# 

Recommended Schedule of Meetings

Program Review Templates

Program: [Insert Name]

Date

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# Purpose

Program Review, being comprehensive, with many moving parts, requires planning and scheduling. This template will work to assist the Self-Study Team (SST) in organizing and scheduling their time so that the review process can be done thoroughly and the project be kept on time. The following structure is *recommended* and meant to serve and help the SST. The SST, in conversation with COLT, is welcome to adjust times to aid the efficacy of the project.

# Overview

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sept. (weeks 1-4) | Oct. - mid-Jan. (weeks 5-20) | Mid-Jan – mid-March (weeks 21-30) | mid-March – end of April (weeks 30-36) | May-mid - May (weeks 36-38) | Mid-May – end of May (weeks 38-40) | By mid-June (weeks 40-42) |
| Program Review Planning | Collect & Review Self Study Data | Write & Submit Self Study Report | Arrange and have External Review, Report done | Review and respond to External Review Report | Action Plan creation | Submit Final Report |

# Program Review Initiation and Planning (Weeks 1-4)

|  |  |  |
| --- | --- | --- |
| Meeting #1 - Organized and Facilitated by COLT  * Self Study Team (SST) created by Dean/Associate Dean or Director (AD&D) * Team Members    + Dean/Associate Dean/Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   + Academic Head/Coordinator/Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   + Program Instructor(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Thorough orientation of Program Review process * Discuss team and project related roles and responsibilities   + Establish SST Lead * Map out schedule and tasks | | |
| **Place:** | **Date:** | **Time** |
| Meeting #2  * Get into specifics and make agree to overall plan for going forward | | |
| **Place:** | **Date:** | **Time** |

# Collect and Review Data for Self-Study Report (Weeks 5-20)

To inform the Self-Study Report, the SST will collect all available data. During this phase of review it is essential to have clearly defined roles, communication, and task tracking so that week 20 doesn’t arrive with lots mentioned and nothing collected or reviewed. It is recommended to have weekly check-in and meet once a month.

|  |  |  |
| --- | --- | --- |
| Meeting #3 – Data Gathering  * Plan what data in what ways and who is responsible for what | | |
| **Place:** | **Date:** | **Time** |
| Meeting #4 – Data Gathering & Initial Analysis  * Sharing of initial data and also process of data gathering | | |
| **Place:** | **Date:** | **Time** |
| Meeting #5 – Data Consolidation, Review, and Planning Layout for SSR  * Final look at data collected and preparation to move into report writing stage | | |
| **Place:** | **Time:** | **Date:** |

## Data Collection and Review

This stage of program review may require longer meetings. Consolidating and curating data often requires an ongoing dialogue along with some sort of map/table to ensure the full picture that will be laid out in the SSR is captured in the data. Below is a useful chart to organize and track data collection

| **#** | **Data Source and Person Assigned to Gather Data** | **Estimated Timeline** | **Resources Required** | **Complete** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Preparing the Self Study Report (Weeks 21-28)

|  |  |  |
| --- | --- | --- |
| Meeting #6 – Planning/Writing Draft | | |
| **Place:** | **Date:** | **Time:** |
| Meeting #7 – Draft Revisions & Complete – Put forward for Submission | | |
| **Place:** | **Date:** | **Time:** |

# Submit Self-Study Report to Centre of Learning Transformation (Weeks 28- 30)

|  |  |  |
| --- | --- | --- |
| Meeting #8 – COLT and SST Discuss Completed SSR | | |
| **Place:** | **Date:** | **Time:** |

# Arrange External Review Panel and Create Plan for Site Visit (Weeks 30 -32)

|  |  |  |
| --- | --- | --- |
| Meeting #9 – Arrange External Review Team | | |
| **Place:** | **Date:** | **Time:** |
| Meeting #10 – Meet with External Review Team | | |
| **Place:** | **Date:** | **Time:** |

# External Review Panel Site Visit and Report Response (Weeks 32 -38)

|  |  |  |
| --- | --- | --- |
| Meeting #11 – Review ERP Report | | |
| **Place:** | **Date:** | **Time:** |
| Meeting #12 – ERP Report Meeting with Cluster | | |
| **Place:** | **Date:** | **Time:** |

# SST, in consultation with Program Cluster Creates and Submits Action Plan (Weeks 38-40)

|  |  |  |
| --- | --- | --- |
| Meeting #13 – Create Action Plan to be submitted to Cluster | | |
| **Place:** | **Date:** | **Time:** |
| Meeting #14 – Review and Refine Cluster recommendations – Prepare and Submit to VP ESSI | | |
| **Place:** | **Date:** | **Time:** |

# Prepare Final Report and Submit to Education Council Meeting (Weeks 40-42)

Frequent check-in recommended

|  |  |  |
| --- | --- | --- |
| Meeting #15 – Preparing Final Report | | |
| **Place:** | **Date:** | **Time:** |

# One Year Status Update (In the Year Following Program Review)

|  |  |  |
| --- | --- | --- |
| Meeting #1 – 4 Month Check-in | | |
| **Place:** | **Date:** | **Time:** |
| Meeting #2 – 8 Month Check-in | | |
| **Place:** | **Date:** | **Time:** |
| Meeting #3 – Report for Education Council & Representative for EDCO Meeting | | |
| **Place:** | **Date:** | **Time:** |