

**HURON UNIVERSITY COLLEGE  
UNDERGRADUATE PROGRAM REVIEW POLICY  
[Approved by Academic Council 8 April 2011]**

The mission of Huron University College is to provide a university education of the highest North American standards through its undergraduate degree programs in the Arts and Social Science. The College seeks to attract the most qualified university applicants and holds as its principal academic objectives: to promote educational excellence, to encourage scholarly achievement, to foster international understanding and co-operation, and to provide its students with a broad and useful education that will develop their intellectual skills, enhance their desire for knowledge, and prepare them for positions of leadership and responsibility.

The process of Undergraduate Program Review is an integral part of the fulfillment of that mission. In this document, the term “department” refers to the academic unit with responsibility for the programs under review or proposed. The term “program” refers to the sequence of courses and other units of study prescribed for the fulfillment of the requirements for a Bachelor of Arts (BA) Bachelor of Management and Organizational Studies (BMOS), or Bachelor of Theology (BTh) degrees. It is the comprehensive body of studies required to graduate with an honors specialization, specialization, major, minor, in a particular discipline.

**PURPOSE**

The objective of the Undergraduate Program Review process is to ensure the quality of the undergraduate programs offered by Huron University College. The review process is designed to assist departments in maintaining and, where needed, strengthening the quality of their existing programs, and to ensure that new academic programs are consistent with the mission of the institution and meet the criteria described in the Council of Ontario Universities Quality Council Protocols.

**I. Introduction of New Undergraduate Programs**

Huron University College is an undergraduate university college affiliated with the University of Western Ontario. The ultimate authority responsible for the approval of new undergraduate programs leading to degrees, diplomas, and certificates granted by UWO is the Senate of the constituent university via the Senate Subcommittee on Program Review-- Undergraduate (SUPR-U)) and the Senate Committee on Academic Planning and Awards (SCAPA). The University of Western Ontario has defined two basic types of New Undergraduate Program. The first is the introduction of a new degree designation [such as BMOS BMSc &c]. The second is the introduction of new Honors Specializations, Specializations, and Majors. The former, quite rare, requires external review and approval by the Council of Ontario Universities Quality Council. The latter is considered “Major Modification” and does not require external review or Quality Council approval, but the modifications are reported on an annual basis by the constituent university to the Quality Council.

**I.1 Proposals for New Degree Designations**

I.1.1 Proposals for new degree designations (as defined above) at Huron University College are developed by the academic Department or Centre using the format for submissions to SUPR-U. An External Reviewer is appointed and her or his report forms part of the proposal.

I.1.2 Proposals are placed on the agenda of the Educational Policy Committee (EPC) of the Faculty of Arts and Social Science by the Dean of Arts and Social Science (Chair of EPC), for approval by EPC. Each academic Department/Centre is represented on EPC.

I.1.3 The proposal must be accompanied by a checklist of criteria to be assessed by EPC. The checklist conforms to the requirements (quality assurance and accountability) set out in the Council of Ontario Universities Quality Council Guidelines. The Checklist is maintained by the UWO Senate Office and is available at <http://www.uwo.ca/univsec/senate/>

I.1.4 The EPC-approved proposal is submitted to the Faculty of Arts and Social Science committee for approval.

I.1.5 The Faculty of Arts and Social Science -approved proposal is submitted to Academic Council of Huron University College

I.1.6 The approved proposal together with the checklist is submitted to SUPR-U (UWO) for approval

I.1.7 Following approval by SCAPA, on SUPR-U's recommendation, the program proposal is recommended to Senate by SCAPA for its approval.

I.1.8 Following approval by Senate, the constituent university makes application to The Quality Council for approval.

I.1.9 Following approval by the Quality Council, the constituent university makes application to the Ministry of Training, Colleges and Universities (MTCU) for authorization to count students in the new program toward BIU entitlement. The university will provide documentation that all of the criteria identified in the approval process have been met.

## **I.2 Proposals for Major Modifications within Existing Degree Designations in Areas already Represented in the University**



1.2.1 Proposals for new Honors Specializations, Specializations, and Majors at Huron University College [“Major Modifications” as defined above] are developed by the academic Department or Centre using the format for submissions to SUPR-U.

1.2.2 Proposals are placed on the agenda of the Educational Policy Committee (EPC) of the Faculty of Arts and Social Science by the Dean of Arts and Social Science (Chair of EPC), for approval by EPC. Each academic Department/Centre is represented on EPC.

1.2.3 The proposal must be accompanied by a checklist of criteria to be assessed by EPC. The checklist conforms to the requirements (quality assurance and accountability) set out in the Council of Ontario Universities Quality Council Guidelines. The Checklist is maintained by the UWO Senate Office and is available at <http://www.uwo.ca/univsec/senate/>

1.2.4 The EPC-approved proposal is submitted to the Faculty of Arts and Social Science committee for approval.

1.2.5 The Faculty of Arts and Social Science -approved proposal is submitted to Academic Council of Huron University College

1.2.6 The approved proposal together with the checklist is submitted to SUPR-U (UWO) for approval

1.2.7 Following approval by SCAPA, on SUPR-U’s recommendation, the program proposal is recommended to Senate by SCAPA for its approval.

