

Sent on behalf of Chris Traynor, Chair of the Senate Standing Committee on Program Review

Dear Program Chair,

To ensure that Program Reviews are completed in a timely manner and that Reports are based on relevant data, the Senate Standing Committee on Program Review (SSCPR) would like to alert you to a few key stages in the Program Review process.

Program Reviews should be completed within 18 months from planning to the submission of the Quality Assurance Plan.

Here is a breakdown of that timeline:

Phase	Number of Months
Planning and Data Collection	Data collection (supported by OPA) must be completed no more than 4 months from the program review launch date.
Self-Study Report	Report must be submitted to the SSCPR for approval no later than 8 months after data collection.
External Review Site Visit	Site visit must take place no later than 2 months after the Self-Study Report has been approved.
External Review Report	Report must be submitted to the SSCPR for approval no later than 1 month after the site visit.
Quality Assurance Plan	Report must be submitted to the SSCPR no later than 3 months after the External Review Report has been approved.

Please note that the SSCPR does not meet in July and August.

To facilitate this timeline, each program under review will receive an invitation to present their reports to the SSCPR. (OPA will work with each program to coordinate that invitation.)

The SSCPR also requests brief, regular status reports on the progress of each program's reports. These status reports will help the SSCPR determine how best to support programs during the review process.

If you have any questions, please do not hesitate to contact **Dr. David Burns, Senate Vice-Chair** or myself.

Chris Traynor, Chair
Senate Standing Committee on Program Review
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