



PROPOSED TIMELINE FOR PROGRAM REVIEW: [PROGRAM NAME(S)]

Program Review Team :

- NAME (primary author)
- NAME
- NAME

The Program Review Team will be responsible for the following:

- Seeking support from the Centre for Educational Transformation (CET) while conducting the curriculum review, if needed.
- Collaborating with the Office of Planning and Accountability (OPA) to provide the following:
 - Names and contact information of discipline/sector representatives and Program Advisory Committee members to be included in discipline/sector and PAC survey;
 - Names and contact information of faculty members to be included in faculty survey;
 - Feedback on surveys, which OPA will design and administer.
- Writing reports using the templates provided and submitting them according to the timelines as presented below. The Self-Study Report is written by a faculty member who takes the role of Primary Author, in consultation with faculty members of the program.
- Meeting with the Dean/Associate Dean regularly so they can be apprised of the direction of the review.
- Providing the Dean/Associate Dean draft reports so the Dean/Associate Dean can provide feedback and responses as required.
- Attending the SSCPR meetings to present reports (only one member of the team is required to attend although all are certainly welcome).

The Program Review Timeline consists of 8 phases:

1. Getting Started
2. Self-Study: Curriculum Review
3. Self-Study: Data Collection
4. Self-Study: Writing Chapters 1 to 6
5. Self-Study: Review/Revisions
6. External Review
7. Quality Assurance Plan Development (needs to be signed off by the Dean and Provost)
8. Annual Follow-Up Reporting

It should take approximately **20 months from beginning of Self-Study to the submission of the Quality Assurance Plan**. The first Annual Follow-Up Report should be submitted one year after the approval of the Quality Assurance Plan. The Annual Follow-Up Reporting continues until a program can demonstrate, to the satisfaction of the SSCPR, substantial completion of the Quality Assurance Plan.



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The chart below provides a visual representation of the proposed timeline including elapsed time and report submissions.

Phases	Months																				
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1. Getting Started																					
Self-Study Phases:																					
2. Self-Study: Curriculum Review																					
3. Self-Study: Data Collection																					
4. Self-Study: Writing Chapters 1 to 6																					
5. Self-Study: Review/Revisions																					
6. External Review																					
7. Quality Assurance Plan Development																					
One Year Later																					
8. First Annual Follow-Up Report																					

◆ Report submission months

Note: External Review Report is submitted by the External Review Team, not by the Program Review Team.

The tasks involved in each phase of the program review process are described on the following pages.

PHASE 1	Month/Year	Tasks
GETTING STARTED		Manager, Quality Assurance sends Program Chair information about program review before the initial planning meeting.
		Manager, Quality Assurance and a representative from Center for Educational Transformation (CET) meet with Program Review Team to outline the purpose and process for program review and expectations for reports and timing.
		Manager, Quality Assurance sends Program Review Team guides and reporting templates.
PHASE 2	Month/Year	Tasks
SELF-STUDY: CURRICULUM REVIEW	MONTHS 1-3	- Program Review Team engages with CET for guidance and support in curriculum mapping and other curriculum review initiatives. - Program Review Team conducts the curriculum review, which becomes part of the self-study report. - Support is available from Educational Consultants at CET at tlgprogsupport@kpu.ca.
PHASE 3	Month/Year	Tasks
SELF-STUDY: DATA COLLECTION	MONTHS 3-4	- Quality Assurance Team customizes surveys for students, alumni, faculty, discipline/sector and PAC and seeks feedback from Program Review Team. - Program Review Team provides additional types of information, if any, they want to collect through surveys. - Program Review Team submits names and contact information of discipline/sector representatives, PAC members, and faculty members to be surveyed.
	MONTH 4	- The Manager, Quality Assurance provides the Program Review Team with the administrative data report required to support completion of Chapters 3–5 of the Self-Study Report. - Program Review Team submits additional data requests, if needed, to the Manager, Quality Assurance.
	MONTH 5	Quality Assurance Team launches surveys for students, alumni, faculty and discipline/sector representatives and PAC members.
	MONTH 5	Quality Assurance Team provides survey data reports.
PHASE 4	Month/Year	Tasks
SELF-STUDY: WRITING CHAPTERS 1 TO 6	MONTHS 5-9	Primary Author writes the Self-Study Report in consultation with other faculty members of the program.
	MONTH 9	Primary Author sends the completed Self-Study Report to Manager, Quality Assurance.
	MONTH 9	Quality Assurance Team reviews the report and appendices for completeness and sends it to the Dean for review. The Dean requires a minimum of three weeks to review the report and compose the memo.
	MONTH 10	Primary Author completes revisions, if any, requested by the Dean and submits the report to SSCPR (5 weeks before the meeting date).

PHASE 5	Month/Year	Tasks
SELF-STUDY REVIEW/REVISIONS	MONTH 11	SSCPR members assigned to review the Self-Study Report review the report and provide written feedback on necessary revisions.
	MONTH 12	Primary Author completes revisions to the Self-Study Report and submits it to the SSCPR (one week before the meeting).
	MONTH 12	- SSCPR discusses the Self-Study Report at [DATE] meeting. - Approved Self-Study Report is sent to the Program Review Team along with information on the next steps.
PHASE 6	Month/Year	Tasks
EXTERNAL REVIEW SITE VISIT	MONTH 12	Program Review Team submits the names of six potential external reviewers using the nomination forms provided in Guide #5: External Review.
	MONTH 12	- Program Review Team, with the help of Manager, Quality Assurance, begins planning external review. - Dean invites top two external candidates. - SSCPR Chair appoints a KPU faculty member to the external review team.
	MONTH 13	- Manager, Quality Assurance provides an external review orientation to familiarize the external review team with KPU's external review process. - External review site visit takes place with participation from program faculty, students, alumni, dean, PAC members, and other key parties.
EXTERNAL REVIEW REPORT	MONTH 15	External reviewers submit the External Review Report.
	MONTH 15	- SSCPR members assigned to review the External Review Report review it. - SSCPR discusses the External Review Report at [DATE] meeting. - Approved External Review Report is sent to the Program Review Team and Dean along with information on the next steps.
PHASE 7	Month/Year	Tasks
QUALITY ASSURANCE PLAN DEVELOPMENT	MONTH 16	Program Review Team begins developing the Quality Assurance Plan in consultation with the Dean.
	MONTH 19	Program Review Team and Dean meet with the Provost to discuss the Quality Assurance Plan.
	MONTH 19	Program Review Team submits the Quality Assurance Plan, signed by the Dean and Provost, to the SSCPR.
	MONTH 20	- SSCPR members assigned to review the Quality Assurance Plan review it and provide written feedback on necessary revisions. - Program Review Team completes any required revisions to the Quality Assurance Plan and submits the revised Quality Assurance Plan to the SSCPR (one week before the meeting). - SSCPR discusses the Quality Assurance Plan at [DATE] meeting. - Approved Quality Assurance Plan along with the Annual Follow-Up template and guide are sent to the Program Review Team.
PHASE 8	Month/Year	Tasks
ANNUAL FOLLOW-UP REPORTING	ONE YEAR LATER	Program Review Team submits the first Annual Follow-Up Report.



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		• SSCPR members assigned to review the first Annual Follow-Up Report review it and provide written feedback on necessary revisions. • Program Review Team completes any required revisions to the first Annual Follow-Up Report and submits the revised report to the SSCPR (one week before the meeting). • SSCPR discusses the Annual Follow-Up Report at [DATE] meeting and decides whether the annual follow-up reporting should continue the following year.
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