

Cyclical Program Review Timeline

2022-2023 Cohort

Please note that this timeline is intended to provide guidance. Timelines for meetings and workshops may change. Academic Units should be meeting with any central department that could aid in their CPR, even if not specifically listed below.

August 2021

Teaching and Learning Office:

Sends out Notifications of Assessment

Teaching and Learning Office:

Sends out invitations to Academic Units to attend an orientation session

September to October 2021

Academic Unit:

Attends orientation with VPTL, CTL, and QUQAP Support Services

Centre for Teaching and Learning:

Invites Academic Unit to participate in *Setting the Tone: Strategies for Preparing an Effective Self-Study* to be held in October

Primary Contact: Lauren Anstey – l.anstey@queensu.ca

Academic Unit:

Attends *Setting the Tone: Strategies for Preparing an Effective Self-Study*

Reviews previous-cycle CPR documents and begins working on the Self-Study portion of the CPR

Centre for Teaching and Learning:

Invites Academic Unit to participate in *Articulating the Successes of your Academic Program* to be held in November

Invites Academic Unit to participate in *How is your Program Addressing Goals for Equity, Diversity, Inclusion, and Decolonization Now and Into the Future?* to be held in November

Invites Academic Unit to participate in a *CPR Retreat* to be held in December

Institutional Research and Planning:

Invites Academic Unit to an introductory meeting to be held in between October and December

Primary Contact: Jodi Magee – jodi.magee@queensu.ca; and, Jake Kaupp – jake.kaupp@queensu.ca

Equity Office:

Invites Academic Unit to an introductory meeting to be held in between October and December

Primary Contact: Vanessa Yzaguirre – vcyr@queensu.ca

November 2021

Academic Unit:

Attends *Articulating the Successes of your Academic Program*

Academic Unit:

Attends *How is your Program Addressing Goals for Equity, Diversity, Inclusion, and Decolonization Now and Into the Future?*

December 2021

Teaching and Learning Office:

Invites Academic Unit to attend a progress meeting

Academic Unit:

Attends (October to December) introductory meeting with Institutional Research and Planning

Attends (October to December) introductory meeting with the Equity Office

Attends *CPR Retreat*

Attends progress meeting with Teaching and Learning Office

January 2022

Library:

Invites Academic Unit to an introductory meeting to be held in between January and March

Primary Contact: Heather McMullen – heather.mcmullen@queensu.ca

February 2022

Academic Unit:

Submits external reviewer nominations to qugap@queensu.ca

Teaching and Learning Office:

Acknowledges receipt of nominations and sends them to the Faculty Dean for ranking

Faculty Dean:

Submits rankings to qugap@queensu.ca

Teaching and Learning Office:

Acknowledges receipt of rankings and sends them to the Vice-Provost and Dean, School of Graduate Studies for ranking

Vice-Provost and Dean, School of Graduate Studies:

Submits rankings to qugap@queensu.ca

Teaching and Learning Office:

Acknowledges receipt of rankings and notifies the Academic Unit of approved nominations.

Centre for Teaching and Learning:

Invites Academic Unit to participate in *Utilizing Evidence for Curriculum Evaluation and Enhancement* to be held in March

March 2022

Teaching and Learning Office:

Invites Academic Unit to attend a progress meeting

Academic Unit:

Attends progress meeting with Teaching and Learning Office

Attends *Utilizing Evidence for Curriculum Evaluation and Enhancement*

Attends introductory meeting with the Library

April 2022

Faculty Office:

Works with the Academic Unit to develop the reviewer itinerary. Sends the reviewer itinerary to quqap@queensu.ca

Faculty Office:

Working with the Academic Unit, the Faculty Office will prepare materials and invite the reviewers for a virtual visit (subject to Public Health and Quality Council guidance) in the Fall 2022 or Winter 2023 terms

June 30, 2022

Academic Unit:

Submits the penultimate draft of the Self-Study to quqap@queensu.ca

Teaching and Learning Office:

Acknowledges receipt of the Self-Study and solicits feedback from the Faculty Office

July 2022

Faculty Office:

Submits feedback to quqap@queensu.ca

Teaching and Learning Office:

Acknowledges receipt of the Faculty Office feedback and sends the package to the Vice-Provost and Dean, School of Graduate Studies for feedback.

Vice-Provost and Dean, School of Graduate Studies:

Submits feedback to quqap@queensu.ca

Teaching and Learning Office:

Acknowledges receipt of the School of Graduate Studies' feedback.

Provides compiled feedback to the Academic Unit.

Invites the Academic Unit, Faculty office and School of Graduate Studies to attend a progress meeting.

August 2022

Academic Unit:

Attends a progress meeting with the Teaching and Learning Office, School of Graduate Studies, and Faculty Office

Incorporates feedback into Self-Study and solicits signatures and approvals from the Unit Head, Faculty Dean and Vice-Provost and Dean, School of Graduate Studies.

August 30, 2022

Academic Unit:

Submits the final version of the Self-Study to qugap@queensu.ca

2 weeks before site review

Faculty Office:

Provides the review team with all necessary documents to conduct the review

September 2022 to April 2023

Reviewers:

Conducts review, and submits report to qugap@queensu.ca 2 weeks after the visit

Teaching and Learning Office:

Acknowledges receipt of the report and collects internal responses to report recommendations

Schedules the Senate Cyclical Program Review Committee (SCPRC)

Sends fully signed Self-Study to the Academic Unit

Academic Unit:

Compiles full package and sends it to qugap@queensu.ca

SCPRC Meets

Final Assessment Report is issued and is reviewed at Senate, Quality Council and posted to the website