Cyclical Program Review

As part of Carleton’s quality assurance process, programs undergo a review every 7 years to report on their strengths and identify opportunities for improvement.

PURPOSE

- Supports and promotes the continuous improvement of academic programs based on a commitment to exceptional educational experience for students.
- Confirms compliance with Carleton’s Institutional Quality Assurance Process (IQAP) and the Provincial Quality Assurance Framework (QAF).
- Ensures program accountability and identifies future directions and enhancements.

OFFICES & COMMITTEES

THE PROVOST

The Provost is Carleton’s senior academic officer, responsible to Senate and to the Ontario Universities Council on Quality Assurance for the administration of Carleton’s IQAP in a manner consistent with the QAF.

THE VICE-PROVOST

The Vice-Provost and Associate Vice-President (Academic) is responsible for the operationalization and the implementation of Carleton’s IQAP, and has the stewardship of related academic program and curriculum approval processes.

CARLETON UNIVERSITY COMMITTEE ON QUALITY ASSURANCE

CUCQA is the University committee responsible for the application of Carleton's IQAP to new program approvals, major modifications to existing programs and cyclical program reviews. Members of CUCQA are appointed by the Provost and ratified by Senate and include:

- The Provost (ex-officio)
- The Vice-Provost (Chair)
- The Assistant Vice-President (Academic) (Vice-Chair)
- Associate Dean, Programs and Awards, FCPA (ex-officio)
- A Dean of a line Faculty
- One senior member from each line Faculty
- One NSERC-eligible and one SSHRC-eligible faculty member
- University Library or delegate
**Steps in the CPR Process**

1. **Orientation**
   
   This step occurs one year before the cycle in which the review falls to introduce units to the CPR process and to the self study template. Workshops are provided by staff from the Office of the Vice-Provost, which supports the entire CPR process.

2. **Development of the Brief**  
   **(Year 1: Sept-April)**
   
   A review team is established by the academic unit and provided with a customized template to begin drafting three volumes which comprise the brief: I - the self study; II - faculty curriculum vitae; and III - list of potential external academic reviewers. The staff of the OVPAVPA support units in navigating the review process. The Program Review Officer provides units with a series of data tables and student feedback (surveys, focus groups). The Program Assessment Specialist facilitates workshops on learning outcomes and consults with units on methods of assessment.

3. **CUCQA**  
   **(Year 1: April-July)**
   
   Once the brief is complete and compliant with Carleton’s IQAP, it is forwarded to CUCQA. A discussant is assigned to identify matters of particular interest or concern and the list of external reviewers is prioritized. CUCQA meets with the Chair/Director and the representatives of the unit to discuss the self-study. CUCQA may request revisions or clarification to the brief before proceeding to a site visit.

4. **Site Visit**  
   **(Year 2: Sept-Dec)**
   
   Upon approval of the brief by CUCQA, external reviewers are invited for a site visit accompanied by an internal reviewer. OVPAVPA arranges the site visit in consultation with the unit. After the visit, a report is produced by the external reviewers, outlining program strengths and suggestions for improvement.

5. **Conclusion of Review**  
   **(Year 2: Jan-April)**
   
   Following the visit, the unit is given a copy of the external reviewers’ report and, together with the dean(s), drafts a response. The discussant reviews this material and provides a report to CUCQA, which makes a recommendation on program outcome (Good Quality; Conditional Approval to Continue; or Not Approved to Continue). The outcome is communicated by the Vice-Provost to the unit and dean(s), and an Action Plan is requested from the unit and dean(s). The Action Plan is submitted to the OVPAVPA for approval by CUCQA, at which time a Final Assessment Report and Executive Summary are drafted by the Vice-Provost or his/her delegate. CUCQA reviews and approves the Report and Summary and forwards them to the Provost, Senate Academic Program Committee (SAPC), and Senate for approval. After approval, the OVPAVPA provides the Final Assessment Report and Executive Summary to the Board of Governors (BOG) and the Quality Council.

6. **Action Plan Monitoring**

   Units are required to update the OVPAVPA on the development of their Action Plan items and learning outcomes assessment through a progress report due approximately three years after the review is complete. This report is reviewed by CUCQA and posted on the OVPAVPA website.
PROCESS MILESTONES

Ideal timelines are presented. Units formulate a detailed timeline upon beginning the review process.

Orientation
Year 0: August
Unit is notified of the review and a review team is established by the academic unit. Workshops are held by OVPAVPA.

The Brief
Year 1: Sept-April
Volumes I, II, III of the Brief are drafted by unit review team and submitted for review to OVPAVPA.

CUCQA I
Year 1: April-July
Unit is invited to CUCQA to discuss the self study volume. Decision is made whether unit is ready to proceed to site visit.

Site Visit
Year 2: Sept-Dec
OVPAVPA invites external reviewers to conduct a site visit. Reviewers produce a report. The unit and dean(s) prepares a response to the externals’ report.

CUCQA II
Year 2: Jan-March
CUCQA reviews the unit and dean(s) response to the external reviewers’ report and categorizes the programs: Good Quality; Conditional Approval to Continue; Not Approved to Continue.

Action Plan
Year 2: Jan-March
Unit is notified of the categorization of the programs and drafts an Action Plan with the dean(s) to be submitted to OVPAVPA and CUCQA for approval.

Final Assessment Report
Year 2: Jan-March
Once CUCQA accepts the Action Plan, a Final Assessment Report and Executive Summary are drafted by OVPAVPA and, together with the Action Plan, are forwarded to CUCQA, the Provost and SAPC for approval.

SAPC
Year 2: March-April
The Provost and SAPC review and approve the Final Assessment Report and Executive Summary.

Senate
Year 2: March-April
Senate reviews and approves the Final Assessment Report and Executive Summary.

BOG
Year 2: March-April
Upon Senate approval, the Final Assessment Plan and Executive Summary is forwarded to the BOG for information. The Executive Summary, and Action Plan only are posted on the OVPAVPA website.

QUALITY COUNCIL
Year 2: March-April
The Final Assessment Report and Executive Summary are submitted to the Quality Council.

Monitoring
Units provide OVPAVPA with a report on Action Plan items and learning outcomes assessment approximately three years after the review is complete.