

Collaborative Dining Table – Annual Program Review

For this activity, I selected the Computer Programming (**CP**) program at Conestoga College. The main collaborators for an annual program review (**APR**) process are as follows:

- Academic **Dean**
- Academic **CP Program Coordinator**
- Academic **Quality Assurance (QA) Coordinator**
- **Professor(s)**
- **Instructor(s)**

In this **APR** process, I represented as one of the professors. All the other collaborators were part of the School of Applied Computer Science and Information Technology discipline except for the **Academic QA Coordinator**. The skills and experiences of the **Dean, Program Coordinator, Professor(s)** and **Instructor(s)** are required to make changes to the content and delivery of the courses, while the **Academic QA Coordinator** provided expertise in the general academic curriculum requirements and provided assistance in the **APR** process.

I drew a round table (see below) to represent my collaborative dining table. At the center of the table, I listed the communication tools used. We used **MS Outlook** to send current academic program materials via email. The **Program Coordinator** arranged the **Zoom** meetings and created calendar entries on **MS Outlook**. We held **Zoom** online meetings instead of in-person meetings. When there were offline discussions and updates, we used **MS Teams**, as needed.

From my recent experience, all the people, process and tools worked well for me. Future collaborations may no longer require **Zoom**.

Sample project:

Computer Programmer (CP) Program
Annual Program Review (APR)

