



CYCLICAL REVIEW OF EXISTING DEGREE PROGRAMS

General Information and Instructions

This document describes the Cyclical External Review Process, providing detailed information on the cyclical program review process and instructions for completing review documentation.

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POLICY: <https://www.trentu.ca/vpacademic/quality-assurance/trents-institutional-quality-assurance-policy-procedures-igap>

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TABLE OF CONTENTS

PURPOSE OF REVIEW

REVIEW SCHEDULE

TIMELINES, PHASES AND PRINCIPAL COMPONENTS

DUE DATES/FALL OR WINTER SITE VISIT?

STEPS IN THE PROCESS

WHAT NEEDS COMPLETED IN THE ACADEMIC YEAR PRIOR TO SITE VISIT?

REVIEW DOCUMENTATION

SELF-STUDY

Multiple Locations

Multiple Degrees Being Reviewed

Joint Degree Programs with Partnering Universities

General Tips for Writing the Self Study

Student Involvement and Participation

LEARNING OUTCOMES AND CURRICULUM MAPPING

APPENDICES

Appendix – Docs from Previous Review - Final Assessment Report and Implementation Report

Appendix – Data Tables – Student Enrolment & Retention

Appendix – Student Surveys – Current Students and Alum

Appendix – Library Statement of Support

Appendix – Course Syllabuses

Appendix – Curriculum Vitae

EXTERNAL REVIEWER – SELECTION

INTERNAL REPRESENTATIVE - SELECTION

SITE VISIT AND SCHEDULE

PURPOSE OF REVIEW

Cyclical reviews provide opportunities for an evaluation of the quality of the University's degree programs by the units offering them and by external reviewers. These evaluations provide the Cyclical Program Review Committee (CPRC) with information upon which recommendations for improvement, modification, or termination of a degree program may be made.

Periodic cyclical reviews are conducted of all existing undergraduate degree programs, graduate degree programs, and graduate diploma programs. The cyclical review process is regulated by Trent University's Institutional Quality Assurance Policy and Processes (IQAP) and is subject to periodic audit by the Ontario Universities Council on Quality Assurance.

- To help promote, maintain and improve the quality of education at Trent University
- To provide assurance of program quality to students, partners, government and broader public
- To provide peer-review evaluation by expert disciplinary and interdisciplinary scholars
- To provide benchmarks for assessing a program's standards and quality, i.e., degree level expectations
- To provide information and insight about program quality which the University can use to make decisions about academic programs, which may include, improvements, modifications, or termination of an academic program

REVIEW SCHEDULE

The Office of the Provost prepares and maintains a Schedule of Reviews that lists all undergraduate and graduate degree/diploma program, the year in which the site visit will take place, the academic unit(s) responsible for each program, and the campus where each is offered (Ptbo, DU).

Each undergraduate and graduate degree program must be reviewed at a minimum once every eight years. The first cyclical review for any new program must be conducted no more than eight years after the date of the program's initial enrolment. Undergraduate diploma programs are not subject to review under the Quality Council. See Review Schedule for master list of Trent's current degree program offerings and review year.

It is important to note that the year indicated on the Review Schedule is the year in which the Site Visit will take place. Academic units are expected to begin preparing review documentation in the year prior to the site visit [e.g., if the site visit is scheduled for 2020-2021, the academic unit will begin preparing documentation in 2019-2020].

Related Degree Programs. As per Trent's IQAP, related degree programs will be reviewed concurrently however, the quality of each degree program and the learning environment of the students in each degree program will be independently evaluated.

Multiple Locations. If the degree program is offered on more than one campus, the review of the degree program for each campus will occur simultaneously, and where possible the site visit will include a visit to both campuses.

Joint Degree Programs

- For internal Trent Programs – the home unit will be identified on the Review Schedule and that academic unit will be responsible for leading the preparation and completion of the external review in consultation with affiliated academic units.
- With Partnering Universities – the Office of the Provost will work with the partnering institution to establish collaborative processes and timelines.

TIMELINE, PHASES AND PRINCIPAL COMPONENTS

The review process takes place over a three to four-year period that occur in five distinct phases and is comprised of four principle components. The timeline is dependent on the timing of the site visit and the scope of the reviewers' recommendations.

