

Committee on Academic Policy and Programs Welcome and Orientation Part 2: Cyclical Reviews

Senior assessor
Presentation

AP&P and Cyclical Reviews

Timing

- Report on reviews (“Compendium”) twice a year

Report on reviews includes

- Final Assessment Report and Implementation Plans (draft), which contain:
 - Review summary
 - Dean’s administrative response and implementation plan
 - Table summarizing responses to recommendations

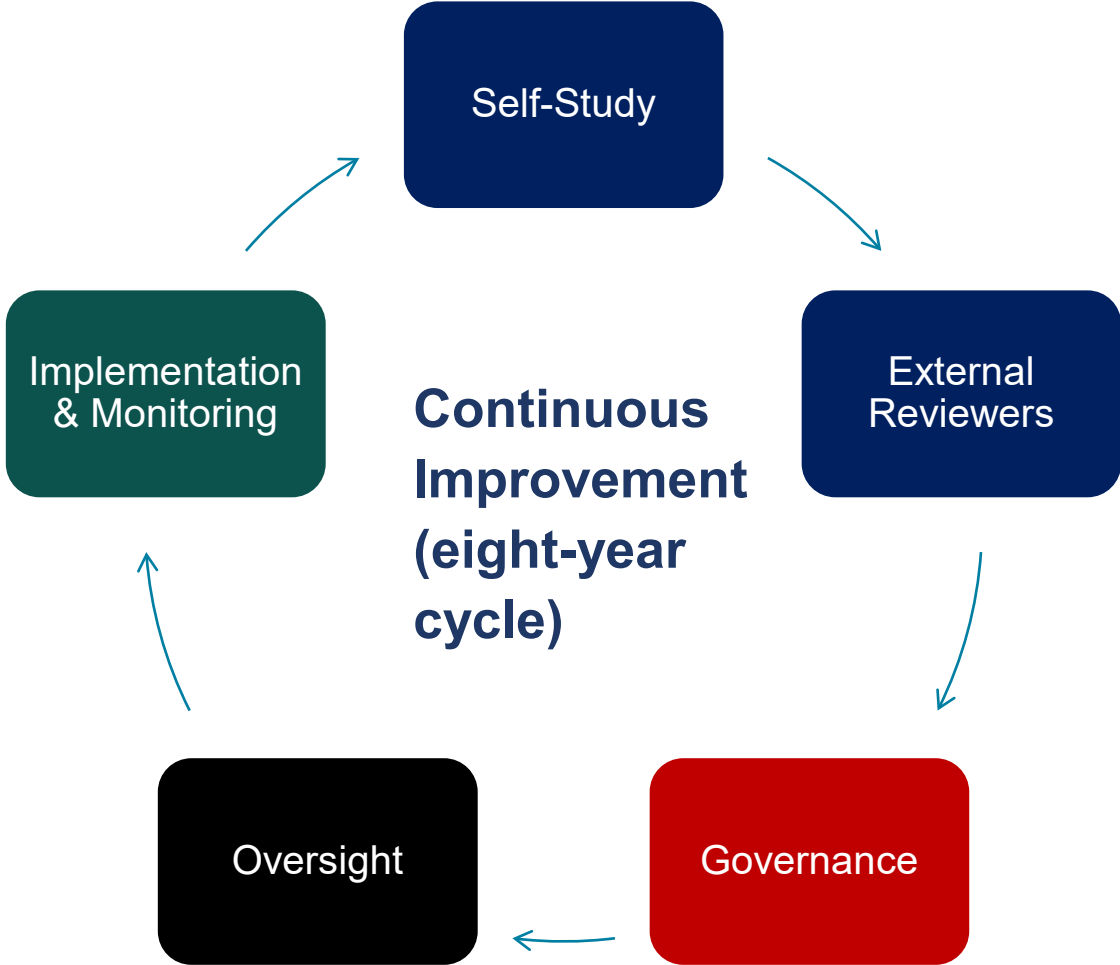
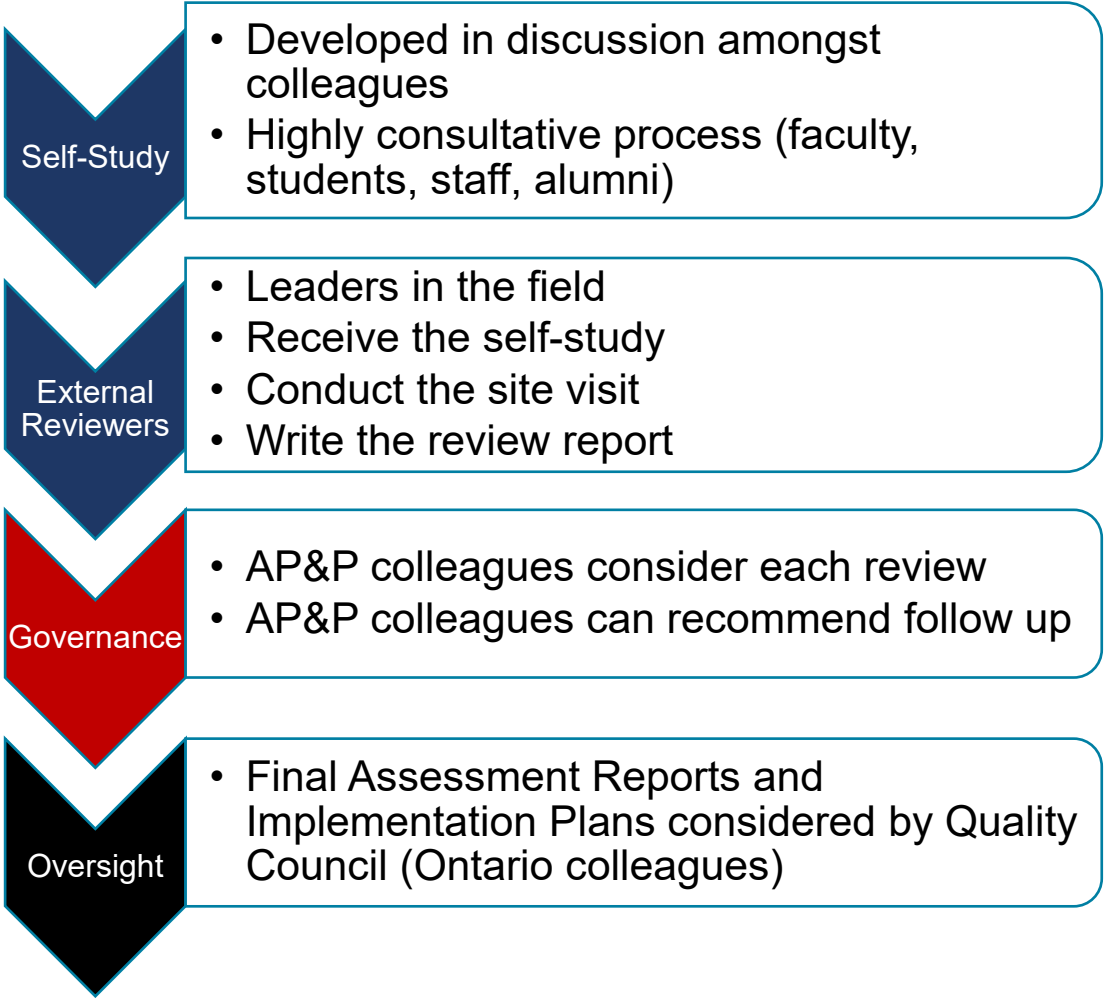
AP&P ensures that

