

PROGRAM EVALUATION

Background

Division programs are division-funded (partly or entirely) educational programs within a school or outside of a school that are designed to meet students' particular learning needs. Such programs include but are not limited to:

- Alternative programs (Sports Academies, Advanced Placement, International Baccalaureate, Dual Credit, Locally Developed Courses, CTS, Options, Adult Extension programs),
- Outreach programs and online programs,
- Home education and shared responsibility programs,
- Language-based programs (Dual track, French Immersion),
- Diverse learning or special education programs (e.g., RISE);
- Specialized services (i.e., allocating staff to provide specialized services within one or more schools and/or in a Division site).

Division programs will be reviewed (ongoing) and evaluated as requested by the Superintendent. Ongoing reviews and/or evaluations will provide the Superintendent with an evidence-based means of determining whether and how such programs are meeting the needs of our students and families and are in alignment with priorities set by the Board of Trustees and programming mandates of Alberta Education. Based on such reviews/evaluations, the Superintendent as mandated in Section 222 (5), *Education Act* will determine whether to recommend to the Board that a division program continues with few or significant revisions or be discontinued.

Procedures

1. The Superintendent will set priorities and provide frames of reference for program evaluation. As applicable, priorities will be based on:
 - 1.1 Consultation with the Board of Trustees;
 - 1.2 Submissions by division and school administration and teaching staff;
 - 1.3 Requests made by Alberta Education;
 - 1.4 Input from the community.

2. The Superintendent will direct the appropriate administrative staff to carry out ongoing program reviews and/or periodic evaluations. Those designated will adopt an appropriate review and/or evaluation model and may identify additional personnel to assist in the program review and/or evaluation.
3. The Division may request Alberta Education to conduct program evaluations independently or to assist the Division in the evaluation process.
4. The Division may involve administrators, teachers, university personnel, and other members of the community in program evaluation.
5. Program evaluations will review the following components:
 - 5.1 The suitability of objectives;
 - 5.2 The alignment between objectives, methods, outcomes, and resources (human resources, facilities, capital resources, fiscal requirements);
 - 5.3 The results achieved including the capacity to be continued through the levels of education over time;
 - 5.4 The determination of what is to be put in place of a program or parts of a program and implications of recommendations should the recommendation be significant revision or discontinuation of a program.
 - 5.5 Consistency of program goals with the Division's educational philosophy and applicable policies/administrative procedures.
 - 5.6 The capacity to provide programming accessibility and continuity through to graduation.
 - 5.7 Alignment of programming and practices with legislation, the Guide to Education, and Ministerial Orders.
 - 5.8 Alignment of practices based on research of practices within and beyond the school authority.
 - 5.9 Alignment of practices of Division staff to programming goals and Division priorities.
6. The evaluations conducted by the Division will be used to further decisions regarding:
 - 6.1 Maintenance, modification, or discontinuation of existing programs;
 - 6.2 The need to further program development and implementation;
 - 6.3 Ways to more efficiently attain existing or proposed objectives;
 - 6.4 Staffing; and
 - 6.5 The professional learning needs of staff.

7. The designated administrative staff shall be responsible for ensuring that a written report is prepared and submitted to the Superintendent for recommendations regarding the status of programs and practices related to such programs.

References: Section 17, 18 (1), 20, 21, 23, 197, Division 2, *Education Act*
Guide to Education

Alberta Education Programs of Study K-12

Outreach and Online Programs AP 216

Locally Developed/ Authorized Junior and Senior High Complimentary Courses AP 220

Home Education and Shared Responsibility Programs AP 230

Distance Education AP 240

Adult Extension Programs AP 290

Inclusive Education AP 214

Organization of Instruction AP 200

Alternative Programs Policy 16

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