**Ideal Self-Study Preparation Timeline**

For a typical undergraduate review.

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|  |  | Milestone or item to complete | Months to Draft  |
| IQAP Prep | December | **Participate in CTL’s *Preparing for Curriculum Review* Workshop** (year in advance). | 22 |
| Spring-Summer | **Departmental retreat.**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
* *Overview of Program* in self-study template.
1. Revising program-level learning outcomes.
	* Learning outcomes are used in *Program Structure and Curriculum* in the template 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 Review* 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 *Employment / Graduate or Professional Programs* 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):* **Curriculum mapping**; and
	+ Used in *Program Structure and Curriculum* of the template. Can also be used to help demonstrate *Assessment of Teaching and Learning*.
* **Institutional Planning & Budgeting data**
	+ Provided by IPB; used for *Quality Indicators* 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 | **Draft self-study due.**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 | +3 |
| February | **External reviewers’ site visit.** | +4 |
| March | +5 |
| April | Response to the site visit report by Program and by Faculty.Presentation of review documents to SUPR-U and subsequent approval levels. | +6 |
| May | +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.

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