**[Insert Name of Graduate Program]**

**Final Assessment Report &**

**Implementation Plan**

**This form is intended to be a DRAFT document noting recommendations and timelines that can be discussed at an upcoming SUPR-G meeting.**

**Should the Internal Reviewer choose to include a confidential section, this section will be reviewed by SUPR-G but will not be included in the final report submitted to Senate. Please attach as a separate appendix.**

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| --- | --- | --- |
| **Faculty / Affiliated University College** | Indicate the Faculty or Affiliated University College in which the program resides | |
| **Degrees Offered** | List the degrees that the program offers (e.g. MA, PhD, etc.) | |
| **Approved Fields** | List approved fields (indicate changes) | |
| **External Consultants** | Name, title and affiliation | Name, title and affiliation |
| **Internal Reviewer** | Name, title and affiliation | Name, title and affiliation |
| **Date of Site Visit** |  | |
| **Evaluation** | To be determined by SUPR-G | |
| **Approval Dates** | SUPR-G:  SCAPA:  Senate (FYI only):  This section will be completed by SGPS or Associate University Secretary | |
| **Date of Next Review** | Year of next cyclical review  This section will be completed by SGPS) | |

In accordance with Western’s Institutional Quality Assurance Process (IQAP), the Final Assessment Report provides a summary of the cyclical review, internal responses and assessment and evaluation of Graduate Program delivered by the Department/School of X. This report considers the following documents: the program’s self-study, the external consultants’ report and the responses from the Department/School and Faculty. The Final Assessment Report identifies the strengths of the program, opportunities for program enhancement and improvement and details and prioritizes the recommendations of the external consultants and prioritizes those recommendations that are selected for implementation.

The Implementation Plan details the recommendations from the Final Assessment Report that are selected for implementation, identifies who is responsible for approving and acting on the recommendations, any action or follow-up that is required and the timeline for completion.

The Final Assessment Report and Implementation Plan is sent for approval through SUPR-G and SCAPA, then for information to Senate and the Ontario Universities’ Council on Quality Assurance and is made available on a publicly accessible location on Western’s IQAP website The Final Assessment Report and Implementation Plan is the only document resulting from the Graduate cyclical review process that is made public, all other documents are confidential to the Program/School/Faculty and SUPR-G.

**Executive Summary**

Provide a narrative summary of the site visit and review documents (self-study, external consultants’ report, and the unit and faculty responses to that report) highlighting the key aspects identified in each.

**Significant Strengths of the Program**

The following program strengths are identified in the self-study and the External Consultants’ Report

**Summary of the Reviewers’ Key Recommendations and Department/Faculty Responses**

Identify and prioritize the recommendations listed in the External Consultants’ Report. Those recommendations required to be implemented will included in the Implementation Plan table The recommendations requiring implementation must be addressed by the program, and evidence of implementation must be included in the next cyclical review or in a follow-up report to SUPR-G, if required.

|  |  |  |
| --- | --- | --- |
|  | Reviewers’ Recommendation | Program/Faculty Response |
| 1. Recommendations requiring implementation |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| 1. Supplementary recommendations for program improvement |  |  |
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|  |  |

**Implementation Plan**

The Implementation Plan provides a summary of the recommendations that require action and/or follow-up. The Graduate Program Chair and/or Department Chair/Director, in consultation with SGPS and the Dean of the Faculty will be responsible for enacting and monitoring the actions noted in Implementation Plan. The details of progress made will be presented in the Deans’ Annual Planning Document.

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommendation** | **Proposed Action and Follow-up** | **Responsibility** | **Timeline** |
| 1. Include the recommendations requiring implementation | Describe the action and/ or follow-up required to implement the recommendation | Identify those responsible for implementation | Anticipated date of completion |
| 1. Insert additional rows as needed |  |  |  |

**Other Opportunities for Program Improvement and Enhancement**

In addition to the recommendations noted above, the review process may have identified other considerations to enhance or enrich the program. List any such considerations.