

**University of Windsor
Senate**

*5.5.3: **Institutional Quality Assurance Process (IQAP) – Revision**

Item for: **Approval**

Forwarded by: **Program Development Committee**

MOTION: **That the University’s Institutional Quality Assurance Process be revised as follows:**

4. Institutional Process for the Approval of New Programs

[...]

Institutional Response

Both the AAU submitting the proposal and the relevant Dean or designate will respond to the Reviewer’s Report and recommendations, **within four weeks of having received the report and recommendations**. The proposal can also be revised before going forward for institutional approval, based on these recommendations.

[...]

7. Cyclical University Program Reviews (UPRs)

[...]

Reporting

[...]

The Dean of the Faculty of Graduate Studies (or designate) forwards a copy of the review committee report to the AAU Head for a written response **to be submitted within four weeks of having received the report**. The AAU Head can ask for clarifications regarding the report through the Faculty of Graduate Studies and Office Quality Assurance. ~~The AAU council will review the document before it is sent to the relevant Dean, who~~ then prepares a written response to the self-study, review report and response. **The Dean’s response is to be submitted within four weeks of having received these documents**. The Dean’s response includes [...].

Rationale:

- There are currently no deadlines for the submission of written responses. The change will help ensure more timely submission of written responses.
- The other change is to rectify an inconsistency within the IQAP. As evidenced in the approved IQAP flowchart, council review at this stage is “as required” by the area. By removing the sentence, it leaves it open to send the response to council or not, in accordance with the flowchart.
- Following PDC and Senate approval, the proposed change to the University’s IQAP will be forwarded to the Quality Council for approval.