**SQC Report** 

**School of [Name]**

**Accredited Program Review Checklist**

|  |  |
| --- | --- |
| **Program Name and Credential:** |  |
| **Program Champion:** |  |
| **Date Reviewed:** |  |
| **Committee Members Present:** |  |

**Review of Self-Study Report**

The SQC reviews Self-Study Reports which are written as part of the Institute’s program review process. The purpose of the SQC’s review is to provide peer feedback to the program area primarily on how well program review recommendations are supported by evidence presented within the report. Program reviews are guided by a self-study template, but do allow programs flexibility to focus on specific areas of importance. SQC feedback is particularly valuable from the perspective of School-level insights and related considerations for proposed recommendations.

Outcome of Self-study Report Reviews: The Chair will provide a brief report summarizing feedback from the SQC to the program area and the School Dean, providing suggestions for clarity or revision, as appropriate.

Programs accredited by professional organizations complete a shorter version of the Self-Study Report to avoid unnecessary duplication with their accreditation reports. This checklist includes only the required sections for accredited programs. However, programs can collect, analyze data and report on any additional aspects of the program (e.g. currency of program goals) that are relevant for the success of the program.

The following list shows the 8 categories (and main subheadings) from the Self-Study Report template. Sections can be marked to indicate they were adequately addressed (click box). Comments relevant to a particular section can be entered under the respective heading, and overall comments can be added at the end of the checklist.

1. **Program Accreditation**

[ ]  Summary of Accreditation Results

1. **Program Background**

[ ]  2.1 Program Name / Credential Type/ Administrative Structure

[ ]  2.2 Program Description

[ ]  2.3 Program Review Data Sources and Stakeholder Profiles

1. **Quality of Educational Design**

[ ]  3.1 Review of Curriculum (Credential standards, admission requirements, and curriculum)

[ ]  3.2 Program Delivery Methods & Teaching, Learning, and Assessment Methodologies

[ ]  3.3 Faculty Qualifications

1. **Quality of Educational Experience**

[ ]  4.1 Program Enrolment, Attrition and Graduation Trends

[ ]  4.2 Relevance of Education to Further Studies

[ ]  4.3 Satisfaction with Skills Development

[ ]  4.4 Satisfaction with Learning Experience including Quality of Instruction

1. **Quality of Services, Resources, and Facilities**

[ ]  5.1 Learner Satisfaction with Services, Resources, and Facilities

[ ]  5.2 Faculty (including Flexible Learning) and Staff Satisfaction with Services, Resources and Facilities

1. **Quality of Program Relationships and Connections**

[ ]  6.1 Alignment with Provincial and BCIT Strategic Direction

[ ]  6.2 Marketing and Public/Community Engagement

[ ]  6.3 Compliance with BCIT Policies and Procedures

1. **Benchmarking with Comparable Programs**

[ ]  Appropriate benchmarking and analysis included

1. **Recommendations and Future Directions**

[ ]  Recommendations (table completed with all required information including any specific recommendations from accreditation review)

[ ]  Future Directions

**Overall Comments on Recommendation:** Please comment on whether program review recommendations are supported by evidence presented within the report.