

**PROGRAM REVIEW**

[Credential & Name of Program]

| 20XX | School of [Name]

**Program Response to External Review Team Report**

[Name], program champion

[Name], self-study team member

[Name], self-study team member

[Name], associate dean

[Name], instructional development consultant, LTC

[Day Month Year]

# Table of Contents

Table of Contents 2

1 External Review Team (ERT) Report Summary of Findings and Self-Study Team Response 3

2 Final Recommendations & Action Plan 4

Appendix 1: External Review Team Report 4

Appendix 2: Final Recommendations with Projected Costs 5

# 1 External Review Team (ERT) Report Summary of Findings and Self-Study Team Response

[Delete the guiding text in the brackets when completing this document.]

[Insert a brief statement summarizing the ERT’s overall impressions of the program review recommendations.]

The following section presents ERT comments on self-study recommendations, as included in the ERT report. Where relevant, a program response has been shown in italics.

[ Copy and paste the corresponding section from the ERT Report. Provide the program’s response *in italics or colour* to each of the ERT comments on the SSR recommendations and any additional suggestions put forward for the program to consider. Please note any changes to the recommendations and include a rationale. The following are examples of the types of program responses to ERT comments.

Example of ERT comment on a specific recommendation:

The external review team suggests the program to consider possible impacts of “Recommendation #1 - adding first year postsecondary Calculus (67%) as admission requirement” on applicant numbers prior to implementation.

*Example response 1: Recommendation #1 is revised based on ERT’s feedback, and will make Calculus “recommended for success” instead of required. The following is the revised recommendation:*

*Revised Recommendation #1: Add first year postsecondary Calculus (67%) as “recommended for success” on the webpage for Admission requirements.*

*Example response 2: The program has considered the ERT’s suggestion, and has decided to remove Recommendation #1 from the final action plan.*

*Example response 3: The program thanks the ERT for their suggestion but will move forward with Recommendation #1 because…(add rationale).*

*Example response 4: In response to the ERT’s suggestion, the program will add a new recommendation.*

*Recommendation #1b: Monitor the applicant numbers and student success after implementation of recommendation #1 (adding calculus as admission requirement).*

The ERT may also make additional suggestions, which may or may not impact the final list of recommendations.

Example of ERT general suggestion for the program to consider:

The ERT suggests the program consider looking into the new software programs used by industry as a part of the process of updating the curriculum for Course Y.

*Example response: The self-study team agrees with the ERT and will connect with industry while making course revisions to determine the best software programs to incorporate in the curriculum*.

Please include full ERT report in Appendix 1.]

# 2 Final Recommendations & Action Plan

[While recommendations were outlined in the self-study report, **there may be revisions to the recommendations following the ERT report.** Please show final recommendations in the table format shown below. This table will be copied and pasted onto the Final “Recommendations and Action Plan” template for the dean’s verbal report to EDCO. Please include full recommendations table identifying projected costs in Appendix 2.]

| **#** | **Recommendations** | **Estimated Timeline**  **Start to Completion Date** | **Resources Required** |
| --- | --- | --- | --- |
|
|  |
| 1 |  |  |  |
| 2 |  |  |  |
| … |  |  |  |

# Appendix 1: External Review Team Report

[Insert full External Review Team Report]

# Appendix 2: Final Recommendations with Projected Costs

[Update the Recommendations with Projected Costs table (as submitted with the Self-Study Report) if the final recommendations, timeline and resources have been adjusted following the external review. Insert the updated table below. Refer to the Recommendations with Projected Costs Template on the Academic Planning and Quality Assurance (APQA) website for further details.]

[Insert the updated Recommendations with Projected Costs table here.]