2015-2016 Cyclical Review Timeline

**October 2014** - Letter of notification about commencement of program review cycle sent to programs.

**November 2014** - Meeting with IQAP Office to review process, requirements, and available resources. Programs are invited to workshop organized by IQAP office.

**December 2014** - Workshop is held to assist programs in completing their Self-Study documents (i.e. creating program learning outcomes, engaging students in the process, institutional research and analysis data).

**January 2015** - Quality Assurance Program Coordinator extends an invitation to the programs to one-on-one consultations to determine program-specific needs for their cyclical review.

**January 2015 – December 2015** - Programs work on drafting their Self-Study, collection of internal data and faculty CVs.

**March 2015** - Institutional data provided to program by Institutional Research and Analysis.

**July 2015** - List of potential reviewers is sent by the program to the IQAP office (for Undergraduate programs) or SGS (for Graduate programs).

**December 2015** - Final version of Self-Study is due to IQAP office (Undergraduate programs) or SGS (Graduate programs) unless otherwise specified.

**Spring 2016** - Site visit scheduled by IQAP office/SGS and:
- Reviewers’ Report due within four weeks of site visit
- Program Response (Chair/Director & Dean) due within one month of receiving the Reviewers’ Report
- QAC prepares Final Assessment Report within one month of receiving the Program’s response
  - Final Assessment Report is then sent to UGC/GC, UPC, Senate, and Quality Council

*NB: Site visits typically occur in the Spring unless otherwise indicated.*

**Progress Report** - is due approximately 18 months from when the Final Assessment Report is submitted to UGC/GC.

Last Updated: March 2015