- Reviews are conducted in line with the University’s policy and guidelines;
- The Provost’s Office has managed the review process appropriately;
- All issues relative to the quality of academic programs have been addressed or that there is a plan to address them;

AP&P can also

- Make recommendations concerning the need for a one-year follow-up report.

Cyclical reviews and peer review



AP&P and Cyclical reviews – reading groups

Four reading groups

- 3-4 reviews per group

Group leader

- Acts as coordinator and spokesperson

Each group receives

- Final Assessment Report and Implementation Plans (draft), which contain:
 - Review summary
 - Dean's administrative response and implementation plan
 - Table summarizing responses to recommendations*
- Full review report

Each group also receives

- Self-Study
- Program/unit response (in departmentalized Faculties/Divisions)*

*some divisions opt to present the unit response exclusively in the table, other divisions opt to prepare a letter as well as responding in the table; both approaches meet the requirements of the Quality Assurance Framework and the UTQAP

AP&P and Cyclical reviews – reading materials

AP&P Ensures that	Reading Group Questions	AP&P can recommend a follow-up report
<ul style="list-style-type: none"> Reviews take place in line with U of T policies/guidelines Provost's Office has managed the process appropriately All issues regarding academic program quality have been addressed or there is a plan to address them 	<ul style="list-style-type: none"> Does the summary accurately tell the story of the full review? Does the Dean's administrative response adequately address all the issues identified? Are there any questions, comments or substantive issues that the committee should consider? 	<ul style="list-style-type: none"> Concerns may be raised in an external review report that requires a long and sustained period of response. A follow-up one-year report may be requested in order to ensure that improvements are made

SUGGESTION: Refer to the “**Reading Group Guidance**” handout (PDF) for a clearer view of the details on this slide

Full review report			
Written by external reviewers	Reviewers write their report after reading the self-study and visiting with faculty, students and staff during the site visit	Reviewers are active and respected in their field; associate or full professors with program management experience; from peer institutions offering high-quality programs in the field under review	Addresses the terms of reference
Summary			
Written by the Office of the Vice-Provost Academic Programs	Written after the full Review Report has been received	Full and accurate;	Identifies key issues in the Review Report
Administrative Response & Implementation Plan [Relatively new: incl. table summarizing responses to recommendations]			
Written by the Dean who consults with the program and/or unit under review	Written at the request of the Vice-Provost, Academic Programs; Addresses the issues identified in the Review Report	Describes the resources, financial and otherwise, that would be provided in supporting the implementation of selected recommendations	Proposes a timeline for the implementation of recommendations; responds to the key elements of the program's/unit's response

Self-Study
<ul style="list-style-type: none"> Written by degree program(s) and/or unit under review Written before the external reviewers' site visit Broad-based, reflective and forward-looking report that includes critical self analysis; assessment of strengths/challenges; the range of activities; future plans Addresses the terms of reference

Program/Unit Response (departmentalized Faculties/Divisions only)
<ul style="list-style-type: none"> Written by degree program(s) and/or unit under review Written at the request of the Dean; part of the Dean's consultation on the Administrative Response Responds to the Review Report

AP&P and Cyclical reviews – reading group questions

1

- Does the summary accurately tell the story of the full review?

2

- Does the Dean's administrative response adequately address all the issues identified?

3

- Are there any questions, comments or substantive issues that the committee should consider?

AP&P request for one-year follow up
("concerns...raised in an external review report...[require] a long and sustained period of response")

All reviews automatically require an interim monitoring report due midway between the year of the last and next site visit.

Thank you!

The first meeting of the year will be focused on answering your questions and discussing key responsibilities.



2024-25 REVIEWS FOR AP&P: CYCLE 2

Provostial:

- Faculty of Applied Science & Engineering
- Lawrence Bloomberg Faculty of Nursing

Decanal:

- Faculty of Arts & Science:
 - Department of Cell & Systems Biology
 - Christianity & Culture programs
 - Ethics, Society & Law program
 - Department of Slavic Languages & Literatures

- University of Toronto Mississauga:
 - Department of English & Drama
 - Department of Language Studies
 - Department of Visual Studies

Follow-up Reports:

- University of Toronto Scarborough:
 - Major in Paramedicine (offered jointly with Centennial College)

2024-25 REVIEWS FOR AP&P: CYCLE 5

Provostial:

- Faculty of Arts & Science

Decanal:

- Faculty of Arts & Science:
 - Centre for Comparative Literature + Literature and Critical Theory programs (Victoria College)
 - Centre for Diaspora & Transnational Studies
 - Department of East Asian Studies
 - Department of History
 - Department of Political Science

- Faculty of Applied Science & Engineering:
 - Division of Engineering Science
- University of Toronto Scarborough:
 - Interdisciplinary Centre for Health & Society
 - Department of Physical & Environmental Sciences
- + *up to 3 Additional Reviews (pending receipt from reviewers)*