PROPOSED TIMELINE FOR PROGRAM REVIEW– NAME OF PROGRAM

Program Review Team (in alphabetical order):
- NAME
- NAME
- NAME

The Program Review Team will be responsible for the following:
- Collaborate with OPA to provide the following:
  o Program-level competencies;
  o Names and contact information of discipline/sector representatives to be included in discipline/sector surveys;
  o Names and contact information of instructors to be included in faculty surveys;
  o Feedback on surveys which OPA will design and distribute.
- Write and submit reports based on the timelines presented below and in the format endorsed by the SSCPR.
- Meet with the Dean/Associate Dean regularly so they can be apprised of the direction of the review.
- Provide the Dean/Associate Dean draft reports so the Dean/Associate Dean can provide feedback and responses as required.
- Attend SSCPR meetings to present reports (only one member of the team is required to attend though all are certainly welcome).

The Program Review Timeline can be broken into 7 main phases:
1. Planning
2. Data Collection
3. Self-Study
4. Site Visit
5. External Review
6. Quality Assurance Plan (needs to be signed off by the Dean and Provost)
7. Annual Follow-Up Report

It should take approximately **18 months from Planning to the submission of the Quality Assurance Plan**. The Annual Follow-Up should be submitted a year after the Quality Assurance Plan.

PHASE 1	Month/Year	Tasks
PLANNING	September 2018	• OPA to provide Program Review Overview to Program Review Team • Program Review Team to provide big-picture question(s) • OPA to provide administrative data
	October 2018	• Program Review Team to provide program core competencies for OPA to include in surveys • OPA to draft surveys for students, alumni, faculty, discipline/sector • Program Review Team to submit names and contact information of relevant discipline/sector representatives

PHASE 2	Month/Year	Tasks
DATA COLLECTION	November 2018	• OPA to launch surveys for students, alumni, faculty and discipline/sector
	December 2018	• OPA to provide survey data analysis (students, faculty, alumni, discipline/sector)

PHASE 3	Month/Year	Tasks
SELF-STUDY	September 2018	• Program Review Team to start collecting relevant appendices (including Curriculum Profile) for Self-Study • Program Review Team to begin writing Self-Study
	March 2019	• Program Review Team to send Dean draft Self-Study
	May 2019	• Program Review Team to submit Self-Study to Senate Standing Committee on Program Review (SSCPR) • SSCPR reviews Self-Study

PHASE 4	Month/Year	Tasks
SITE VISIT	January 2019	• Program Review Team to send names of potential external reviewers • Program Review Team/ OPA begins planning external review • SSCPR vets external reviewers
	February 2019	• Dean invites external reviewers
	June 2019	• External reviewers conduct site visit

PHASE 5	Month/Year	Tasks
EXTERNAL REVIEW	July 2019	• External reviewers submit External Review
	September 2019	• SSCPR vets External Review • External Review is distributed to program

PHASE 6	Month/Year	Tasks
QUALITY ASSURANCE PLAN	September 2019	• Program Review Team to write Quality Assurance Plan in consultation with the Dean
	November/ December 2019	• Program Review Team shows draft Plan to the Provost and Dean
	January 2020	• Program Review Team submits Quality Assurance Plan to the SSCPR • SSCPR reviews Quality Assurance Plan

PHASE 7	Month/Year	Tasks
ANNUAL FOLLOW-UP	January 2021	• Program Review Team submits Annual Follow-Up • SSCPR reviews Annual Follow-Up and decides whether the annual follow-up reporting should continue the following year.