Cyclical Program Reviews Checklist

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| **May – September** | [ ]  Form group responsible for drafting the self-study (comprised of faculty, staff, students- engage alumni where possible)[ ]  Attend May [Orientation presentation](https://uwaterloo.ca/academic-quality-enhancement/cyclical-review-workshops) and workshops hosted by the Academic Quality Enhancement (AQuE) Office[ ]  Review Academic Program Reviews website: see [IQAP](https://uwaterloo.ca/academic-quality-enhancement/about-aque/uwaterloo-iqap), [Cyclical program reviews](https://uwaterloo.ca/academic-quality-enhancement/cyclical-program-reviews/approved-final-assessment-reports), [Templates, Resources](https://uwaterloo.ca/academic-quality-enhancement/resources), etc. [ ]  Collect and update Faculty CVs (encourage use of same format)[ ]  Review learning outcomes; contact CTE for assistance  |
| **October – December** | [ ]  Meet with group to discuss deadlines and format, and delegate work amongst the group [ ]  Analyze datasets from IAP and make some general conclusions[ ]  Meet with IAP and AQuE Office to discuss received data and next steps[ ]  Make special data requests to IAP[ ]  Survey current students and alumni; contact IAP and your faculty Alumni Officer for assistance |
| **January – February** | [ ]  Deadline for special data requests to IAP – **January 31s**t [ ]  Consult with Library and Co-op and add their completed sections to Volume I[ ]  Schedule regular meetings with group members to report on progress [ ]  Receive and review completed sections of self-study [ ]  Assemble Volume I; ensure consistency and proper formatting |
| **March – April** | [ ]  Review faculty CVs for consistency and collate Volume II[ ]  Complete Volume III by soliciting names from faculty for potential [arm’s length external reviewers](https://uwaterloo.ca/academic-quality-enhancement/selecting-arms-length-reviewers)[ ]  Disseminate self-study to faculty within the program for review and feedback[ ]  Submit draft self-study to Academic Quality Enhancement Office by **April 1st** |
| **May – July** | [ ]  Make any edits recommended by the AQuE Office and AVPA/AVPGSPA[ ]  Submit final self-study to AQuE Office by **July 1st**  |
| **October – February** | [ ]  Meet with AQuE Office to plan site visit[ ]  Host two-day site visit with external reviewers [ ]  Receive External Reviewers’ Report (due 2 weeks after site visit) from AQuE Office |
| **Post-Site Visit** | [ ]  Respond to AQUE Office with any factual errors (due 4 weeks after receiving the report)[ ]  Submit program response to AQuE Office (10 weeks after receiving the report)[ ]  Final Assessment Report (FAR) written by AQUE Office and reviewed by the AVPA/AVPGSPA and the program[ ]  Final Assessment Report (FAR) reviewed at with [SUC](https://uwaterloo.ca/secretariat/committees-and-councils/senate-undergraduate-council) or [SGRC](https://uwaterloo.ca/secretariat/committees-and-councils/senate-graduate-research-council) for approval, and sent to Senate for information |
| **Two years after site visit** | [ ]  Submit Two-Year Progress Report to AQuE Office, which is reviewed by the AQuE Office and the AVPA/AVPGSPA[ ]  Two-Year Progress Report reviewed at [SUC](https://uwaterloo.ca/secretariat/committees-and-councils/senate-undergraduate-council) or [SGRC](https://uwaterloo.ca/secretariat/committees-and-councils/senate-graduate-research-council) for approval, and sent to Senate for information |