



TO: Committee on Academic Policy and Programs

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AGENDA ITEM: 4(b)

ITEM IDENTIFICATION:

Program Reviews: Committee on Academic Policy and Programs Role

JURISDICTIONAL INFORMATION:

The Committee is also responsible for monitoring academic matters, and in particular, the Committee receives reports on matters within its purview, including the reviews of academic programs and academic units.

PREVIOUS ACTION TAKEN:

HIGHLIGHTS:

The University is in the process of developing its University of Toronto Quality Assurance Process (UTQAP) and consulting on the administrative and governance protocols in the review of academic programs.

Reports of external reviewers of academic programs are received throughout the year by the Office of the Provost. The review reports are summarized by Office of the Vice-Provost Academic Programs according to a common template. The summaries are verified by the review commissioning officer. The commissioning officer prepares an administrative response to the review report to address any matters raised in the reports and identifies a plan to address the report recommendations. The reviews, summaries, and administrative responses are then presented to the Academic Policy and Planning Committee for consideration.

Over the course of time the Committee has employed a number of mechanisms for considering program review reports. At one time reviews of individual units were considered on an *ad hoc* basis as reviews were conducted. In 2001, a decision was made to consider program reviews on a yearly basis in order to allow the opportunity to pursue questions relating to particular reviews as well as broader issues that may arise in a division or across faculties. Since that time, the Committee has dedicated meeting time each spring to a consideration of summaries of all reviews conducted in the prior year. The commissioning officer attends the Committee meeting to answer any questions or concerns raised by Committee members.

Beginning in 2004, in addition to receiving the compendium of summaries, subgroups of Committee members are charged with reading external review reports in totality. At the Committee meeting, a member from each group reports on whether any major issues have not been captured by the summary document and notes if there any other matters that may be important to bring to the attention of the Committee that have not been addressed in the administrative response.

The volume of review report summaries, together with the minutes of the Committee meeting, are forwarded to the Agenda Planning Committee of the Academic Board to determine whether there are any matters of general academic import that warrant discussion by the Board. The same documentation is forwarded for information to the Executive Committee of Governing Council for discussion and the Governing Council itself for information.

When considering program review reports and administrative responses, the Committee has expressed that it would be helpful to have a fulsome discussion regarding its role in governance considerations of program reviews. Questions raised at previous meetings include:

- How frequently should the reviews be considered by the Committee?
- How soon should the Committee consider reviews?
- What is the appropriate nature of the Committee's task in considering the reports and administrative responses?
- Should administrative follow-up reports be requested and brought forward to the Committee by the senior assessor?

Both the draft revised Policy on Approval and Review of Academic and the draft University of Toronto Quality Assurance Process have been brought forward for discussion at this meeting of the Committee. As the Committee on Academic Policy and Programs as it is the key entry point to governance for matters related to academic program reviews, a fulsome discussion on the role of the Committee in considering review reports and the related processes, will inform the development of the both the Policy and UTQAP.

FINANCIAL AND/OR PLANNING IMPLICATIONS: n/a

RECOMMENDATION: For Information