Office of Quality Assurance

SUGGESTED WORKFLOW BREAKDOWN – TIMELINE FOR **2023/24** IQAP CYCLICAL REVIEWS

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|  | **Deadlines/milestones** | **Suggested AAU tasks** | |
| April 2023 | * Orientation meeting * QA Office meets with departments individually | • AAU to review required documentation templates and instructions, establish AAU review team(s), assign responsibilities and set interim due dates  • Completion of Delegation Document and submission to QA Office | |
| May –  June 2023 | * Workshop& ongoing progress meetings with AAU review team(s) * Assign key individuals to work on cyclical program review self-study development. | * Work on ***Table 1a and b– “Undergraduate and Graduate Program Learning Outcomes”*** for all programs under review and curriculum mapping: review existing program and course learning outcomes and revise as needed. * **Review and Revise** Undergraduate and Graduate Program History using previous Self-Study for guidance * **Review and Revise** Undergraduate and Graduate Program Overview, Curriculum Structure, Course Sequencingusing previous Self-Study for guidance * **Survey Development**: identify all stakeholders (students, faculty, staff, other AAUs for combined programs, any partner institutions, etc.) and plan methods for soliciting stakeholders’ feedback (e.g. surveys). Begin developing survey/focus group questions. Submit to QA office **using IQAP Ethics Application** from QA Office. * **Complete** Table 8 “Faculty members by program/field”, distribute faculty CV instructions to faculty members and begin compiling faculty CVs (see *Faculty CV instructions*) | |
| July – August  2023 | **July 31, 2023:**   * Faculty CVs - first draft due | * **Gather and collate** all Faculty CVs from review period into one PDF document – using Table 8 as for guidance on how to assemble Faculty CVs * Request Table 14 – Internal Operating Funding from Finance/Faculty Administrative Officer * Using Table 2 Applications and Registrations as possible guidance, **complete** Tables 7a and 7b Projected Intake and Enrolment tables * Request Leddy Library Report | |
| Sept.-Oct 2023 |  | * Most data tables have been provided by QA office, begin work on analytical sections to comment on data in tables * Finalize Sections on Programs (History, Overview, Curriculum Structure, etc.) | |
| Nov-Dec 2023 | **November 30,2023**  - Self-study 1st draft  due | * Work on finalizing / updating analytical sections and comments based on all tables provided by QA office * Begin compiling self-study Appendices (course syllabi; program Learning outcomes; course descriptions, student handbook, etc.) * Summarize survey findings * Review NSSE data, etc for Section E Student Experience | |
| Nov 2023 | **November 30, 2024**  **Proposed External Review Nominees Due** | | * Submit Proposed External Review Nominees using Template to QA Office |
| Feb – March 2024 | **March 15, 2024**  **Final Draft of Self-Study Due** | | * Submit final draft of self-study to QA office * Work on finalizing self-study and aligning Appendices to self-study |
| Sept – Dec 2024 | **Site visit**  (possibility of Spring Site Visit) | | |