

POLICY

To ensure that programs offered at Yukon College maintain high standards and remain relevant to the people of the Yukon, the College will adopt a systematic approach to program evaluation. Program evaluation may result in maintaining, reconfiguring, suspending, or eliminating a program. This policy outlines the principles and procedures to be followed to systematize program evaluation.

BOARD GOVERNING POLICIES

Board Policies as outlined in the Board Policy Handbook

Yukon College Strategic Plan 2008-2013

GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

College Act

Letter of Understanding – Yukon Government and Yukon College

Code of Ethics, Collective Agreement

PURPOSE OF PROGRAM DEVELOPMENT PROCESS

- To assist the College in creating high-quality, relevant programs
- To introduce new programs to the College based on findings and recommendations from the process described in this policy

PRINCIPLES

Program evaluations are to be conducted according to the Yukon College Code of Ethics. Evaluation committees will strive to ensure fairness and objectivity in a spirit of informed decision-making.

Revised: November 20 2009

Original date: 04/10/06

Next Review: October 2010

Policy Holder: President's Office

PROCEDURES

Program evaluations can arise out of:

- Academic Planning cycles
- Programming Reviews

Program evaluation can be requested by:

- Community stakeholders
- Program staff
- Yukon College staff

The President, in consultation with the Vice-President Education & Training and the affected Dean, will make the final decision to evaluate a program.

Should a program evaluation be initiated, the affected Dean shall:

- Initiate the overall program evaluation process
- Assist with its implementation
- Participate in the investigation of the program as per the principles and criteria

The affected Dean, in consultation with the Vice-President Education & Training, shall:

- Create an ad hoc program evaluation committee consisting of:
 - the affected Dean
 - a minimum of 2 faculty members—one from the affected program area and one from outside the affected program area
 - Institutional Research and Planning Officer
 - one industry or other community stakeholder (if applicable)
 - other members, as appropriate
- Committee members should be selected for their credibility, objectivity, knowledge, and experience.
- Committee members can then select the member who will lead the process, establish a timeframe for completion of the evaluation, and prepare a final recommendation to the President.

The committee lead will be provided release time to coordinate the process and to write the final report, with assistance from the Institutional Research and Planning Officer.

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The criteria according to which a program is evaluated may include:

- Relevance
 - student demand
 - community need
 - student registrations
 - student satisfaction with courses and instructors
 - employer satisfaction with graduates
- Accessibility
 - availability through distributed learning
 - appropriate admission requirements and prerequisites
 - ability to recruit students who are able to meet program objectives
- Successful Student Transitions
 - graduation rates
 - employment outcomes
 - opportunities for further study (both internal or external)
- Efficient Use of Resources
 - participation and support from community partners
 - minimization of duplication within the College
 - revenue sources (where appropriate)
 - program costs per FTE (where appropriate) such as (but not limited to)
 - instructional costs
 - capital costs for program
 - space requirements
 - service and program support costs

Note: The value of programming in rural communities will be recognized although costs may be higher.
- Cultural Inclusion
 - applicant, student and graduate demographics
 - appropriate inclusion of First Nation world views

The committee will analyze the evidence and make a recommendation. The committee lead will write a final report. Should program suspension or elimination be recommended, the report shall

include a detailed summary of how students currently enrolled in the program will be accommodated.

The final report and recommendation will be submitted to the Vice-President Education & Training, who will communicate the recommendation to other appropriate committees.

Additional comments could be included when the Vice-President Education & Training presents the final recommendation to the President.

The President will make the final decision regarding the status of the program.

DEFINITIONS

A **program** is an orderly sequence of courses leading to certification or other documentation of program completion.

A **program evaluation** is an organized process of collecting, analyzing and reporting information to assist the College in making judgments about the relevance and effectiveness of programs as well as the efficiency of their delivery.

Relevance means the ability to provide programming that meets the needs of the people of the Yukon and other identified markets.

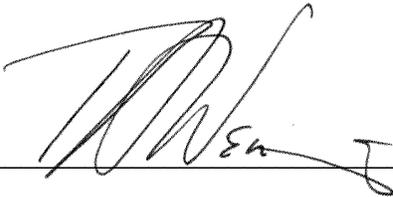
Accessibility means the delivery and support structures must facilitate successful transitions for students.

Successful student transitions means opportunities for further learning, including transferability to other post-secondary institutions, and/or employment upon completion.

Efficient use of resources means the use of cross-divisional expertise and resources as well as the use of community resources and partnerships. All resource allocation and use will be consistent with accepted budget principles.

Cultural inclusion means recognizing the unique cultural milieu of the Yukon and integrating it into the program.

AUTHORIZATION

Approved by the President _____  _____ (signature)

Date of Approval _____ January 8, 2010 _____