Quality Assurance Process

Self-Study by Section

There are seven (7) main sections of a Self-Study that need to be developed as part of a Cyclical Program Review (CPR)

1 Context for current Cyclical Program Review

✅ In this section, describe planned or completed activities related to recommendations made in the last CPR process, list areas of improvement or opportunity that have been identified through the development of this Self-Study, and highlight challenges that the program(s) may face between now and the next review (8 years). It may be helpful to complete this section near the end of the development process to allow for fulsome reflection on the future of the program(s).

2 Development of Self-Study

✅ In this section, list the resources used and consultations that helped contribute to the development of the Self-Study. Describe how students have been involved in the review. It may be helpful to keep a running list of meetings and contacts as you go through this process to inform this section.

3 Program alignment with University priorities

✅ This section requires you to reference a variety of strategic documents and resources. Links to key documents are available on page 4 of the Centre for Teaching and Learning's Tips and Strategies for Engaging in the CPR Process document. It is important to comment on both completed and planned work that will address questions in this section. It is best practice to work with the Human Rights and Equity Office and Academic Integrity Coordinator when developing this section of the Self-Study.

4   Program Academic Alignments

✔ The CPR process stems from a review of learning outcomes which expresses how students benefit from their academic experience. It is best practice to work with the Centre for Teaching and Learning when developing this section of the Self-Study. Here are some helpful links from Quality Council:

- Schema of Possible Degree Level Expectations, Objectives, and Learning Outcomes
- Program Objectives and Program-level Learning Outcomes
- Assessment of Teaching and Learning

5   Supporting Services

✔ There are several resources available to help you with the development of this section of your Self-Study. At a minimum, these include:

a. The Library
b. The Writing Centre
c. The Centre for Teaching and Learning
d. Information Technology Services

6   Alignment of Resources with Program Delivery

✔ In this section, focus on the positive aspects of the resources that support the quality of the program. These include faculty expertise, teaching spaces, and staff members. This is not the place for a "wish-list" of resources the program wants, but rather, a place to boast about how well the program is using available resources to deliver a top-notch program. Here is some guidance from Quality Council regarding sessional/adjunct faculty.

7   Optional Quality Indicators

✔ This section allows programs to highlight the things that really make them stand out in terms of their quality. Focus on indicators that demonstrate results from the program's efforts in providing a quality post-secondary experience for students. Use this opportunity to boast about research being done, funding received, student scholarship success rates, or graduate employment.

Cyclical Program Review is rooted in continuous improvement. While it is important to identify areas for improvement, it is equally important to share successes as well.

Click here for additional Tips and Strategies for Engaging in the CPR Process.

For additional information on this requirement or the QUQAP process, please contact ququap@queensu.ca.