

5.1.1 – Program Review Policy

Section:	Academic	Approved:	September 22, 2000
Subject:	Program Review	Reviewed:	September 1, 2025
Policy:	5.1.1	Revised:	September 1, 2025
Policy Owner:	Directors – Academic	Next Review:	September 1, 2026
Approval Authority:	President and CEO		

Policy Statement

Carlton Trail College is committed to the ongoing evaluation and continuous improvement of its programs. A structured program review process ensures that programming remains responsive, high quality, and aligned with the needs of learners, communities, and the labour market.

Purpose

The purpose of this policy is to provide a consistent framework for reviewing programs, guiding the development of program plans, and supporting evidence-based decision-making for program delivery, expansion, or redevelopment.

Scope

This policy applies to all programs offered by Carlton Trail College, including credit, non-credit, and brokered programs, and involves the Executive Team, Program Managers, and Program Coordinators in the review process.

Policy Details

1. A three-year program plan shall be developed annually by the Executive Team, in consultation with Program Managers and Coordinators, to support the College’s multi-year business planning cycle. This plan will identify programs scheduled for review, expansion, or redevelopment.
2. Program reviews will be led by the Executive Team. Findings and recommendations will be used to guide decision-making and planning for future programming.