1.2.8 Following approval by Senate, the constituent university reports the new program to the Quality Council.

1.2.9 Following approval by the Quality Council, the constituent university makes application to the Ministry of Training, Colleges and Universities (MTCU) for authorization to count students in the new program toward BIU entitlement. The university will provide documentation that all of the criteria identified in the approval process have been met.

## **2. Cyclical Review of Undergraduate Programs and Academic Departments**

Huron University College is an undergraduate university college affiliated with the University of Western Ontario. The undergraduate programs leading to degrees, diplomas and certificates granted by UWO have received approval from the Senate of the constituent university via the Senate Committee on Academic Planning and Awards (SCAPA). Changes to existing programs and courses are approved via the DAP (Deans: Academic Programs [Virtual]) and the SCAPA committees.

### **PRINCIPLES**

Undergraduate program review is a self-regulatory process conforming to the principles of the Council of Ontario Universities Quality Council Protocols and is subject to periodic audit by the Quality Council.). The internal program review processes of UWO and its affiliated colleges will be

audited at least once every seven years by the Quality Council's auditors to verify that the review processes ensure the quality of the undergraduate programs offered.

The Academic Council of Huron University College is responsible for maintaining the quality of the review process at Huron, for ensuring consistency, and for ensuring that the recommendations of reports on program reviews are adequately followed up. Academic Council includes all Full Professors in the Faculty of Arts and Social Science, and in the Faculty of Theology, other elected faculty members, student members, and members of the Executive Board and Corporation of Huron University College.

To ensure consistency and fairness, and effective promotion of the mission of Huron University College and its academic priorities and policies, the Academic Council of Huron University College implements the cyclical review process through the Educational Policy Committee (EPC) of the Faculty of Arts and Social Science. Under the terms of the Huron College Act, the Faculty of Arts and Social Science is a committee chaired by the Dean of Arts and Social Science, and reporting to Academic Council.

Program reviews are open processes involving faculty, staff, and students; summaries of reports are public documents circulated to Academic Council and to the Campus and Community Affairs Committee of the Huron University College Executive Board.

To ensure that national standards and expectations are met, external assessment is an element of all reviews of existing programs.

## **STRUCTURE**

2.1. The core elements of the review include a critical and reflective self-assessment of the programs under review, by both faculty and student members (past and present) of the department; an external review by an expert in the field from another university, who shall be at arm's length from the department whose programs are under review (ie, not relatives, recent or current collaborators, supervisors, supervisees, etc.) and who makes an on-site visit to Huron University College, during which time she or he is assisted by a local committee of one faculty member and one student, neither of whom is involved with the program under review.

2.2 The Educational Policy Committee (EPC) of the Faculty of Arts and Social Science is responsible for the administration of the Undergraduate Program Review policy. The Dean of Arts and Social Science chairs the EPC. The membership of the EPC includes the Dean of Arts and Social Science (Chair), and a representative (normally the Chair, Director, or Coordinator) from each academic Department/Program at the College.

2.3 The EPC approves the schedule of program reviews, chooses external assessors, and oversees review processes. EPC receives the self-assessment, the report of the external examiner, and the Department response to the report of the external examiner. The Chair of EPC writes the internal collaborative report (the summary report) on each review, for approval by the Faculty of Arts and Social Science (FASS.) FASS submits the summary report for approval by Academic Council.

2.4 The EPC monitors action taken on recommendations included in its reports. Academic Council approves and adopts the summary reports, distributes approved summaries to the Campus and Community Affairs Committee of the Executive Board for information, and ensures that steps are taken to follow up on recommendations.

2.5 The EPC is responsible for recommending changes to this policy to Academic Council, through FASS. It is also responsible for creating guidelines for the self-assessment procedures to be followed by departments and for modifying those guidelines as appropriate in accordance with the protocols

established by the Quality Council. EPC also creates the Reviewer's Guidelines for external reviewers and modifies those guidelines as appropriate.

## **CRITERIA**

2.6 Criteria for undergraduate program reviews:

Objectives: program is consistent with the institution's mission and academic plans; program requirements and learning objectives are clear, appropriate, and aligned with the institution's statement of the Undergraduate Degree Level Expectations;

Admission requirements are appropriately aligned with the learning objectives established for completion of the program;

Curriculum reflects the current state of study in the area, with evidence of significant innovation or creativity in the content and/or delivery of the program relative to other such programs, and with modes of delivery appropriate and effective to meet the program's identified learning objectives;

Teaching and assessment : methods for assessing student achievement of defined learning objectives and degree learning expectations are appropriate and effective; means of assessment in students' final year clearly demonstrates achievement of program learning objectives;

Resources: appropriateness of the academic unit's existing human, physical, and financial resources in delivering its programs;

Quality Indicators: Faculty qualifications, research and scholarly record; percentage of classes taught by full-time and part-time instructors; students' evaluations of teaching; student applications and registrations, attrition rates (where available), time to completion (where known), graduation rates, academic awards, postgraduate study (where known), employment rates (where known);

Initiatives taken to enhance the quality of the program and the associated learning and teaching environment;

Assessment of the program's interaction with, and contributions to, other academic programs at Huron University College;

Other criteria as deemed appropriate by Academic Council.

