

BOUCHER INSTITUTE POLICY

Policy Title: Periodic Institutional Review Policy

Date of Initial Board Approval: May 31, 2019

Date of Last Approved Revision:

Person(s) Responsible for Implementation & Adherence: President, Deans, CFO

Related Policies and Procedures: Assessment Policy, QA in Naturopathic Medical Education Policy, Strategic Plan Policy, Mission Statement Review Policy, Strategic Plan Procedure, Periodic Institutional Review Procedure

In order to ensure a cycle of assessment of the quality of the program and continuous improvement the institution requires a review of the full program normally every 5 years. This review includes evaluation against published standards of the BC degree granting authority and/or the Council on Naturopathic Medical Education (CNME), the institution's programmatic accreditor.

The periodic review includes at a minimum:

- (i) A self-study undertaken by faculty members and administrators based on evidence relating to program, including strengths and weaknesses, desired improvements, and future directions
- (ii) An assessment conducted by a panel consisting of experts external to the institution that normally includes a site visit
- (iii) A report of the expert panel assessing institutional quality and recommending any changes needed to strengthen that quality
- (iv) An institutional response to the recommendations in the report
- (v) A summary of the conclusions of the evaluation made publicly available

Boucher has five specific purposes for its periodic reviews, which are:

- To encourage a QA culture and the enhancement of the student learning environment and experience within institutions;
- To provide feedback to the Institute about institution-wide quality and the impact of mission, strategy, governance and management on quality and the overall effectiveness of their quality assurance;
- To improve public confidence in the quality of the Institute by promoting transparency and public awareness;
- To support systems-level improvement of the quality of higher education; and
- To facilitate quality enhancement by using evidence-based, objective methods and advice.

The overarching standards against which guide the reviews are:

- The Boucher Institute's mission and strategic goals, and selected quality indicators and benchmarks
- The standards established by the Institute's accreditors.
- The BINM Assessment Plan

The periodic review will assess the following areas, according to the accreditation standards and the Institute's policies and procedures regarding programmatic and curricular review:

- i) Mission Statement and Strategic Goals
- ii) Governance and Organization
- iii) Strategic Planning and Financial Resources
- iv) Resources and Administrative Capacity
- v) Facilities and Physical Resources
- vi) Program Assessment and Curricular Review
- vii) Faculty
- viii) Research
- ix) Library and Learning resources
- x) Student Services and Admissions
- xi) Academic Policies
- xii) Continuing Medical Education