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*)
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| July – August2023 | **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
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| 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.)
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| Nov-Dec 2023 | **November 30,2023**- Self-study 1st draftdue | * 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
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| Nov 2023  | **November 30, 2024** **Proposed External Review Nominees Due**  | * Submit Proposed External Review Nominees using Template to QA Office
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| 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
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| Sept – Dec 2024  | **Site visit**(possibility of Spring Site Visit)  |