## **SCHEDULE**

2.7 The programs offered by Huron University College will be reviewed, according to the following schedule:

2006/07 French modules

2007/08 Philosophy modules

2008/09 Psychology modules

2009/10 Economics, Finance, BMOS modules

2010/11 Modules offered by Centre for Global Studies and Political Science

2011/12 History modules

2012/13 English modules; Interdisciplinary modules

2013/14 Languages modules: French, Japanese, Chinese

## **PROCESS**

2.8 The Chair of EPC will notify a department by January 15 that its programs will be reviewed the following year.

2.9 By March 15, a department whose programs are to be reviewed the following year will provide the Chair of EPC with the names of three to five possible external reviewers with background information and a rationale for each suggestion. The external appraiser shall be an academic of acknowledged stature acceptable to the department and College.



2.10 EPC will review the list of names and recommend a preferred candidate. The Chair of EPC will attempt to ensure that an external reviewer is named before the beginning of September. The external reviewer will not be from the Constituent University or from another Affiliated College.

2.11 Each department whose programs are under review will complete by October 15 a self-assessment and prepare a written document for the external reviewer and EPC. The self-assessment is one of the most important elements in the undergraduate review process and should involve as many faculty members, students, and staff as possible. The document should pay particular attention to the quality of the undergraduate programs offered by the department, indicating both strengths and weaknesses, as identified by faculty and students. Student involvement in the preparation of the self-appraisal report may include some or all of: a student survey, open meetings, attendance at a program retreat, and other forms of involvement.

The self-assessment document should include:

A statement of the Specific objectives of the program;

A statement of how the program meets the needs of students and reflects the objectives of Huron University College;

A statement on the ability of the program to meet the needs of students wanting to specialize in the discipline;

An account of curriculum, recent and planned curricular developments, and appraisal of strengths and weaknesses;

A statement on the quality and relevance of the services provided to students;

A statement on the quality and quantity of resources made available;

The number of faculty, their professional profiles and participation outside of formal instruction;

A statement on the quality and relevance of guidance provided to students;

A statement on the physical conditions in which the program is offered;

An overview of the research and professional activities of the department's members, and reports of individual and collective activities and accomplishments;

A statement of the relationship of the departmental research and professional activities to teaching;

Summaries of written evaluations of teaching, by students;

A statement on the support elements: library, computer facilities, staff, resource and research facilities, budgets, etc.; and

Any other aspects of program development or problems deemed pertinent by the department, the Dean, or the EPC.

The self-assessment document will be sent to the external reviewer together with supporting documents (departmental annual reports for the previous three years, other documents pertinent to academic policy and planning.) The EPC will also receive a copy of the self-assessment document.

2.12 The external reviewer will visit Huron at least once, preferably in the Fall term to meet with the Chair of EPC, the Principal, the department Chair, faculty members, students, the Chair or Undergraduate Chair of the constituent University department, and others deemed appropriate to this process. The external reviewer will be guided by the principles and criteria outlined in this policy. The external review will address the overall academic health of the department with particular emphasis on the undergraduate programs. The external review will include the elements identified in the self-study and will also address the support of scholarship and teaching within the department through library, and other academic and physical resources. The external reviewer will be assisted by a local committee of one faculty member and one student, neither of whom is involved with the program being reviewed.

2.13 The report of the external reviewer shall be delivered to the Chair of EPC no later than the following March 1. The report of the external reviewer should review the strengths and weaknesses of the programs and make recommendations for the future. The EPC will receive the report and distribute a copy to the department. The department will be asked to provide a response to the EPC by May 15th.

2.14 The EPC will review the departmental self-assessment document, the external reviewer's report, and the department's response. The Chair of EPC will prepare a summary report in response to the three documents for adoption by the Faculty of Arts and Social Science. The summary report will focus on the strengths and weaknesses of the programs and the main recommendations of the external reviewer and the EPC. The Faculty of Arts and Social Science will forward the summary report to Academic Council for discussion and approval.

2.15 The Principal of Huron University College (and Chair of Academic Council) will forward a copy of the summary report to the Campus and Community Affairs Committee of the Executive Board of Huron University College. The Principal will forward a copy of the summary report together with the report of the external examiner (this latter is forwarded in confidence to SUPR-U) to the Subcommittee on Undergraduate Program Review (SUPR-U) (UWO) for discussion (including the making of recommendations) and inclusion (of the summary report only) in the annual report of the subcommittee to SCAPA (UWO.)

2.16 The Chair of EPC will distribute the summary report to the department together with guidelines and a timetable for implementation of any recommendations.

2.17 The EPC will receive a report from the department on its follow-up plans by March 1, will review the recommendations contained in the summary report to Academic Council, and will evaluate the extent to which the recommendations have been followed up. The EPC will report to FASS and through FASS to Academic Council on its review and evaluation, and will recommend that the undergraduate program review be considered complete, or will recommend further steps, the date of a subsequent review and evaluation and the date of a subsequent report to FASS and Academic Council.