Phase	Action	Principal Components
Phase 1 • in the academic year prior to the site visit	Preparation of Self-Study and Appendices	<u>Self-Study</u> – critical appraisal of strengths and weaknesses of degree program from perspective of members of the academic unit responsible for delivery of the degree program
Phase 2 • as per the official Review Schedule	Site Visit takes place and External Reviewers' Report is submitted	<u>External Reviewers' Report</u> – external evaluation by experts including recommendations for improvement of degree program
Phase 3 • dependent upon timing of Site Visit	Program and Decanal Responses – prepared in response to External Reviewers' Report	
Phase 4	Final Assessment Report (FAR) and Implementation Plan	<u>Final Assessment Report</u> – institutional evaluation by CPRC based on review of Self-Study, External Reviewers' Report, and responses by Academic Unit and Dean, and includes Implementation Plan
Phase 5	Implementation Report and Notification of Review Completion	<u>Implementation Report</u> – follow-up report from the academic unit to CPRC detailing how it followed up on recommendations in the Implementation Plan

DUE DATES/FALL OR WINTER SITE VISIT?

Academic Units may choose to have a site visit in the Fall or the Winter. The timing of the site visit will determine the deadline for completing review documentation.

Date of Site Visit	External Reviewer Nomination	Completion of Self-Study & Appendices	
	To Dean & Office of the Provost	To Dean	To Office of Provost
Fall	May 1	August 1	September 1
Winter	May 1	October 1	November 1

STEPS IN THE CYCLICAL PROGRAM REVIEW PROCESS

Step	Description	Action
1	Notification of Cyclical Program Review	<p>Office of the Provost will notify Academic Units of upcoming degree programs to be reviewed as per the official Review Schedule. In many cases there will be more than one degree being reviewed simultaneously. Notifications will be sent to Chairs, Directors, Program Coordinators and Administrative Assistants.</p> <p>Notification of a joint program will be sent to both academic units however the home unit will take the lead on preparing the review documentation and will be required to consult with the other unit (e.g. Environmental Chemistry, Mathematical Physics).</p>
2	Workshop/Orientation Session	<ul style="list-style-type: none"> • In the fall the Office of Provost will arrange a Workshop/Orientation Session that will include best practices and expectations for completing review documentation – Self-Study and Appendices • <u>Who should attend?</u> Chairs, Directors, Program Coordinators, AAA
3	Preparation and Collection Data for Self-Study & Appendices	<p>Academic Units will be responsible for preparing Review Documentation and will begin preparing and collecting the following data in the academic year prior to the site visit.</p> <ol style="list-style-type: none"> a) Review and revision of learning outcomes and mapping of curriculum to degree level expectations (see LEARNING OUTCOMES & CURRICULUM MAPPING) b) Conduct surveys of current students and alum – see sample templates c) Collect and compile Course Syllabuses and Curriculum Vitae d) Receive Student Data from OIPA and Analysis of Data (May) e) Receive Library -Statement of Support (May) <p>See SELF-STUDY and APPENDICES</p>
4	Nomination, Ranking & Selection of External Reviewers	<p>The Review Committee will be made up of 2 to 3 external reviewers and 1 internal faculty representative.</p> <p>See EXTERNAL REVIEWERS - SELECTION</p>
5	Role & Selection of Internal Representative	See INTERNAL REPRESENTATIVE - SELECTION
6	Writing & Completion of Self-Study using Template	<p>Once completed, Academic Unit submits documentation to their Dean electronically; appendices to be separate attachments.</p> <p>See SELF-STUDY and APPENDICES</p>
7	Dean Signs Off Self-Study and Appendices	<p>Dean provides feedback (revisions/additions) on the self-study and appendices. Once satisfied with the Review Documentation, the Dean will ensure all documentation is forwarded to Office of Provost. Note – if the program is</p>

