

# Ideal Self-Study Preparation Timeline

For a typical undergraduate review.

		Milestone or item to complete	Months to Draft
IQAP Prep	December	<b>Participate in CTL's <i>Preparing for Curriculum Review Workshop</i></b> (year in advance).	22
	Spring-Summer	<b>Departmental retreat.</b> Possible topics to review include: 1. Developing or discussing a plan for curriculum assessment and review; 2. Program visioning and characteristics of an ideal graduate; 3. SOAR analysis; and 4. Revising program-level learning outcomes. • <i>Overview of Program</i> in self-study template. • Learning outcomes are used in <i>Program Structure and Curriculum</i> in the template and are used, in part, to communicate coherence and alignment of program to Degree Level Expectations.	16
	Fall	<b>Program-level learning outcomes finalized.</b>	12-11
	December	<i>Preparing for Curriculum Review</i> workshop (offered annually).	10
IQAP Year 1	Winter	Self-study preparation and data collection, including (as relevant): • Alumni & recent graduate surveys and/or focus groups; ○ Data collected can be used to help complete <i>Employment / Graduate or Professional Programs</i> section in self-study template. • In-program or exiting student surveys and/or focus groups; and • Employers or industry representatives.	9-7
	April/May	Information Session. • Coordinated by the Office of Academic Quality and Enhancement.	6
	Spring-Summer	Self-study preparation and data collection, including (as relevant): • <b>Curriculum mapping</b> ; and ○ Used in <i>Program Structure and Curriculum</i> of the template. Can also be used to help demonstrate <i>Assessment of Teaching and Learning</i> . • <b>Institutional Planning &amp; Budgeting data</b> ○ Provided by IPB; used for <i>Quality Indicators</i> section of self-study template. Propose external reviewers	5-2
	July-September	Offer to review draft of self-study sections or meet as needed. • Coordinated by the Office of Academic Quality and Enhancement.	1
	October	<b>Draft self-study due.</b> Provide dates for campus visit.	0
	November	Review feedback on self-study brief	+1
	December	Prepare dossier for external consultants.	+2
	IQAP Year 2	January	
February		<b>External reviewers' site visit.</b>	+4
March			+5
April		Response to the site visit report by Program and by Faculty.	+6
May		Presentation of review documents to SUPR-U and subsequent approval levels.	+7
June			+8

Curriculum specialists in the Centre for Teaching and Learning are available to consult on the development of a plan for curriculum review. Additionally, specialists can offer guidance in the development of: departmental retreats; program-level learning outcomes and; curriculum mapping. Specialists also offer expertise in the faculty-driven facilitation of these processes.

