Ideal Self-Study Preparation Timeline

For a typical undergraduate review without program-level learning outcomes; includes relevant dates from Western's IQAP process and timeline chart.

		Milestone or item to complete	Months to Draft
IQAP Prep	December	**Participate in TSC's *Preparing for Curriculum Retreat* Workshop.**	22
	Spring-Summer	**Departmental retreat.** Possible topics to review include: 1. Developing or discussing a plan for curriculum assessment and review; • Aligns directly with Self-study's *Method for Self-study* in self-study template (p. 3). 2. Program visioning and characteristics of an ideal graduate; 3. SOAR analysis; and • Items 2 & 3 assist in answering Self-Study's *Overview of Program* in template (p. 3). 4. Developing draft program-level learning outcomes. • Learning outcomes are used in *Program Structure and Curriculum* in template (p. 4) and are used, in part, to communicate coherence and alignment of program to Degree Level Expectations.	16
	Fall	**Program-level learning outcomes finalized**.	12-11
	December	*Preparing for Curriculum Retreat* workshop (offered annually).	10
IQAP Year 1	Winter	Self-study preparation and data collection, including (as relevant): • Alumni & recent graduate surveys; ○ Data collected can be used to help complete *Employment / Graduate or Professional Programs* section in self-study template (p. 8). • In-program or exiting student surveys; and • Employers or industry representatives.	9-7
	April	Preliminary meeting. • Coordinated by Assistant to Vice-Provost, Academic Programs.	6

	Spring-Summer	Self-study preparation and data collection, including (as relevant):
		• **Curriculum mapping**; and
		  ○ Used in *Program Structure and Curriculum* of template (p. 4). Can also used to help demonstrate *Assessment of Teaching and Learning* (p. 5). Curriculum maps <u>required</u> to be included in self-study.
		• Institutional Planning & Budgeting data
		  ○ Provided by IPB; used for *Quality Indicators* section of self-study template (p. 7).
			5-2

	September	Update meeting. • Coordinated by Assistant to Vice-Provost, Academic Programs. Propose external consultants.	1
	October	**Draft Self-study Due.** Provide dates for campus visit.	0
	November		+1
	December	Prepare dossier for external consultants.	+2
IQAP Year 2	January		+3
	February	**External consultant on-site visit.**	+4
	March		+5
	April	External consultant's report distributed.	+6
	May	Review of report by SUPR-U.	+7
	June	Report from Provost submitted to Quality Council.	+8

Curriculum specialists in the Teaching Support Centre 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.