

2018/2019 COHORT

IQAP CYCLICAL REVIEW TIMELINE

STEP TO COMPLETE		TIMELINE
1.	Programs identify team that will <i>collaborate</i> to prepare the Self-Study Report.	Mid-December 2017
2.	Programs confirm <i>first</i> one-on-one consultation with Educational Developer at the MacPherson Institute (Amy Gullage: gullaga@mcmaster.ca).	January 2018
3.	Programs work on developing a draft of Program Learning Outcomes.	January – March 2018
4.	Office of Institutional Research & Analysis uploads most recent data to the portal for programs to access. Contact irahelp@mcmaster.ca to request any additional data.	March 31, 2018
5.	Programs email their site visit coordinator Julianne Simpson (simpjul@mcmaster.ca) or Christina Bryce (cbryce@mcmaster.ca) with the following information: <ul style="list-style-type: none"> a) Potential dates for two-day site visit; and b) List of reviewer names for site visit. <p style="text-align: center;">Please Note: Site visits will typically take place between January 2019 – April 2019</p>	May 31, 2018
7.	Programs confirm a follow-up progress consultation with MacPherson Institute (Amy Gullage: gullaga@mcmaster.ca).	August/September 2018
8.	Programs discuss date for submitting a draft of Self-Study Report to their program Dean (and Associate Dean, if applicable).	
Programs must submit a completed Self-Study Report 6-8 weeks before scheduled site visit!		