**LEVEL 3 REVIEW – 6. EXTERNAL REVIEW ORIENTATION EMAIL**

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| Hi [team members]!Thank you very much for volunteering to be on our External Review Committee for the [Program name] at Selkirk College.  Here is a proposed timeline on the next steps of the Level 3 Program Review and how you will be involved:* On [date], we will email you our Level 3 Program Review Self-Study Report for you to read over and the Selkirk College Strategic Plan for your reference.
* At least a week before our virtual visit, we will email you a short program video to be watched before our meeting.
* On [date + 2-3 weeks], from 10am-12pm, we meet via zoom to tell you more about our program.  For a portion of this time, we will have [name], VP Education & Students, [name], Dean of [school name], [name], [name] Program Coordinator & Instructor, [program name] students, and myself available to answer questions you may have after having read the report and watched the video.
* After the meeting, we ask that you three arrange a time to put together your brief report and recommendations by [date + 30-60 days].

Here is some further information:**What is a Level 3 Program Review Process all about?**Program review is a part of the program renewal, review, and quality assurance process at Selkirk College.  Program review is a comprehensive process of ensuring the currency and relevancy of an instructional program, identifying what is working well, what needs to change, and how change could best take place. Programs will undertake a program review every five years or as needed. Program review will align with College policy (e.g. *P8100 - Instructional Programs*) and with the *Strategic Plan* and associated plans including the *Education, Indigenization, Strategic Enrolment Plan, Internationalization*, and others. A successful renewal and review process should focus on continuing quality and appropriateness of the program design, delivery, admissions; adequacy of resources; teaching quality and adequacy of supervision and support; program learning outcomes, graduate outcomes, curriculum, quality of learning, student and graduate feedback, enrollment and retention, and other quality measures from both the “internal and external” context that influence the program. External contexts can be national, provincial, regional and local depending on the program, and be driven by employment trends, marketing needs, demographics, enrollment and others. The goal of an effective program review is to look forward three to five years into the future and make changes that best position the program for success.   So, what does success look like? There are the obvious factors; very satisfied students, excellent graduate outcomes, full enrolment, excellent retention rates, and policy and procedures that are in place and being used effectively. Success can also be measured based on the quality of engagement with advisory committees, articulation partners, accrediting bodies, and between colleagues, faculty, staff and students. Program review encourages faculty and staff to ask compelling questions of themselves and stakeholders in order to develop new and innovative ways of meeting emerging needs. Please let us know if you have any questions, or concerns at this point. Thank you again for your help with this and we look forward to meeting with you.  [name], School Chair |