in this program include:

* XX
* XX

# Program Information Package (PIP)

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| *Instructions: Provide highlights of the PIP, such as analysis of applications, catchment, enrolment, retention, graduation rate, Provide comment on any additional key points identified in the PIP.* |

The Program Information Package was developed in XX month/XX year. The PIP covers the reporting period of [*insert years*].

The retention rate in this program is *[select appropriate response*] above / below /consistent with the system comparator for programs of equal length. The graduation rate of this program is [*select appropriate response*] above / below the system comparator for programs of equal length.

## 4.1 Labour Market (PIP)

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| *Instructions: Comment on outlook from PIP data; provide any additional labour market details learned through the review, as appropriate e.g.: from PAC. Make use of other sources of data if required, trade journals, association news, etc. and please cite references.* |

The Program Information Package (PIP) provided information about the labour market associated with this program and industry. Labour market projections indicate this is an area of employment [*select appropriate response*] growth, decline or stability and the seats in this program *will /will not* [*select appropriate response*] be recommended for the next recruitment cycle.

# Annual Program Review Summary

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| *Instructions: Provide a summary paragraph on the outcomes/themes of the annual program reviews over the past 5 years (note if you there are missing APRs). You may include comment on how the program is or plans to respond to any current College initiatives e.g.: research, indigenizing the curriculum, sustainability, internationalization, experiential learning, learning technologies, etc. Reflect on any past APR reports, since last CPR. Highlight faculty professional development since the last CPR.* |

The following # years of Annual Program Reviews (2018, 2019, 2021) have been analyzed and can be summarized…

# Student Feedback

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| *Instructions: Provide a summary paragraph re quality of the program from the perspective of students; what themes arose from: current Student survey, and student experience/student satisfaction/KPI results.* |

Students responded to an online feedback form between *[date] and [date]* # students responded (% response rate) ...

A review of the student satisfaction rates pertaining to quality of the learning experiences trend [*select appropriate response*] above / below /are consistent with the system comparator.

# Industry Feedback

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| *Instructions: Provide a summary paragraph re quality of the program from the perspective of external stakeholders; what themes arose.* |

Industry contacts responded to an online feedback form) … XX *[date].* # companies responded …

# Graduate Feedback

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| *Instructions: Provide a summary paragraph re quality of the program from the perspective of graduates of the program; what themes arose]; include analysis of graduate outcomes dashboard on Tableau*. |

Graduates responded to an online feedback form on XX *[dat*e]. # graduates responded …

# Library Statement

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| *Instructions: Provide a brief summary commenting on the library statement process and what was learned.* |

# Institutional Strategies and Priorities (NEW)

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| *Instructions: Consider institutional plans and how the Program is addressing the goals/framework of those plans (i.e. faculty PD, course content, adoption of FNMI GenEd, etc.). Note: the only mandatory plan to write about is Equity Diversity and Inclusion but there are other plans that might addressed (remove headings if not used). See Link:* [*Strategy, Plans and Publications | Durham College*](https://durhamcollege.ca/about/strategy-plans-and-publications) |

## 10.1 Equity, Diversity and Inclusion (Mandatory)

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| *Instructions: Expand on how the program fosters Equity, Diversity and Inclusion for all stakeholders (students, faculty, industry, etc.)* |

## 10.2 Teaching and Learning Plan

## 10.3 Internationalization and Global Engagement Plan

## 10.4 Strategic Research Plan

# Reflection and Analysis

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| Instructions: *Provide a high level overview of the reflection and analysis session and core discussions or summary on analysis (strengths, challenges/weaknesses, opportunities and themes and trends). Were recommendations from stakeholders were not implemented, confirm rational why.* |

The Program Review Team met on XX [*date*] to complete a reflection and analysis of the program.

# Program Advisory Committee (PAC)

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| *Instructions*: *Provide a summary paragraph on feedback from the PAC. e.g.: feedback on program strengths and challenges, actions arising from meetings, endorsement of the CPR recommendations for improvement. Provide also comment on the quality of the PAC and any plans for PAC development.* |

The PAC was advised of the comprehensive program review at its meeting on XX [fall date] and met again on XX [spring date] to review and provide endorsement/feedback on the recommendations for improvement.

# Pandemic Impact

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| *Instructions: Answer these questions - How has Covid-19 affected program-related industries?*  *What are the implications for the program due to Covid-19? (curricular, WIL, enrolment, move online… etc.)* |

# Conclusion

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| *Instructions: Provide a reflective statement on lessons learned from the comprehensive program review process, best practices and plans for continuous improvement.* |

In conclusion,

The Recommendations for Improvement are provided below.

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| ***Instructions: Section 15 of the Report will be completed by the Executive Dean.*** |

# Program Feasibility Statement

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| *Instructions: The Executive Dean will reflect on the rigor of the comprehensive review, the evidence provided and the scope of the recommendations to develop a feasibility statement. The feasibility statement will be an important determinant in advocating and moving the ‘Final Recommendations’ forward for approval to the vice-president – academic, and implementation within the context of the Faculty and the College’s strategic direction/plans.* |

Executive Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendices *[provided as a separate document, adjust titles as needed*]

Recommendations and Action Plan

Curriculum Mapping Report

POS – [OCAS Code]

POS – [OCAS Code if additional credential reviewed]

Faculty Credentials

Program Information Package

Annual Program Review Summary

Program Advisory Committee Summary

Library Statement

Student Program Satisfaction Package

Student, Graduate and Industry Remote Feedback [OCAS Code]

Student Text Feedback

Industry Text Feedback

Program Reflection and Analysis – Self Assessment

Other (as required)