CYCLICAL PROGRAM REVIEW PROCESS

Begin by reviewing Policy on Academic Program Reviews

IQAP emails programs to inform them of upcoming cyclical review

Fall information session for programs set to complete review

Attend IQAP workshop to help prepare for cyclical review

Program submits names of potential External Reviewers in consultation with Dean

Program prepares **Self-Study** document in consultation with MacPherson Institute, IRA, library, relevant student groups, etc

IRA provides institutional data for Self-Study

Survey is administered by IRA

IQAP organizes Review Team site visit

Program submits finalized Self-Study & any additional documents (e.g. CVs) to IQAP head of site visit as requested

IQAP sends Self-Study to Dean, Vice Provost & Review Team

Review Team site visit

Review Team report received (within 4 weeks of site visit) and sent to Chair/Director & Dean for response

Chair/Director & Dean submit Response (Implementation Plan) to IQAP

IQAP sends Review Team Report and Implementation Plan to Quality Assurance Committee (QAC)

QAC prepares Final Assessment Report

Final Assessment Report sent to Undergraduate Council (UGC) or Graduate Council (GC)

Due date for Progress Report is determine (usually 18 mos)

Final Assessment Report sent to University Planning Committee (UPC)

Final Assessment Report sent to Senate

Executive Summaries from Final Assessment Report posted on the website of VP Academic

Report sent to Quality Council for information

Report sent to Board of Governors for information

Program sends Progress Report to IQAP

Progress Report sent to QAC

Next cyclical program review date is determined

Chair/Director & Dean are notified