

Administrative Procedures Manual	Administrative Procedure 280
	Program Reviews
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019, August 2016
LEGAL REFERENCE:	Section 18, 52, 53, 66, 67, 196, 197, 222 Education Act Guide to Education ECS to Grade 12 Policy and Requirements for School Board Planning and Reporting School Authority Planning and Reporting Reference Guide

Background

Programs in the Division will be reviewed to determine if their policies and objectives are appropriate, and if they are contributing to student learning in an efficient and effective manner.

Definition

A program is defined as independent activities and services designed to achieve specific organizational goals, policies, and objectives. Examples of programs are: mathematics, career and technology studies, counseling and transportation.

Procedures

1. The Superintendent or designate has the primary responsibility for the review of all programs delivered in the Division.
2. A program review will focus on the following:
 - 2.1 Suitability of goals, policies and objectives;
 - 2.2 Efficiency of the delivery system to achieve the goals, policies and objectives; and
 - 2.3 Results achieved.
3. A review of a program may be conducted by review teams composed of:
 - 3.1 Alberta Education personnel,
 - 3.2 School system personnel,
 - 3.3 Invited personnel from other school systems,
 - 3.4 College personnel,
 - 3.5 Representatives of the community, and
 - 3.6 Representatives from other stakeholder groups.
4. The Superintendent or designate may request Alberta Education to conduct a program review, either in cooperation with the Division, or as an independent reviewer.
5. Program reviews will be used to make decisions about programs such as:
 - 5.1 Maintenance, modification or discontinuation of existing programs;
 - 5.2 Need for the development and implementation of other programs; and
 - 5.3 Ways in which existing or proposed policies and objectives could be attained in a more efficient manner.
6. The Division will conduct program reviews when it is deemed by the Superintendent or designate to be desirable and in the best public interest to do so. These reviews will be released at the discretion of the Superintendent.