**ANNUAL CURRICULUM REVIEW**

- Curriculum Rollover by Registrar’s Office/ITS
- Review of Curriculum for Relevancy/Currency by Program Faculty
- Updates Identified on Curriculum Reports
- Updates to Program of Study and Program Narrative Entered into GeneSIS
- Changes Reviewed and Approved by Curriculum Administrator and Chairs/Academic Managers Sign Off via Checklist
- New Program Version Activated for:
  - Course Loading/Scheduling
  - Publication Production
  - Registration/Timetables
  - COMMS Rollover

**ANNUAL PROGRAM MIX REVIEW**

- Quality Index Measures
- Review of Program Mix Data
- Programs with <70% Quality Index or <25% Net Contribution Identified
- Analysis of Remediation Plans (if applicable)
- Ongoing Program Delivery
- Remediation Plan to Improve Quality Index/Program Costing
- Recommendation for Suspension

**CYCLICAL PROGRAM QUALITY REVIEW**

- Confirm Programs (~20% per year)
- Review Program Performance and Costing Data
- Team Leader/Academic Administrator Review Survey Data and Conduct SWOT Analysis
- External Stakeholder/Advisory Committee Focus Group
- Faculty Focus Group
- Student Focus Group
- Review of Findings
- Formulation of Recommendations
- Development of Implementation Plan
- Completion of Report
- Revision and Editing
- Sign-off by PQAA, Academic Administrator & Dean
- Implementation of Recommendations
- Annual Follow-up of Implementation Plan

*Normally conducted on a 5 year schedule*