

C.26 Program Assessment

Academic Matters

Nunavut Arctic College

Nunavut Arctic College Program Assessment

POLICY

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

PRINCIPLES

1. Nunavut Arctic College believes effective program delivery contributes to a student's academic success.
2. Nunavut Arctic College recognizes the importance of timely and appropriate, program assessment.
3. Nunavut Arctic College recognizes the merit in establishing and adhering to criteria for measuring program delivery and ensuring that students participating in the program are able to meet established program outcomes.
4. Nunavut Arctic College will strive to ensure fairness and objectivity in a spirit of informed and timely decision-making.

PROCEDURES

1. Program assessment can arise out of:
 - a. Academic Planning Cycle
 - b. Program Reviews
 - c. Student enrollments
2. Program assessment can be requested by:
 - a. Community or third-party stakeholders
 - b. Program staff
 - c. The President or Vice-President
 - d. Board of Governors
 - d. The Minister Responsible for Nunavut Arctic College.

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3. The President, in consultation with the Vice-President and the affected Dean, will make the final decision to assess a program. Once a decision has been made with respect to a program as a result of a Program Assessment that decision, should it alter delivery of a program or result in a Program closure, the decision shall be relayed to the Board of Governors as soon as practical.
 4. Should a program assessment be initiated, the affected Dean shall:
 - Initiate the overall program assessment process
 - Assist with its implementation
 - Participate in the investigation of the program as per the principles and criteria as outlined below.
 5. The affected Dean, in consultation with the Vice-President, shall:
 - Create an ad hoc program evaluation committee consisting of:
 - Senior Academic Officer
 - the affected Dean
 - a minimum of 2 faculty members—one from the affected program area and one from outside the affected program area
 - other members, as appropriate
 - Committee members should be selected for their credibility, objectivity, knowledge, and experience.
 - The Senior Academic Officer and Dean responsible for the program will lead the process, establish a timeframe for completion of the evaluation, and prepare a final recommendation to the Vice President and President.
 6. The criteria according to which a program is assessed may include:
 - Relevance
 - student demand
 - community need
 - student registrations and/or student enrolment
 - Accessibility
 - availability through distance learning
 - appropriate admission requirements and prerequisites
 - ability to recruit students who are able to meet program entrance requirements and complete program outcomes
 - Successful Student Transitions
 - graduation rates
 - employment outcomes

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- opportunities for further study (both internal or external)
 - Efficient Use of Resources
 - 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
 - Unforeseen circumstances that may arise from time to time
 - Health Hazards (Fire, water, etc) or other conditions that can cause injury, illness or death
 - Extended Building Maintenance
7. 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.
8. The final report and recommendation will be submitted to the Vice President and President who 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 assessment** 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. This could include an assessment of the mechanisms in place to support student success.

Program Staff – can include any of the College staff involved in the delivery of a particular program, including the Campus Dean, Director or Instructors of the Program

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

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

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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 Inuit traditional knowledge and integrating it into the program.