		offered in Peterborough and Durham, both Deans should be reviewing and signing off on the Self-Study.
8	CPRC Reviews Self-Study & Appendices	CPRC reviews, recommends revisions/additions and approves Review Documentation prior to release to external reviewers. Dean may attend CPRC meeting when Self-Study is being discussed.
9	Site Visit and Instructions	See SITE VISIT AND SCHEDULE
10	External Reviewers' Report	External Reviewers' Report submitted to the Office of Provost one month following site visit.
11	Program Response to External Reviewers' Report	<ul style="list-style-type: none"> • Office of Provost will notify the Academic Unit that a Response to the Reviewers' Response is required. • Program's Response should address each Recommendation and should be copied to Dean and Office of Provost. Program Response should provide for contributions and participation by faculty members within the academic unit.
12	Decanal Response to External Reviewers' Report	Dean responds to External Reviewers' Report and Program Response, recommending timelines for completion of Recommendations. Dean's Response should be copied to Academic Unit for information. Note – if more than one Dean is involved in the review; all Deans should participate in developing the Response.
13	CPRC Development of Final Assessment Report (FAR) & Implementation Plan	Cyclical Program Review Committee reviews all documentation: Self-Study, Reviewers' Report, Program and Decanal Responses. A Final Assessment Report (FAR) is written that indicates recommendations that require action, person responsible and expected deadline for completion. Dean may attend CPRC meeting when FAR is being discussed. Draft FAR should be shared with Dean in advance of the meeting.
14	FAR Approval and Distribution	<ul style="list-style-type: none"> • Provost approves FAR, shares FAR with Academic Unit and indicates next steps, including deadline for submission of Implementation Report. • Senate receives FAR for information.
15	Implementation Report by Academic Units	Implementation Report will address each recommendation requiring action and is typically due 1 year following the completion of the FAR. Academic Units are encouraged to discuss Recommendations within their department well in advance of the due date.
16	Dean Signs Off Implementation Report	If more than one Dean is involved in the review; all Deans should review and sign off on the Implementation Report.
17	CPRC Reviews Implementation Report	CPRC reviews report and if satisfied that the Recommendations have been clearly implemented and/or are close to completion the review will be considered complete. CPRC may ask for further information or follow-up.
18	Notification - Review Complete	

WHAT NEEDS COMPLETED IN THE ACADEMIC YEAR PRIOR TO SITE VISIT?

WHAT	DETAILS
Fall or Winter Site Visit?	Academic Unit decides whether the site visit will take place in the fall or winter of the next academic year. See DUE DATES/FALL OR WINTER SITE VISIT
Begin Work on Self-Study	Academic Units (departments, programs, schools) begin work on Self-Study and Appendices. See SELF-STUDY
Review of Learning Outcomes & Curriculum Mapping	Review Alignment of Program Goals with Degree Level Expectations and Learning Outcomes and Curriculum Mapping. See LEARNING OUTCOMES & CURRICULUM MAPPING
Begin Work on Appendices	Academic Unit will begin work on Appendices. Some of this data will need to be collected for completion of the Self-Study. See APPENDICES <ul style="list-style-type: none"> • Appendix - Data Tables – Student Enrolment & Retention (available in May) • Appendix - Student Surveys – current students (majors and non-majors) • Appendix - Library Statement of Support (available in May) • Appendix - Course Syllabuses • Appendix - Curriculum Vitae
Nomination of External Reviewers	See EXTERNAL REVIEWERS - SELECTION

SELF-STUDY

The academic unit's Self-Study of its degree program(s) will be broad-based, reflective, forward-looking and will include critical analysis. It will provide a critical appraisal of the strengths and weaknesses of the degree program(s), address concerns or recommendations raised in previous reviews, and will comment on areas where enhancements of quality are possible.

Template

Using the Self-Study template provided by the Office of the Provost, the Academic Unit (department/school) will be complete the self-study and submit it to their Dean for review, The Length of the Self-Study itself will vary from 30-50 pages. Sample self-studies are available upon request. The Self-Study template incorporates all evaluation criteria as mandated by the Ontario Universities Council on Quality Assurance, Quality Assurance Framework 4.3 (list of evaluation criteria may be found in Trent's IQAP, Appendix A, p.33).

Appendices

Please note that some of the appendices must be completed prior to writing the Self-Study (see [WHAT NEEDS COMPLETED IN THE ACADEMIC YEAR PRIOR TO THE SITE VISIT?](#)). References to the Appendices are noted in the Self-Study template.

