Brock University
2023/24 Academic Program – Cyclical Review Process Summary

Two Years in Advance of the Program Review (during the 2021/22 academic year)

Jan 2022	Provost, in consultation with the Dean(s), shall confirm the programs to be reviewed.
Feb	Provost reports to Senate the Schedule of Program Reviews two years in advance of the site visit.
Mar	Initial Orientation with Unit Heads. Lead Author of Unit Self-Study identified.
Mar-Apr	Student Survey instruments developed by IPAP in consultation with Unit.

One Year in Advance of the Program Review (2022/2023)

May-Jun 2022	Student Survey Instruments for program finalized with IPAP.
Oct - Nov	Student Surveys administered by IPAP.
Oct	Main Orientation session for all Units scheduled for review in the next academic year on how to write the Self-Study. Unit begins work on the Self-Study.
Jan/Feb 2023	Self-Study development continues. IPAP uploads available reports/data regarding the surveys to the SharePoint site.
Jan-Apr 2023	IPAP continues to post reports related to other topics (eg retention, graduation) to the SharePoint site.
Apr	ARC first readers are assigned for review of draft Self Study.

Year of Program Review (2023/2024)

May 2023	Self-Study development continues.
Jun-Oct	Draft Self-Study reviewed by ARC first reader.
Sep 30	Unit submits list of proposed reviewers, including a brief profile of each nominee, to the Office of the AVPA. Unit submits list of names of individuals in the Unit to be interviewed by the reviewers to the Office of the AVPA.
October	Reviewers ranked by Dean(s).
October	Provost selects reviewers in consultation with the Dean(s).
Oct 15	Self-Study submitted to the Office of the AVPA.
Oct - Dec	ARC considers the Self-Study. Lead author and Dean(s) attend ARC meeting where Self-Study is discussed. Identification of required changes / additions / modifications to the Self-Study, to be completed by Unit before re-submission to ARC. ARC approves Self-Study. Reviewers contacted by the Office of the AVPA and upon confirmation logistics for the site visit developed.

V. October 2022

Office of the AVPA sets up schedule for site visit.

On approval of the Self-Study, the membership of the Review Committee will be communicated to the Unit and the relevant Dean(s).

Self-Study Sent to Reviewers at least one month prior to site visit.

Nov Internal Reviewer's Orientation for preparation on their role on the Review Committee.

Jan–May 2024 Site Visit, timing dependent on reviewers' availability.

Reviewers' Report submitted to the Office of the AVPA, 4 weeks after site visit. Timing varies for each Unit, dependent on date for the site visit.

Upon receipt, Reviewers' Report is sent to the Unit, UPC and/or SGSC for response. Responses due 4 weeks after receipt.

Dean(s) provided with copy of Reviewers' Report, Unit and UPC and/or SGSC responses and asked for their response. Response due 2 weeks after receipt.

Draft Final Assessment Report (FAR) developed, based on internal responses. ARC considers/reviews Draft FAR. Dean(s) and Unit representative attend ARC meeting. Modifications/changes made to FAR as required. Final version of the FAR scheduled on subsequent ARC agenda for approval.

1st Year following Program Review (2024/2025)

May – Dec 2024	Revised FAR considered by ARC, with Dean(s) and Unit representative attending at the ARC meeting. Final edits made to FAR. Upon approval, ARC submits Final FAR to Senate for approval.
Upon Approval	FAR posted on the Provost website.
Upon Approval	FAR forwarded to Quality Council.
June 2025	Report on program reviews sent to the Board of Trustees for information.

One, two and three years after FAR Approval by Senate (2025-2027)

April 1 2025, 2026, 2027	Dean submits Annual FAR Implementation Report(s) in each of the 3 years.
May-June	FAR Implementation Reports reviewed by ARC.
September	ARC provides Annual Implementation Reports to Senate for information. Annual Reports posted on Provost website.

Four Years after FAR Approval by Senate (2028)

Jan 31, 2028	Unit submits "Four-Year Report" on academic review to ARC.
Apr-May	ARC approves Four-Year Report.
May-June	Four-Year Report submitted to Senate for approval.
Upon Approval	Four-Year Report posted on the Provost website.
Upon Approval	Four-Year Report sent to Quality Council.
June 2028	Four-Year Report sent to Board of Trustees for information.