

Queen's University Quality  
Assurance Processes (QUQAP)  
Cyclical Program Review  
Orientation

# Timelines

- September 2021 – Orientation
- December 2021 – first progress meeting with VPTL
- February 2022 – reviewer nominations
- March 2022 – second progress meeting with VPTL
- June 30, 2022 – penultimate draft of Self-Study
- August 30, 2022– final draft of Self-Study
- Sept 2022 to April 2023 – Review visit, internal responses and SCPRC

# What is Cyclical Program Review?

- A review of academic program quality NOT a review of academic units
- A required process (Quality Council) essential for ensuring all academic programs, scholarship and research meet Queen's standards for academic excellence
- A focus on learning outcomes, program structure, and supporting resources (human, financial and material)
- A demonstration of program connection to departmental, Faculty/School, and University goals and priorities
- Establishment of a road map for future program development
- An opportunity to reassess program strengths/areas for improvement

# Benefits of Cyclical Program Reviews



Articulate a program/Faculty's mission, vision, goals in relation to the University's strategic goals



Identify and highlight features that are unique to the programs



Identify where intervention may be required to ensure program sustainability from an academic and/or resource perspective



Continuously improve student experience

# Essential Elements of Quality Assurance

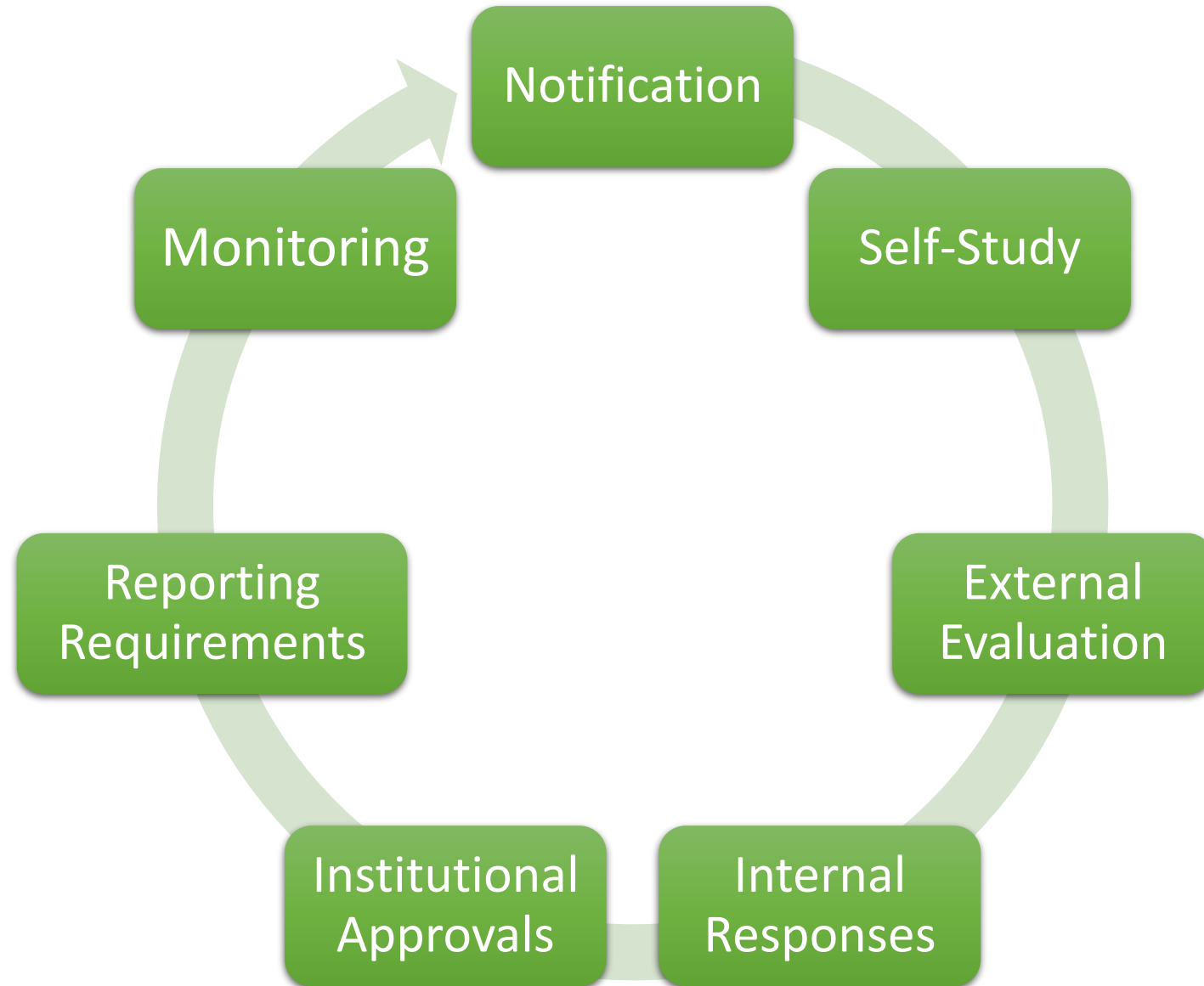


**Transparency**

**Accountability**

**Continuous  
Improvement**

# Major Stages in Cyclical Program Reviews





# Key Documents

---

1. Self-study

---

2. External Review Report

---

3. Internal Responses

---

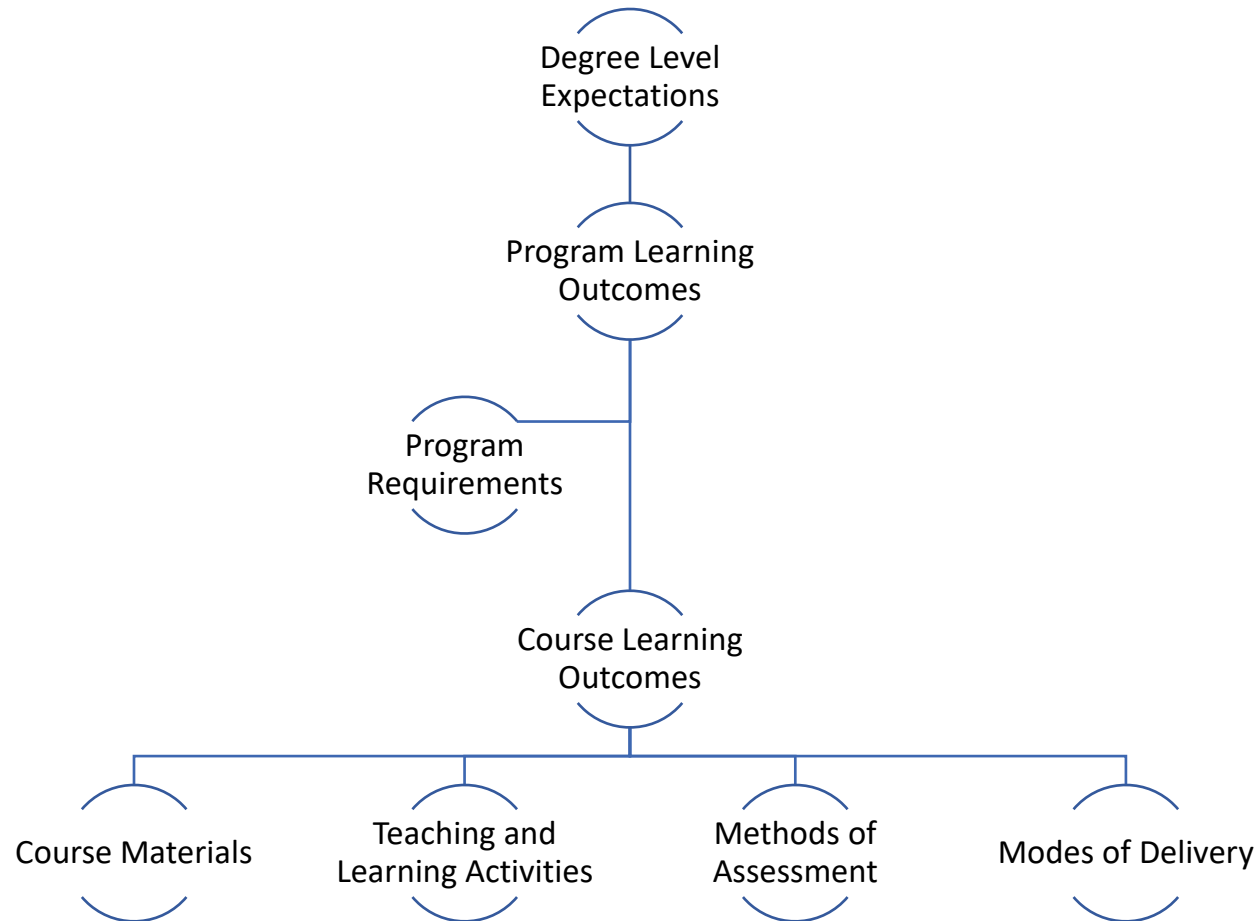
4. Final Assessment Report and Implementation Plan

# 1. The Self-Study

- The Self-Study will be a
  - broad-based,
  - reflective,
  - critical and
  - forward-looking analysis
- of the Program/Plan that is the outcome of active involvement of and consultation among the faculty, staff and students in the Academic Unit(s);
- and it will employ data that are standardized across Units to the extent possible and that is deemed authoritative by Senate, thus ensuring its integrity (QUQAP, 5.0, p. 34)



