**PREPARING FOR A SITE VISIT**

This document contains details that aim to assist you in planning the upcoming site visit for an Undergraduate Cyclical Program Review. Please read this document carefully and let us know if you have any questions. This document covers activities that occur after the Self-Study has been approved by the Office of Academic Quality and Enhancement (OAQE).

Once a date for the site visit is selected, the Administrative Coordinator in the OAQE will send an email to the External Reviewers, Internal Reviewers and the Department formally confirming the date of the site visit and introducing all individuals.

I have linked or attached a number of documents and will address each below.

* Template for External Reviewer Letter of Welcome/Instruction (attachment)
* Report Template for External Reviewers (attachment)
* Template for the Site Visit Itinerary (attachment)
* [Western’s Institutional Quality Assurance Process](https://www.uwo.ca/pvp/vpacademic/iqap/resources/IQAP_Western%20U_2022.pdf)
* [How Western Degrees/Modules Work – Web Resource](https://welcome.uwo.ca/what-can-i-study/degree-structure.html" \l ":~:text=Modules%20are%20a%20group%20of,least%20one%20module%20to%20graduate.)
* [Western’s Strategic Plan](https://strategicplan.uwo.ca/pdf/Western-Strategic-Report.pdf)
* Faculty or Affiliate University College Strategic Plan

These documents should be provided to the review team (two external reviewers and internal reviewers) when you send the letter of welcome/instruction, self-study and resources **at least one month in advance of the site visit date**. Please copy the OAQE (via Artie) on this correspondence with the reviewers. The report template is the document that we ask the External Reviewers to use to guide them in writing their report. The other documents provide some context about curriculum review and development in Ontario and at Western specifically. The Vice-Provost (Academic Programs) and/or Director, Academic Quality and Enhancement will speak to these documents when they meet with the review team during the site visit.

The OAQE covers the cost of the travel (flight, train, taxi) and hotel accommodations for the external reviewers in accordance with University Policy. **Any meals during the site visit or upgrades to travel or hotel accommodations are to be covered by the Program.** All matters pertaining to King’s and Huron’s program review expenses are handled by those institutions.

QAQE will send the *External Reviewer Honorarium and Reimbursement Form* to the reviewers; once completed and signed, this form, along with all their travel related receipts and invoices, must be sent to [aharric3@uwo.ca](mailto:aharric3@uwo.ca) for reimbursement. King’s and Huron are responsible for all payments External Reviewers who participate in their program reviews.

The Template for the Site Visit Itinerary provides a list of the required meetings for the on-site review. The order of the meetings, with the exception of the meetings with the Vice-Provost (Academic Programs) and/or Director of Academic Quality and Enhancement, can happen in any order and can take place over a meal or as part of a tour – the scheduling is at your discretion. **Please provide a copy of the draft review itinerary to the OAQE before it is sent to the review team**.

* + [Template for the Site Visit Itinerary](https://www.uwo.ca/pvp/vpacademic/iqap/academic_programs/templates_forms_and_guides.html) (this document is in the *Other Forms and Guides* section of **Undergraduate Program Templates, Forms, and Guides**)

The Vice-Provost (Academic Programs) and/or Director of Academic Quality and Enhancement will meet with the review team for 30 minutes, preferably first thing in the morning on Day 1, to provide some context and go through the expectations of the process and again for 30 minutes as one of the final meetings on Day 2.

Please feel free to contact Artie (see contact details below) with any questions regarding the preparations for the on-site visit. Thank you for your commitment to this important process.

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