

Policy Title: Program Review

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input checked="" type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	September 28, 2023	Effective date:	September 28, 2023
Policy Sponsor:	Vice President, Academic and Vice President, Administration and Finance (co-sponsors)	Date last reviewed:	September 28, 2023
Date of Mandatory Review (expiry date):	September 2028	Date of last revision of Procedures:	September 28, 2023

1. POLICY

CMCC will conduct three types of program reviews in compliance with the standards of the Council on Chiropractic Education Canada (CCEC), the Postsecondary Education Quality Assessment Board (PEQAB), and the Council on Chiropractic Education (CCE):

- a comprehensive self-study for accreditation every four to eight years or as directed by either CCEC, PEQAB or CCE
- an ongoing program review, in the form of an annual report, to the President; and
- a specific department or topic/theme review as directed by the President, with dissemination at the sole discretion of the President

2. PURPOSE

To ensure that the content and delivery of programs, departments, and/or topics/themes are responsive and relevant in meeting student needs, while also maintaining the relevance of the program to the field of practice.

3. SCOPE

All programs, departments and topics/themes taught in the institution.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations

Where a program review is being conducted as part of the accreditation process, the program will be evaluated against a set of prescribed standards as put forth by the accrediting body. In circumstances where the institution is in an accreditation self-study year, an annual program review may not be warranted. A gap analysis between the annual program review requirements and accreditation requirements will be conducted. Where there is a gap between the two, a supplementary report addressing those gaps will be submitted to the President instead of a full annual review.

5. RELATED POLICIES (not a comprehensive list)

- Quality Assurance

6. DEFINITIONS

The program review process is a comprehensive and in-depth appraisal and reflection of program content and delivery, student performance, institutional metrics, resources, facilities and services. Through this critical assessment of the program, department, and/or topic, the institution is able to identify its strengths and uncover opportunities for improvement.

New Policy Approved (date):	March 2009
Policy Revision History (dates):	May 28, 2020 September 28, 2023

-----**END OF POLICY**-----

7. PROCEDURES

1. Accreditation Self-Study

As a professional degree-granting institution, CMCC is subject to external review by its accrediting bodies. The accreditation process conducted by these bodies occurs minimally every 4 to 8 years and requires a self-study report.

The self-study is a collaborative and transparent process where the report is written by program administrators with input from the broader CMCC community including students, faculty, staff, and the Board of Governors. The self-study report is produced to demonstrate CMCC's compliance to the standards prescribed by its accrediting bodies and to reveal opportunities for improvement.

Once the self-study report is submitted to the accrediting body, the accrediting body may request additional documentation or material for review. Once all requested materials are received by the accrediting body, they will form an external Program Evaluation Committee (PEC) or site-visit team to review the self-study report as well as any other materials submitted for review. The PEC or site-team will then work with CMCC to schedule a site visit to validate and verify the content of the self-study report. Once they have concluded their site visit, the PEC or site team will issue a report outlining the institution’s strengths, areas of concern, and opportunities for improvement.

2. Annual Program Review

The ongoing program review shall result in an annual report at the end of each academic year using data collected throughout the academic year.

The report provides the basis for accreditation related reports and self-studies.

3. Specific Department or Topic/Theme Review

CMCC conducts specific department or topic/theme reviews at the discretion of the President.

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8. ATTACHMENTS

None.