

2016-2017 Cyclical Review Timeline

October 2015 - Letter of notification about commencement of program review cycle sent to programs.

November 2015 - Meeting with IQAP Office to review process, requirements, and available resources Programs are invited to workshop organized by IQAP office.

December 2015 - 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 2016 – Program Enhancement team extends an invitation to the programs to one-on-one consultations to determine program specific needs for their cyclical review.

January 2016 – December 2016 - Programs work on drafting their Self-Study, collection of internal data and faculty CVs.

March 2016 - Institutional data provided by Institutional Research and Analysis available on the portal

June 2016 - List of potential reviewers is sent by the program to the IQAP office (for Undergraduate programs) or SGS (for Graduate programs).

December 2016 - Final version of Self-Study is due to IQAP office (Undergraduate programs) or SGS (Graduate programs) unless otherwise specified.

Spring 2017* - 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.