

## Teaching Commons' support For Cyclical Program Review

2016-2017

<u>CPR Tasks</u>	<u>Who</u>	<u>When</u>	<u>How</u>	<u>TC Support</u>
YUQAP General Meeting	Program leads and YUQAP office	September 2016		<ul style="list-style-type: none"> <li>• Workshops and consultations on formulating and refining learning outcomes (at a program and course level)</li> <li>• Facilitate Self-study retreats</li> <li>• Identify recommended actions based on data from surveys</li> </ul>
Study Survey Development	ISR	October/November 2016		
CPR individual meetings	Program leads and YUQAP office	January 2017		
Enrollment Management Information	OIPA and YUQAP Office	Available online	AAPR Data Sheet <a href="http://oipa.info.yorku.ca/i-need-data/">http://oipa.info.yorku.ca/i-need-data/</a> Click Academic Program Data	
Self-Study Retreat	Faculty and Programs	May 2017		
Prepare final list of reviewer nominees and prepare CV template for each nominee	Faculty and Programs	June 1, 2017 (as per Policy)	Protocol Sec. 7.8; <a href="#">Guideline and Template for External Reviewer Nominations for Cyclical Reviews</a>	
Submit short-list of reviewers to Dean's and VPA's Office; may also submit suggested dates/times for site visit	Faculty and Programs	June 1, 2017 (as per Policy)	Protocol Sec. 7.8; <a href="#">Guideline and Template for External Reviewer Nominations for Cyclical Reviews</a>	
VPA office selects (after consultation with FGS Dean) and contacts reviewers	VPA, FGS Dean and YUQAP office	June 1, 2017 (as per Policy)		

<b><u>CPR Tasks</u></b>	<b><u>Who</u></b>	<b><u>When</u></b>	<b><u>How</u></b>	<b><u>TC Support</u></b>
<p>Compilation of Self - Study Report and other documents for the reviewers</p> <p>Dean's Agenda of Concerns</p> <p>Program Agenda of Concerns</p>	<p>Program leads University Librarians Teaching Commons ISR</p> <p>Dean or Principal</p> <p>Programs</p>	<p>August 15, 2017 (as per Policy)</p>	<p>Protocol Sec. 7.6.4 and 7.8.3 Guidelines for</p> <ul style="list-style-type: none"> <li>– <a href="#">Self-Study Report Template for Undergraduate Program</a></li> <li>– <a href="#">Self-Study Report Template for Graduate Program</a></li> <li>– <a href="#">Self-Study Report Template for Certificate and Graduate Diploma</a></li> </ul> <p>Protocol Sec. 7.7.7</p>	<ul style="list-style-type: none"> <li>• Workshops and consultations on Curriculum mapping</li> <li>• Facilitate department meeting/retreat regarding curriculum mapping</li> <li>• Assist in phrasing sections of the self-study document into appropriate language.</li> </ul>
<p>Reviewers and site visit date/s are confirmed</p>	<p>Programs/YUQAP Office</p>	<p>2 months before the site visit</p>	<p>Protocol Sec. 7.8</p>	
<p>Planning the site visit</p>	<p>Programs/YUQAP Office</p>	<p>Fall 2017 or Winter 2018</p>	<p>Protocol Sec. 7.8.3 Protocol Sec. 7.8.4 Guideline- <a href="#">Site Visit Guidelines for Cyclical Reviews</a></p>	
<p>Reviewer's Report</p>	<p>Reviewers</p>	<p>2 months after Site Visit</p>	<p>Protocol Sec. 7.8.5</p>	
<p>Program response to Reviewer's Report is submitted to the Dean</p>	<p>Programs</p>	<p>6 weeks after receiving Reviewer's Report</p>	<p>Protocol Sec. 7.9.1</p>	
<p>Dean's Implementation plan to be submitted to the YUQAP Office</p>	<p>Dean or Principle</p>	<p>2 weeks after receiving Program Response</p>	<p>Protocol Sec. 7.9.2</p>	

<u>CPR Tasks</u>	<u>Who</u>	<u>When</u>	<u>How</u>	<u>TC Support</u>
Final Assessment Report submitted to approved by Joint Sub-Committee (JSCQC)	YUQAP office and Joint Sub-Committee on Quality Council		Protocol Sec. 7.9.3	
Final Assessment Report posted on the YUQAP website	YUQAP Office			
Final Assessment Report submitted to Quality Council	YUQAP Office		Protocol Sec. 8.1	
18 month report	YUQAP Office and Joint Sub-Committee on Quality Council	YUQAP Office and JSCQC	Protocol Sec. 7.9.4	