

Policy Name: Program Review and Institutional Assessment Policy	Responsible Owner: President	Effective Date: July 28, 2025
Policy Number:	Approval Body: Board of Governors	

A. POLICY:

PURPOSE/COMMITMENT:

The Institution is committed to providing high quality academic programming. This commitment requires consistent, cyclical review of programs to evaluate strengths and weaknesses. This policy establishes a framework for periodically reviewing and evaluating established academic programs and evaluating new academic programs.

This policy and associated procedures are issued by the President under authority of section 8(2)(f) of the *Sea to Sky University Act*. This policy for program review meets the requirements of the Ministry of Post-Secondary Education and Future Skills.

SCOPE:

This policy applies to all existing degree programs and to new degree programs.

POLICY STATEMENT:

EXISTING DEGREE PROGRAMS

1. Program review and institutional assessment for existing degree programs shall be ongoing, with periodic reporting internally and externally as directed by the President.
2. The Vice-President Academic (“VPA”) is responsible for ongoing program review of the Institution’s curricular and co-curricular programming. The VPA, in consultation with the Academic Council and leadership, shall:
 - a. establish procedures for said review;
 - b. conduct the review, or appoint a member of the Institution community with appropriate skills and experience to do so;
 - c. ensure the review includes appropriate internal and external review;
 - d. periodically review the procedures for program review to ensure that said review is
 - e. meeting the needs of the university and regulatory requirements.
3. The Academic Council, in plenary and in its various committees, sub-committees, and working groups, shall support the work of the VPA or their designate in the conduct of program review.
4. Other executive leaders of the Institution shall undertake ongoing institutional assessment of their respective areas as directed by the President, or as needed to support the VPA’s program review.
5. All executive leaders of the Institution shall prepare annual reports for the President, in a form and manner directed by the President.
6. Any reports prepared under the auspices of this policy shall be made available to all members of the Institution community, as well as to outside stakeholders, as directed by the President or the Board of Governors.

NEW DEGREE PROGRAMS

1. New degree programs will be subject to review and approval by the Board of Governors prior to submission to the Ministry of Post-Secondary Education and Future Skills and prior to the commencement of the program.
2. Under the direction and authority of the Board of Governors and President, the Vice-President Academic is responsible for new program development, including consultation with the Academic Council and issuing procedures for the development and implementation of new degree programs.