# Relationship of Program and Course Learning Outcomes to Degree Level Expectations

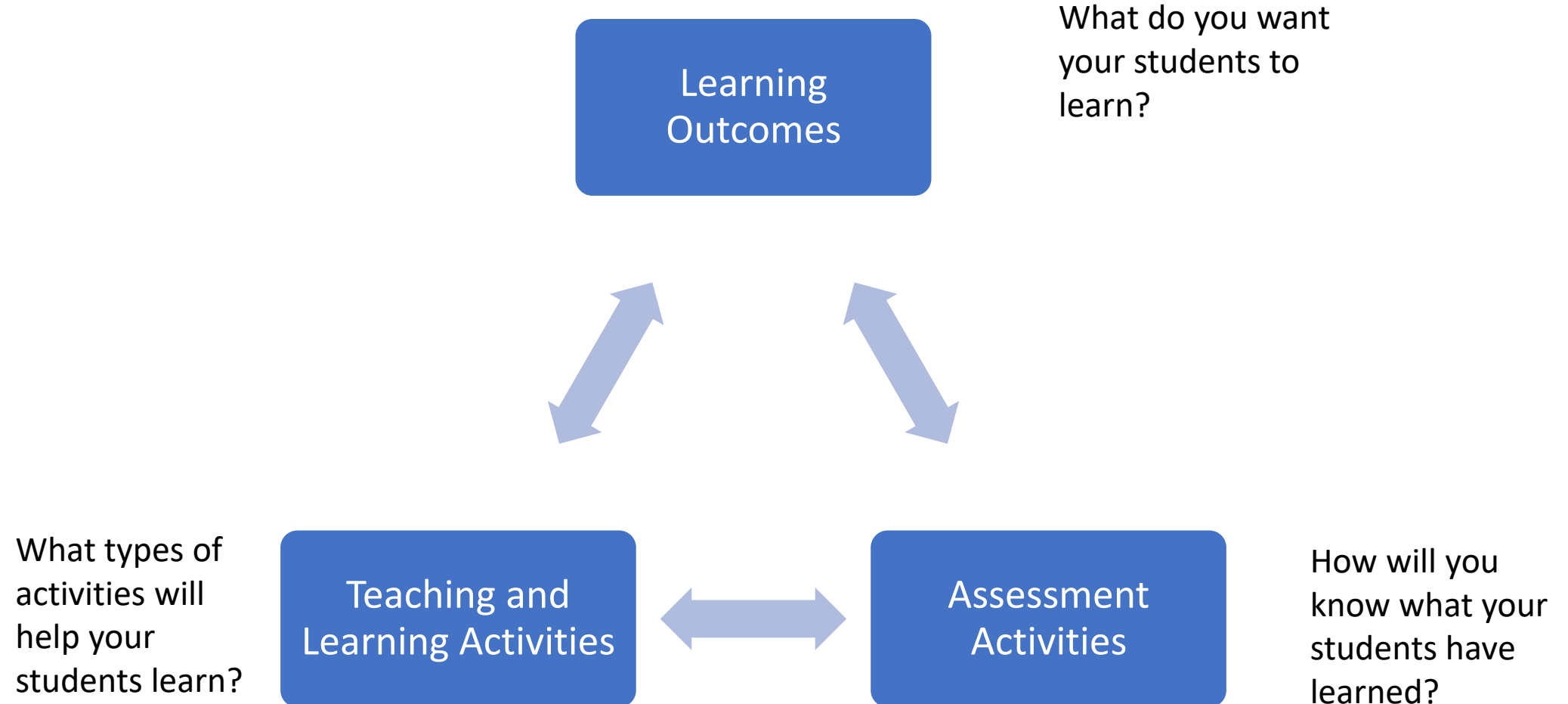


# Degree Level Expectations

“The Degree Level Expectations established by OCAV serve as Ontario universities’ academic standards and identify the knowledge and skill outcome competencies that reflect progressive levels of intellectual and creative development. They may be expressed in subject-specific or in generic terms.”  
(from the “Quality Assurance Framework”, p. 3)

- Depth and Breadth of Knowledge
- Knowledge of Methodologies
- Application of Knowledge
- Communication Skills
- Awareness of Limits of Knowledge
- Autonomy and Professional Capacity

# Constructive Alignment





## 2. External Review and External Reviewers' Report

---

- Composition of Review Team
  - Undergraduate and Graduate Programs = 2 external and 1 internal reviewer
- Arms-length requirement
- Associate or full professors, active and respected in their field, preferably with some program management experience
- Reviewer Nomination Form available at <https://www.queensu.ca/provost/quality-assurance/templates>