Consultation

All faculty involved in the program(s) being reviewed should be involved in the writing and/or review of the self-study and appendices. This includes – partnership institutions and academic units with shared responsibility for program delivery. The Self-Study document may also include input of others deemed to be relevant and useful, such as representatives of: industry, related professions, practical training programs and employers.

Multiple Locations

If the degree is offered at more than one campus, Trent Durham, a partnering College, and/or University, the Self-Study should discuss the offerings of the degree programs at each campus and include any notable distinctions.

Multiple Degrees Being Reviewed

The Self-Study will clearly address all degree programs under review. It is the responsibility of the Dean(s) and the head of the Academic Unit(s) to ensure Review Documentation is being prepared for all degree programs scheduled for review.

- When more than 1 degree program is being reviewed, the academic unit, in consultation with their Dean, will decide if single or multiple self-studies will be written.
- It is recommended that separate self-studies be written where both undergraduate and graduate programs are being reviewed, or in cases where degree programs are significantly different.
- In cases where there is significant overlap, one self-study will be sufficient however the self-study should clearly discuss the unique attributes and requirements of each degree program.

Joint Degree Programs with Partnering Universities

The Self-Study will be written in collaboration with partnering universities. Colleges have their own quality assurance processes and although they will be part of the process and participate in the site visit, the processes are very different.

General Tips for Writing the Self-Study

- Review of the degree program(s) offered; it is the quality of the degree program being assessed – not the academic unit itself
- Should be positive, broad-based, reflective, and forward-looking
- Include a critical analysis – provide an assessment of strengths and weaknesses of the program; emphasize and reflect upon strengths and weaknesses
- Identify and highlight unique components of the program
- Include consultation with all relevant and related faculty and academic unit(s)
- Self-Study should not be used as a platform for requesting resources
- Focus should be on the student – learning and experience

Student Involvement and Participation

The self-study should focus on student learning and experience and discuss how students participate and are involved in providing feedback in the development and improvement of degree programs.

The following list includes ways in which students can be integrated into the process:

- Student Surveys – current students, alum, exist surveys for graduates
- Student Focus Groups
- Student Representation on Departmental/University Committees that discuss curriculum, policy, quality of programs, and budget (e.g., Curriculum Review Committees provides ongoing opportunity for students to reflect on their learning experiences in the program and to provide suggestions for changes as part of a structured curricular review process; regular student input on course and program requirements)
- Involvement of students in academic unit's governance structures and processes
- Student Participation and involvement in seminars or workshops to facilitate engagement
- Teaching Evaluations – regular assessment of courses is a rich source of information about student perceptions of teaching and their educational experience
- Data from external surveys: National Survey of Student Engagement (NSSE) and the Canadian Graduate Professional Student Survey (CGPSS) (OIPA office should provide this information)

LEARNING OUTCOMES & CURRICULUM MAPPING

As part of the review process, academic units are encouraged to review degree program goals, learning outcomes and expected degree level expectations.

The program will need to complete Table 5.1 – Alignment of Program Goals with Degree Level Expectations and Learning Outcomes and Table 5.2 – Curriculum Mapping on the Self-Study template. Samples are available upon request.

Available Resources include:

- Contact the Centre for Teaching & Learning – programs are encouraged to seek the guidance and assistance of the Centre.
- Learning Outcomes Resource (Centre for Teaching & Learning, Trent University)
- Learning Outcomes Assessment: A Practitioner's Handbook (HEQCO)
- Learning Outcomes: A Basic Overview

APPENDICES

Appendices will be submitted as separate attachments from the Self-Study document.

- Appendix - Docs from Previous Review: Final Assessment Report and Implementation Report
- Appendix - Data Tables – Student Enrolment & Retention
- Appendix - Student Surveys – Current Students and Alum
- Appendix - Library Statement of Support
- Appendix - Course Syllabuses
- Appendix - Curriculum Vitae

APPENDIX – FROM PREVIOUS REVIEW – FINAL ASSESSMENT REPORT AND IMPLEMENTATION REPORT

To be referenced in Self-Study: Section 2-Previous Cyclical Program Review

Include review documentation from previous cyclical review, including: the Final Assessment Report and the Implementation Report.

