

Guidelines and Procedures for Deans' Summary Reports of Program Reviews

The Dean's Summary Report for Program Reviews should outline the recommendations made by the external review panel, and provide a concise report on the academic unit's responses, action plan and implementation schedule for each one of the panel's recommendations. The Summary Report should organize the recommendations and responses to align with the six categories for reviewing instructional programs and units, as identified in the UFV policy on Academic Program Reviews (189):

1. Ongoing Improvement
2. Program Contribution to the University's Strategic Goals, Vision, Mission, Plans and Values
3. Alignment with Institutional Learning Outcomes
4. Ministry, Professional/Industry and Academic Standards
5. Standards of Educational Practices
6. Utilization of Resources

Program reviews may contain confidential or sensitive information and care should be taken to ensure all such information has been removed prior to making the Summary Report public. Under the Freedom of Information and Protection of Privacy Act, the Ministry requires UFV to protect the confidentiality of all members of the external review panel, and as a general guideline the report should not include names or other information that could be used to identify individuals.

Deans' Summary Reports are reviewed by an in-camera meeting of APPC and, if approved for acceptance, will then be submitted to Senate, at which point the Dean's Summary Report becomes publicly available as part of Senate's public agenda. The following procedure ensures Summary Reports are vetted for confidential and sensitive information.

