

**[Insert Program Name]
Final Assessment Report &
Implementation Plan**

Faculty / Affiliated University College	Indicate the Faculty or Affiliated University College the program resides in
Degrees Offered	List the degrees that the program offers (e.g. BA, BSc, etc.)
Modules Reviewed	List all program modules that were included in the review (do not include minors)
External Consultants	Name, title and affiliation for both External Consultants
Internal Reviewer	Name, title and affiliation for the Internal Reviewer
Date of Site Visit	Month/Day/Year
Evaluation	To be determined by SUPR-U.
Approval Dates	SUPR-U: SCAPA: Senate: This section will be completed by the Office of the Vice-Provost (Academic Programs) or Associate University Secretary
Year of Next Review	Year of next cyclical review

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 the undergraduate modules 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-U, SCAPA, 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 undergraduate cyclical review process that is made public, all other documents are confidential to the Program/School/Faculty and SUPR-U.

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 both the self-study and the External Consultants' Report

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Opportunities for Program Improvement and Enhancement

The reviewers recommended that the following be considered

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Summary of the Reviewers' Key Recommendations and Department/Faculty Responses

Identify and prioritize the recommendations listed in the External Consultants' Report. Those recommendations that are approved for implementation will included in the Implementation Plan table. The recommendations that are approved for implementation will need to be addressed by the program showing evidence of completion in the next review or in a follow-up report to SUPR-U, if required.

Personnel Issues (Confidential and If Applicable)

A confidential section may be included if you feel that SUPR-U would benefit from information provided but that may not be appropriate for publication. Only members of SUPR-U will receive this confidential section.

Implementation Plan

The Implementation Plan provides a summary of the recommendations that require action and/or follow-up. The Department Chair/Director, in consultation with the Dean of the Faculty/Affiliated University College Principal will be responsible for monitoring the Implementation Plan. The details of progress made will be presented in the Deans' Annual Report and filed in the Office of the Vice-Provost (Academic).

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