CYCLICAL GRADUATE PROGRAM REVIEWS

Cyclical Program Reviews are conducted to ensure that all graduate programs continue to meet internal and provincial quality assurance requirements. Each academic program is subject to review once every 8 years. The first Cyclical Program Review of any new program must be conducted no more than 8 years after the date of the programs initial enrolment.

Cyclical Program Reviews consist of 4 components:
A. Internal perspective in the form of self-study brief
B. External review and reporting
C. Response to internal and external reports
D. Final approval process

The following document: **PROTOCOL FOR CYCLICAL GRADUATE PROGRAM REVIEWS** provides a list of steps to guide you through this process. For further information, please reference the IQAP policy and to ensure the review process is completed in a timely manner, contact the Office of Vice-President, Academic.
# Protocol for Cyclical Graduate Program Reviews

## A. Self-study Brief

1. **Self-study Brief** is prepared by the Program Review Team, which consists of faculty, program staff (including studio staff), students, and other notable representatives. Relevant units should be consulted well in advance to supply data to support the preparation of the Self-study Brief. ie: Institutional Analysis and Planning, Office of the Registrar, Library, IT Services, CIADE, Diversity & Equity, Student Affairs, etc.

   - **Timeline:** Fall/Winter - Spring
   - **Communication:** The Manager of the Faculty & Curriculum Development Centre will work with you to facilitate this activity.

2. A SWOT/SOAR analysis is also completed as part of the Self-study Brief. The Faculty & Curriculum Development Centre can assist and facilitate this process.

   - **Communication:** The Manager of the Faculty & Curriculum Development Centre will work with you to facilitate this activity.

3. **Self-study Brief** is submitted to the Dean, Graduate Studies who prepares an Executive Summary.

   - **Timeline:** Late Spring
   - **Communication:** Program Review Team submits Self-study Brief to Dean, Graduate Studies.

4. **Self-study Brief** and **Executive Summary** are submitted to Vice-President, Academic, who adds a response.

   - **Timeline:** Late June
   - **Communication:** Dean, Graduate Studies submits Self-study Brief and Executive Summary to Vice-President, Academic.

## B. External Review and Reporting

5. Dean, Graduate Studies in consultation with Program Review Team identifies External Reviewers. There must be at least 3 External Reviewers for graduate programs, one of which can be internal to OCAD U but outside the discipline of the program. More reviewers may be necessary depending on the breadth of the program.

   - **Timeline:** Late Spring/Early Summer
   - **Communication:** Dean, Graduate Studies submits full CV’s of External Reviewers to Vice-President, Academic for review and approval.
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| 6. Program Review Team and Office of the Vice-President, Academic organize site visit providing External Reviewers with the following documents in advance of visit:  
• Self-Study Brief  
• Dean’s Executive Summary  
• Vice-President, Academic’s Cover Letter  
• External Reviewers’ Template  
• Any other relevant information | October-December | Program Review Team and Office of the Vice-President, Academic organize site visit. | Cyclical Program Review Self-study Brief  
External Reviewers’ Template |
| 7. During site visit, the External Reviewers meet with Program Review Team, faculty, students, staff, and senior academic administrators to discuss Self-study Brief and review program | October-December | | |
| 8. The External Reviewers will jointly prepare a report and submit it to the Office of the Vice-President, Academic, normally within 30 calendar days of the visit. | Within 30 calendar days of visit | External Reviewers submit report to Office of the Vice-President, Academic. | |
| **C. RESPONSE TO THE EXTERNAL REVIEW REPORT** | | | |
| 9. Upon receipt of External Reviewers’ report, the Office of the Vice-President, Academic distributes the report to the Dean, Graduate Studies and Program Review Team for discussion and consideration of any implications (curricular, financial, or resource-based). | | External Reviewers’ report submitted to Vice-President, Academic and then to Dean, Graduate Studies and Program Review Team. | |
| 10. Dean, Graduate Studies and Program Review Team prepare response to External Reviewers’ report. Response is submitted to Vice-President, Academic. | Mid February | Dean, Graduate Studies and Program Review Team submit response to Vice-President, Academic. If plan involves additional resources/changes in organization, policy or governance, a statement from the Vice-President, Academic may be included regarding how this will be addressed. | Internal Response Template |
### D. FINAL APPROVAL PROCESS

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<td>11. Dean, in consultation with the Program Review Team and the Office of the Vice-President, Academic develops the <strong>Final Assessment Report and Implementation Plan</strong>. The report may be accompanied by an Executive Summary.</td>
<td>By mid-April</td>
<td>Dean prepares the Final Assessment Report.</td>
<td>Final Assessment Report and Implementation Plan Template</td>
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<td>12. Final Report and Plan for program is included in Vice-President, Academic’s annual quality assurance report, which is submitted for approval to the Senate Quality Assurance Committee, Senate and to the Quality Council for information.</td>
<td>May Senate Meeting</td>
<td>Vice-President, Academic includes Final Assessment Report and Plan in annual report for SQAC, Senate and Quality Council.</td>
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