NOVA SCOTIA COLLEGE OF ART AND DESIGN (NSCAD UNIVERSITY)

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Prepared for

Board of Governors

Date

January 29, 2009

NOVA SCOTIA COLLEGE OF ART AND DESIGN (NSCAD UNIVERSITY)

QUALITY ASSURANCE POLICY AND PROCEDURES

ACADEMIC PROGRAM REVIEW PROCESS

For purposes of ensuring continued academic program quality and excellence, the Nova Scotia College of Art and Design (NSCAD University) has adopted a quality assurance program which includes a system of self-study, an external peer review, and a schedule of follow-up procedures. A quality assurance review process is essential to assuring the highest academic standards in order that NSCAD remains a primary university dedicated to the visual arts.

The Provost and Vice-President (Academic Affairs) is charged with the overall responsibility for quality assurance program and procedures. The Provost will be a standing member of all Program Review Committees and will be responsible for monitoring the process and outcome of the reviews and for communicating results to the University community.

In order to complete Academic Program Reviews in a timely, efficient and economical way, the University has established a schedule of Academic Program Reviews (Table 1.) In addition, every six (6) years, the University will evaluate the existing Quality Assurance Policy and Procedures.

The University will endeavor to limit the number of degree programs reviewed in one year to three (3). Any new programs introduced will be reviewed after the first two (2) years of complete implementation.

Objectives:
The objective of an Academic Program Review is to ascertain the calibre of programs and to determine whether programs are meeting the University's objectives. The review will provide an opportunity to assess resources, staff, standards, and other relevant aspects of University degree and certificate programs, and to use the results to inform decision making, including decisions related to budgeting and the improvement of programs and services.

The quality assurance review process is intended to work in concert with Academic Council's ongoing curriculum and program review, and with faculty and staff performance assessment as articulated in collective agreements between Employer and Employee bargaining units.

Focus of Review:
The review will focus on the content and delivery of programs, and the configuration of the division, as well as relationship(s) with other academic units. A division, department or program under review should anticipate that the review process will require a substantial commitment of time and resources. Areas under review can expect statistical and other assistance from the

Office of the Registrar, the Office of the Dean, the Office of the Provost, the Office of University Relations and the Library.

Procedure:

The University will complete regular program reviews according to the established schedule.

The Program Review Committee will, as necessary, adapt the guidelines as set out in the External Review and Self-Study Guides. By October 15 of the year of the review, the Program Review Committee will review the Self-Study Report Guide and add or delete specific elements appropriate to the program or programs under review. The Self-Study Committee and External Reviewers will complete reviews and reports in keeping with the guidelines provided by the Program Review Committee.

Academic Program Review process:

1. Academic Council forms the Program Review Committee and appoints Chair of Program Self-Study Committee
2. Self-Study Report
3. Visit of the External Review Team
4. External Review Report
5. Report of Program Review Committee
6. Implementation of the Program Review Committee Report

Initiating the program review:

Program Review Committee

Academic Council will prepare a schedule of Academic Program Reviews (See Table 1.). Each program shall be reviewed at least once every seven (7) years.

In September of a review year, Academic Council will announce the program(s) under review for the year and appoint two (2) faculty members with the rank of Associate or Full Professor to the Program Review Committee; Academic Council will designate the Chair of the Program Review Committee. Under normal circumstances an individual should not be a member of both the Program Review Committee and the Self-Study Committee. The Provost and Vice President (Academic Affairs) will be a standing member of the Program Review Committee. The Program Review Committee is responsible for overseeing all reviews during the review year and circulating information gathered about quality assurance to the University community.

Self-Study Committee

The Program Review Committee will call for the formation of a Self-Study Committee comprised of the following members:

❖ three (3) faculty members from the program area (s) under review, elected by Regular faculty teaching in the program area(s);

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❖ one (1) faculty member from another program area, elected by Regular faculty in the area(s) under review;
❖ one (1) student from the program area(s), appointed by SUNSCAD

The Self-Study Committee will elect its own chair.

The Self-Study Committee Chair organizes meetings of the Committee and coordinates the research for, and writing of the Self-Study Report.

The Self-Study Committee may ask departments, committees, or other groups to produce documents, reports, or other information to assist with the review. The Self-Study Committee will review all information collected and prepare a Self-Study Report.

The Committee will establish a timetable for the completion of the Self-Study Report. The Self-Study will be completed no later than January 15 of the subsequent calendar year (within three months).

After reviewing the Self-Study Report, the Program Review Committee may request clarifications or additional documentation. The Self-Study Committee will submit any additional documentation within three weeks of the Program Review Committee's request or by February 28, whichever comes first.

External Study

By November 15, the Program Review Committee shall ask the University community to nominate respected Canadian or American academics from the program field(s) under review to establish a list of potential external reviewers. External reviewers should be experts in their disciplines or professions with experience in institutions with which NSCAD University compares itself in terms of quality, aspirations, and achievements. The Program Review Committee will circulate the list to faculty in the program area(s) under review, and to the Dean for comment.

By January 1 of the next calendar year, the Program Review Committee will present to the President a panel of suitable potential external reviewers, ranked in order of preference, from which two (2) to three (3) reviewers will be identified. The President or designate will contact the external reviewers on behalf of the University.

By early March, the Program Review Committee will provide the external reviewers with documentation necessary in preparing for the external review. Such documentation will include (but may not be limited to):

- ❖ Self-Study Report
- ❖ University calendar and other pertinent material
- ❖ additional program information not included in the Self-Study Report
- ❖ External Review Guide

The external reviewers will be invited to visit the University for a period of 2 – 3 days between March 1st and March 31st during which they shall meet with faculty, students, and staff as may be appropriate. Within one month of the end of their visit to the University, the reviewers will

submit joint reports on their findings to the Program Review Committee with a copy to the President.

Report of the Program Review Committee
The Program Review Committee will evaluate all of the documentation provided, including the report of the external reviewers, and will prepare a report indicating conclusions and recommendations on the program under review. Specific recommendations for actions will be articulated clearly, with suggested timelines for implementation. The Program Review Committee will forward copies of the report to the Chair of Academic Council, the President of the University, and the President of SUNSCAD.

Implementation of the report
Each September for two (2) years following the review, directors or heads of the programs will report to the Academic Council on the actions taken to implement the recommendations of the Program Review Committee.

For further information, please contact:

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