

OFFICE OF QUALITY ASSURANCE

SUGGESTED WORKFLOW BREAKDOWN  
TIMELINE FOR 2026-2027 IQAP CYCLICAL  
REVIEWS

	Deadlines/milestones	Suggested AAU tasks
March and April	<ul style="list-style-type: none"> <li>- Orientation meeting: March 2026 (Engineering)</li> <li>- April 2026 Nursing</li> <li>- QA Office meets with departments individually</li> <li>- QA Office can meet with AAU Councils</li> </ul>	<ul style="list-style-type: none"> <li>• AAU to review required documentation templates and instructions, establish AAU review team(s), assign responsibilities and set interim due dates</li> <li>• Completion of Delegation Document and submission to QA Office</li> </ul>
May – July 2026	<ul style="list-style-type: none"> <li>- Schedule ongoing progress meetings with AAU review team(s)</li> <li>- Assign key individuals to work on cyclical program review self-study development.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>PROGRAM CONTEXT:</b> Work on writing about any recent program or course changes and any planned curriculum changes and Recommendations and Actions from Previous Review (This section is for both Undergraduate and Graduate Programs)</li> <li>• <b>Undergraduate and Graduate Learning Outcomes and Curriculum Mapping:</b> Work on <i>Tables 1a and b</i> for all programs under review and curriculum mapping: review existing program and course learning outcomes and revise as needed.</li> <li>• <b>Curriculum Structure and Course Sequence:</b> Review and Revise <u>Undergraduate and Graduate Program Overview, Curriculum Structure, Course Sequencing</u> using previous Self-Study for guidance</li> <li>• <b>Modes of Delivery and Assessment Methods:</b> Review and revise Undergraduate and Graduate modes of delivery and assessment methods. Identify a student to create tables of assessment methods for core courses. Use previous self study for guidance.</li> <li>• <b>Survey Development: using IQAP Ethics Application</b> from QA Office 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).</li> <li>• <b>Table 6 “Faculty members by program/field”,</b> complete Table 6 and distribute faculty CV instructions to faculty members and begin compiling faculty CVs (see <i>Faculty CV instructions</i>)</li> </ul>

July 31, 2026	<b>July 31, 2026:</b> - Faculty CVs - first draft due	<ul style="list-style-type: none"> <li>• <b>Gather and collate</b> all <u>Faculty CVs</u> from review period into one PDF document. Use Table 6 as for guidance on how to assemble and create Table of Contents for Appendix A- Faculty CVs</li> </ul>
July – August 2026	Data sections	<ul style="list-style-type: none"> <li>• <b>Request</b> Leddy Library Report</li> <li>• <b>Assign</b> faculty members to work on sections with data tables, analysis and discussion sections as most data tables have been provided by QA office, begin work on analytical sections to comment on data in tables</li> </ul>
Sept.-Oct 2026		<ul style="list-style-type: none"> <li>• <b>Request</b> Leddy Library Report</li> <li>• <b>Start</b> Section C. Student Experience. Orientation, Advising, Mentoring, Graduate Publications, Funding</li> <li>• <b>Finalize</b> Sections on Programs (Context, Overview, Curriculum Structure, etc.)</li> <li>• <b>Complete</b> Section D. Faculty</li> <li>• <b>Complete</b> Section E. Governance</li> </ul>
Nov-Dec 2026	<b>November 27, 2026</b> 1 <sup>st</sup> Draft of Self Study due to QA Office. Will review and meet together to review what needs to be done to work towards completion	<ul style="list-style-type: none"> <li>• Begin compiling self-study <b>Appendices</b> (course syllabi; <u>course</u> Learning Outcomes; course descriptions, student handbook, etc.)</li> <li>• <b>Complete</b> Section C. Student Experience: Summarize survey findings; Review NSSE data, etc to help complete Section C. Student Experience</li> </ul>
Jan – March 2027	<b>March 5, 2027</b> <b>Submit Suggested External Reviewer Template</b>	<ul style="list-style-type: none"> <li>• Submission of Suggested External Reviewers template is due to the QA Office.</li> <li>• Work on finalizing / updating analytical sections and comments based on all tables provided by QA office</li> <li>• Finalize Appendices and ensure they are properly labelled and referenced in the Self Study</li> </ul>
April 2026	<b>April 9, 2027</b> <b>Final Draft of Self-Study Due</b>	<ul style="list-style-type: none"> <li>• Submit final draft of self-study to QA office</li> </ul>
Oct – Dec 2027	<b>Site visit</b> (possibility of Spring 2027 Site Visit)	