APPENDIX – Data Tables – Student Enrolment & Retention Data

To be referenced in Self-Study: Section 8-Analysis of Student Data and Student Experience

Office of Provost will request data from the Office of Institutional Planning & Analysis (OIPA) for degrees being reviewed

- Data will be made available to the academic unit around May 1 (we use data from the year prior to the site visit to ensure data is as current as possible).
- Undergraduate data is provided by the Office of Institutional Analysis & Planning; Graduate Data is provided by the Office of Graduate Studies
- If you do not receive your data in May please contact your Dean or the Office of the Provost. The Dean will typically preview data.
- The academic unit is responsible for providing an analysis of the data
- The primary function of the Academic Unit(s) is to provide analysis of the data and incorporate this information into the Self-Study.
- Recommendation - Programs should consider tracking graduates in order to gain information on Employment of Alum: six months after graduation and two years after graduation

Analysis of Data

Analysis of data should include interpretation as well as drawing of conclusions.

- Identify and comment on relationships, patterns and/or trends in data (e.g., significant increases and or decreases in enrolment)
- Discuss and highlight significant and interesting results
- Comment on barriers or limitations in data, e.g., students typically declare a major in Year 2, therefore a drop-in enrolment from Year 1 to Year 2 does not necessarily reflect the success or quality of the degree program under review
- Comment on influences, variables, and/or effects that may have affected data (e.g., a new program introduced in a related field)
- Compare results to similar programs, within the university and provincially and/or nationally
- Based on results and interpretation, comment on probable solutions and/or revisions that could be implemented (e.g., increase marketing efforts to increase enrolment; curriculum revisions to address student concerns/issues raised in surveys)

APPENDIX – Student Surveys

To be referenced in Self-Study: Section 8-Analysis of Student Data and Student Experience

- Soliciting input from students can provide valuable insight and feedback to evaluate the quality and relevance of an existing program.
- Programs will be responsible for conducting 2 student surveys in the year prior to the site visit – one survey of alum and one for current students – majors and non-majors.

- Academic Unit is responsible for preparation and completion of survey. Qualtrics is recommended for conducting surveys and can be found on myTrent under Services. Sample surveys are available for academic units to edit and revise to reflect individual programs under review.
- Survey for current students should be distributed directly by the Academic Unit. The Alumni Office will assist in distributing the Alumni Survey; please contact Chris Armitage, Director, Advancement Services (Ext. 7583).

APPENDIX – Library Statement of Support

To be referenced in Self-Study: Section 7.3-Library Resources

- The Office of the Provost will request Library – Statements of Support from the University Librarian for each degree program being reviewed. The Office of the Provost will distribute the Library Statements of Support to the Academic Units in May.
- Librarians will provide Library Statements of Support for each program, commenting on resources, collections, and curriculum resources.
- If additional Resources are available by the program, or in another area of the University, these should be mentioned (e.g., Education, Nursing, Indigenous Studies)
- Office of Provost will request Library Reports – Statements of Support from the University Librarian

APPENDIX – Course Syllabuses

To be referenced in Self-Study: Section 4.1-Calendar Copy; Section 5.2-Assessment Methods for Student Achievement

- Include one full year of syllabi – most current copies of all required and regularly-offered courses for the degree
- If the courses are cross-listed and owned by the program they should be included; if the courses are cross-listed and not owned then they should not be included unless the courses are part of the program degree requirements
- Course syllabuses should be organized numerically and accompanied by a cover sheet with a complete list of syllabuses included with course number and full course title. The cover page and all course syllabi should be combined into one pdf file with bookmarks for ease of use by external reviewers (contact Office of Provost if you require assistance)

APPENDIX – Curriculum Vitae

To be referenced in Self-Study - Section 6-Faculty Resources & Quality Indicators

- CVs should include all tenured, tenure track and limited term appointments; if relevant professor emeritus should be included
- A CV template (modelled after SSHRC grant) has been developed as a guide; full CVs are required (not annual CV updates) and CVs should be current. Currently we don't enforce use of the template as we do not wish to create extra work; but we do ask for full CVs that are similar in length

