Cyclical Program Reviews Checklist

|  |  |
| --- | --- |
| **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 |