# External Reviewers' Report

Based on

- Self-study
- Site Visit

### 3. Internal Responses

#### Two internal responses

From the academic unit

From the Dean's Office (and from Dean of SGS where graduate program involved)

Description of responses in QUQAP policy, section 5.2.5

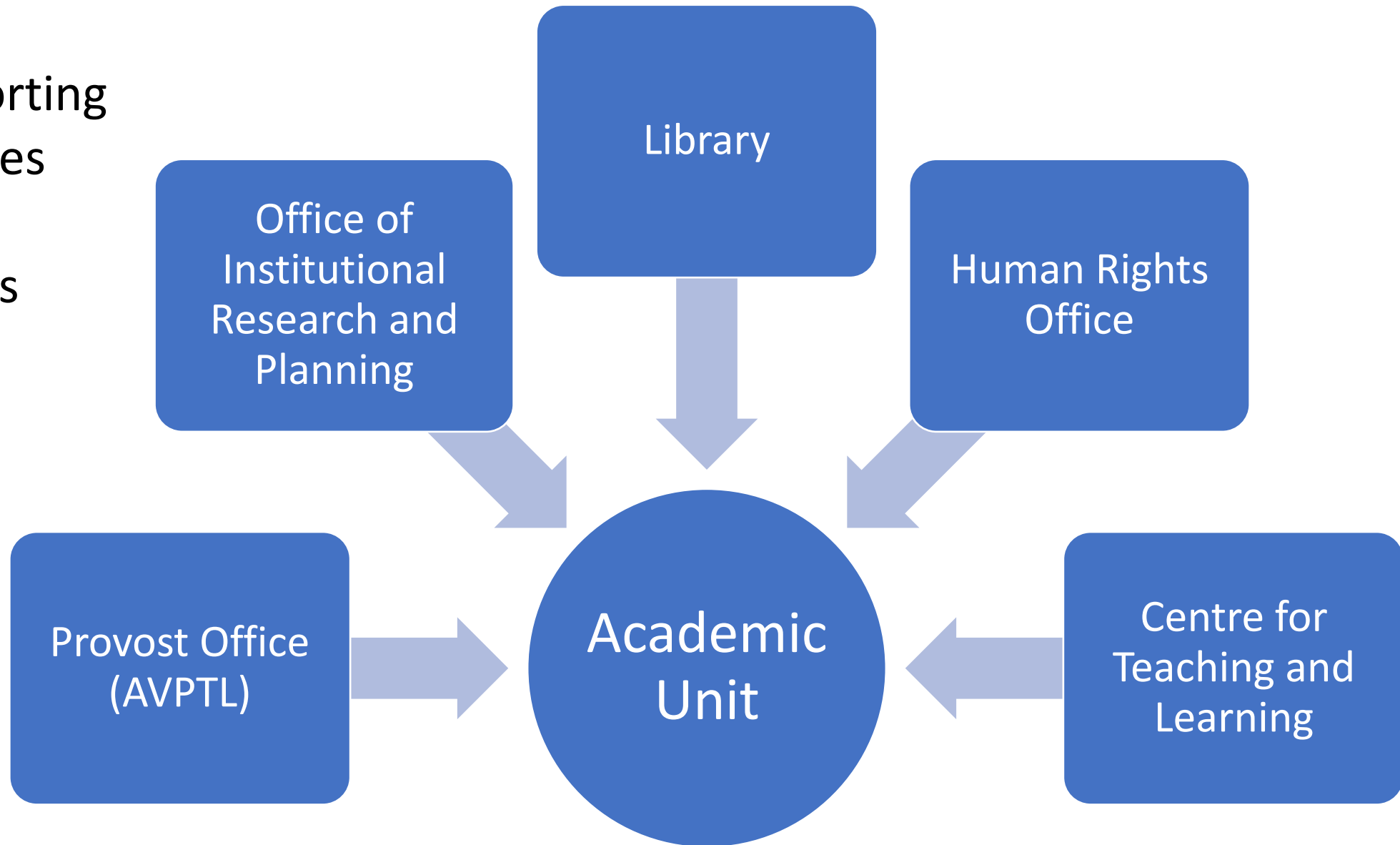


## 4. Final Assessment Report and Implementation Plan

---

- Together these provide road map for future of program over next 8 years
  - Final Assessment Report: general summary of strengths and areas for improvement in program under review
  - Implementation Plan: sets out and prioritizes recommendations for implementation with timelines
- Followed by Monitoring reports at 18 months and 4 years, leading into next CPR in 8 years

Supporting  
Services  
and  
Offices





# Questions?



For additional questions, send to [qugap@queensu.ca](mailto:qugap@queensu.ca)



All correspondence should be copied to [qugap@queensu.ca](mailto:qugap@queensu.ca)