- CVs should be organized alphabetically and accompanied by a cover sheet with a complete listing of faculty. The cover sheet and all CVs must be combined into one pdf file with bookmarks for ease of use by external reviewer (contact Office of Provost if you require assistance)
- If multiple degree programs are being reviewed, only one Appendix for CVs is necessary; cover page should clearly indicate to which program each faculty belongs; in some instances faculty may belong to more than one

EXTERNAL REVIEWER – SELECTION

- Academic Units will nominate a minimum of 6 qualified external reviewers completing the template in full – clearly providing a rationale and indicating any distinct areas of study.
- Reviews of undergraduate degree programs typically require 2 reviewers, graduate degree programs – 2 reviewers, and a joint review of undergraduate and graduate – 3 reviewers.
- Nominations should meet the indicated Criteria and be at Arm’s Length. The Office of the Provost requires that reviewers sign a Declaration of Arm’s Length form prior to the Site Visit.
- Nominations should be submitted no later than May 1 to their Dean and to the Office of the Provost.

2 or more Distinct Areas of Study

All efforts will be made to ensure a balanced External Reviewer with the required expertise. Areas of expertise should be clearly identified for each nominated external reviewer. It is the Dean’s responsibility to ensure that the reviewers selected have the expertise to review all programs under review (e.g., undergraduate and graduate program; ERS programs reviewed included Ecological Restoration, Sustainable Agriculture and Food, BESS, and the Geography - Human Geography and Earth Science)

Multiple Programs Being Reviewed

In the case of a concurrent review of an undergraduate degree program(s) and a related graduate degree program(s), nominated external reviewers should be qualified by discipline and experience to review both program levels. The units will work together to jointly identify possible external reviewers.

Joint Programs with Partnering Universities

In the case of joint programs, the list of External Reviewers will be developed jointly with the partner institution(s).

Ranking

Dean(s) will review the list of external reviewers and provide a ranking to the Office of Provost. Academic Units are not responsible for ranking reviewers; the final decision will be at the discretion of the Office of the Provost in consultation with the Dean(s).

Invitations

Office of Provost will invite reviewers. For Joint Degree Programs with Partner Universities, one invitation will be sent to potential reviewers signed by both universities. The Office of the Provost is the main point of contact for all external reviewers. Programs should not contact proposed or confirmed reviewers directly. Office of Provost will assist reviewers with travel and accommodation, and share all review documentation with reviewers.

Criteria for Selection

Nominees should meet the following criteria:

- be Associate or Full Professors
- have experience in developing, assessing, and/or managing degree programs at university level
- be active experts in relevant fields or area of study
- for graduate programs – experience with graduate teaching and supervision
- for concurrent review of undergraduate and graduate – be qualified by discipline and experience to review both program levels
- confirm potential reviewer is at arm’s length (reviewers will be required to sign ‘Declaration of Arm’s Length’ form)

Arm’s Length

External members of the Review Committee should be at “arm’s length” from the program to avoid conflict of interest. Full disclosure of all past affiliation is required to assist in the selection and to ensure an arm’s-length relationship; this means reviewers will not:

- Be a close friend or relative or a member of the degree program(s) under review;
- Have been a supervisor within the past ten years of a member of the academic unit whose degree program(s) is under review;
- Have been a regular or repeated external examiner of students in the academic unit whose degree program(s) is under review;
- Have collaborated (eg significantly contributed to intellectual work with another) within the past ten years with a member of the academic unit whose degree program(s) is under review, or have plans to collaborate with a member in the immediate future;
- Have been an instructor or a visiting scholar within the past ten years in the academic unit whose degree program(s) is under review;
- Have been a student within the past ten years in the academic unit whose degree program(s) is under review; or
- Have received an undergraduate or a graduate degree from Trent.

INTERNAL REPRESENTATIVE – SELECTION

The Review Committee will include an internal faculty member. In consultation with the Office of the Provost, the Dean will nominate and invite an internal faculty member to sit on the committee. In the case of Education and Nursing, the Office of Provost will take the lead on selecting and inviting an internal faculty member to sit on the Review Committee

In the case of a joint program with another University, there may be two internal members, one from each institution.

