

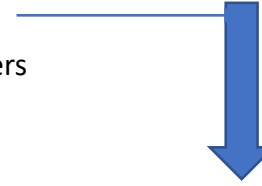
## Stage 1: Preparation

- The Associate Provost and Director of Institutional Research host a Kick-Off meeting with the cocurricular leader and respective dean.
- Key performance indicators are agreed.
- Key activities and milestones agreed and scheduled.
- External reviewer/s identified and contacted, if appropriate.
- Data are supplied to cocurricular leader by Institutional Research based on agreed key performance indicators



## Stage 2: Custom Support

The Associate Provost provides on-going support as needed to departments and cocurricular leaders as they write their report.



## Stage 3: Submit

The cocurricular lead, in collaboration with department drafts and submits the following reports to the Associate Provost.

- ✓ Case Studies
- ✓ Reflective Narrative
- ✓ Action Plan
- ✓ Learning Improvement Plan

## Stage 9: Integration

Recommendations are integrated into Institutional Effectiveness activities, e.g.

- Budget Review
- Academic Master Planning



# COCURRICULAR PROGRAM REVIEW PROCESS [PILOT]

## Stage 4: Reviews

The associate provost sends the report to the following reviewers for their comments and recommendations.

- ✓ External Reviewer/s
- ✓ Department Chair
- ✓ Dean

## Stage 5: Committee Review

The full report is reviewed by the Faculty Advisory Committee for Program Review, who provide recommendations to the Provost.

## Stage 6: Provost's Review

- The Provost reviews the report and Committee recommendations.
- The Provost provide recommendations to the President.

## Stage 7: President's Review

- The full report is reviewed by the President, who provides recommendations to the Department and to the University.

## Stage 8: Department Follow-up

The Associate Provost meets with the cocurricular lead and respective department to discuss recommendations and to implement an action plan.