SUBJECT	**Formative and Summative Review**
	Quality Assurance (QA) Policy VPA-1

Document reposted December 2018. No change to content.

PROCEDURE

The following steps outline the procedure for Summative and Formative program reviews. Differentiation as to formative/summative is noted specifically.

1. Program Review Lead (PRL) identified by the Program Dean

2. PRL organizes data collection
    a) Request KPI Data Package from Institutional Research
        *   5 year summary
        *   Program Enrolment Report
        *   Internal Results Reports
        *   Summary of Grades by Program
    b) Previous Program Reviews and Executive Summary (Summative and Formative) from program files
    c) Program Reports
        *   COMMS
            *   Vocational Learning Outcomes (VLOs)
            *   Program Overview (course outlines)
            *   Essential Employability Skills (EES)
            *   General Education Offerings
            *   Program Evaluation Summary
        *   Program Synopsis
        *   Ministry VLOs including any updates to VLOs and Standards reviews
        *   Pre-Requisites/Co-Requisites
        *   Admission Requirements (Summative Review only)
        *   Program relevance to the strategic plan (Summative Review only)
        *   Specific departmental policies that apply to this program (Summative Review only)
        *   Equipment requirements and capital investments review (Summative Review only)
    d) Marketing Materials
        *   Website / Viewbook
        *   Ontariocolleges.com
        *   Relevant social media

ISSUE DATE	SUPERSEDES	MANDATORY REVIEW DATE	REFERENCE	SECTION	PAGE OF	
2018-06-26	**NEW**	**2023-06-26**	**VPA-1 Policy**	**ACADEMIC**	**1**	**2**

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    e) Manuals
- Program / Placement / Safety

    f) Program Pathways
- Articulation Agreements
- Prior Learning Assessment & Recognition (PLAR)
- Bridging Programs

    g) Faculty Meeting Minutes

    h) Program Advisory Committee (PAC)
- Members
- Minutes

    i) Other Program-Specific Reports (Summative Review only)
- Local/Regional market analysis
- Literature review
- Governing body requirements

    j) Student Work Samples (Summative Review only)
- Identify "Core" Courses
  - Samples of below average, average, above average work

3. Stakeholders/Team is identified and apprised of data collection

4. Feedback gathered through focus groups (see Standardized focus group questions posted on the QA internal website)
- Faculty Focus Group Questions
- Student Focus Group Questions (current and graduates) (Summative Review only)
- Employer Focus Group Questions (Summative Review only)
- PAC (Summative Review only)

5. Analysis
- Qualitative and Quantitative results are analyzed
- Program Dean to provide analysis utilizing both quantitative and qualitative methods to assess data. (See Executive Summary Template for analysis questions)
- Results are compiled
- Findings are presented at a Faculty Review meeting
- Recommendations are drafted
- Internal/External Stakeholder Review of the findings and recommendations is circulated, as required
- Executive Summary is compiled and submitted to the VPA office