Criteria for Selection

- Should be at arm's length (not instruct courses within the degree)
- Internal faculty member should have more than 10 years of experience
- Will be outside the academic unit responsible for the degree(s) under review and will normally be within the division (e.g., science)
- Where graduate program is being reviewed, the member should be experienced in graduate teaching and supervision

Role of Internal Faculty Member

- Facilitates the work of the external members of the Review Committee, using his/her knowledge of institutional practices and culture.
- Reviews documentation shared via Dropbox approximately 2 weeks prior to the site visit.
- Participates in site visit – typically 2 days of meetings with Dean, Chairs, Faculty, and Students, and a dinner on the first night (typically not included in meetings with Provost – first and last)
- Does not participate in the writing of the Review Committee Report

The Office of the Provost will convey the name of the internal representative to the academic unit.

SITE VISIT AND SCHEDULE

Timing/Date of Site Visit

Site Visit will take place in the Academic Year as indicated on the Cyclical Review Schedule. The Academic Unit will determine whether it would prefer a Fall or Winter Site Visit and will inform the Dean and Office of Provost. Once reviewers are confirmed, Office of Provost will work with the Review Committee, Academic Unit, Dean(s), and Provost's schedule to find a date for the site visit.

Length of Site Visit

Site Visit will normally be 2 days; 3 days may be required for a review of multiple degree programs or if an undergraduate/graduate program is being reviewed simultaneously

Who is responsible for what?

- Office of the Provost is the main point of contact with the external reviewers; the Office will arrange accommodation and travel to Peterborough and share approved documentation (including site visit schedule) with the Review Committee (externals and internal representative) via Dropbox at least 2 weeks prior to site visit. Academic Units will not normally have contact with externals prior to the site visit.
- Normally the internal representative will not attend the initial meeting with the Provost nor the final meeting.
- The Office of Provost is responsible for approving the final schedule that will be developed and managed by the Academic Unit. The Schedule should be finalized 2-3 weeks prior to the site visit date.

- Academic Unit/Administrative Assistants will develop and manage the site visit and schedule, including scheduling individual meetings with faculty, students, deans, staff and provost; arranging transportation to and from the hotel, catering (morning refreshment, lunches, and dinner) and booking meeting space. It is the responsibility of the academic unit to book and confirm all meetings with faculty, students, staff and senior administration. During the Site Visit, the Academic Unit (chair/directors/admin support) will be the main point of contact for the Review Committee and the Admin Assistant will be responsible to ensure meetings run smoothly and on time.

Schedule should be developed in collaboration:

- With affiliated academic units in cases where multiple degrees and/or internal joint programs are being reviewed
- With partnering universities.

Where should review take place?

- At both Peterborough and Durham campuses – if degree is offered at both campuses
- At both campuses if joint program with another university; site visit would typically include 1 day at Trent campus and 1 day at partnering university (colleges are governed by separate quality assurance therefore do not include site visit)

Who will reviewers meet?

- Sample schedules will be shared with Academic Units.
- Reviewer names and university affiliation should be shared with those meeting with Review Committee (bios of reviewers could be shared with any deans involved in the review).
- Schedule will include:
 - Meetings with: Provost, Dean(s), Program Chair or Director, all tenure and tenure-track faculty members, LTAs (as a group), CUPE (as a group), students as a group (majors and non-majors), staff (as a group and only if relevant)
Note – For reviews of graduate programs, the relevant undergraduate dean should be included in the Site Visit Schedule.
 - Meetings with cognate academic units – consult with Dean or Office of Provost
 - Tour of facilities - e.g., labs, libraries) if time permits and if relevant

Initial and Final Meeting with Provost

- At the initial meeting, Provost reviews instructions with external reviewers (a version of such is circulated to externals in advance of the meeting with the review documentation (Self-Study and Appendices)
 - Confirms Arm's Length Declaration
 - Contents of Review Package – Review Documentation
 - Site Visit Schedule
 - Evaluation Criteria
 - Guidance on Assessing Quality of Learning Outcomes
 - Additional questions from CPRC, Dean or Provost (if applicable)
 - Final Report