

# 2020/2021 COHORT

## IQAP CYCLICAL REVIEW TIMELINE

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STEP TO COMPLETE	TIMELINE
1. Programs identify team that will <i>collaborate</i> to prepare the Self-Study Report.	<b>Mid-December 2019</b>
2. Programs confirm <i>first</i> one-on-one consultation with Educational Developer at the MacPherson Institute (Amy Gullage: <a href="mailto:gullaga@mcmaster.ca">gullaga@mcmaster.ca</a> ).	<b>January 2020</b>
3. Programs work on developing a draft of Program Learning Outcomes.	<b>January – March 2020</b>
4. Office of Institutional Research & Analysis uploads most recent data to the portal for programs to access. Contact <a href="mailto:irahelp@mcmaster.ca">irahelp@mcmaster.ca</a> to request any additional data.	<b>March 31, 2020</b>
5. Programs email their site visit coordinator Julianne Simpson ( <a href="mailto:simpjul@mcmaster.ca">simpjul@mcmaster.ca</a> ) or Christina Bryce ( <a href="mailto:cbryce@mcmaster.ca">cbryce@mcmaster.ca</a> ) with the following information: <ul style="list-style-type: none"> <li>a) Potential dates for two-day site visit; and</li> <li>b) List of reviewer names for site visit.</li> </ul> <p><b>Please Note: Site visits will typically take place between January 2021 – April 2021</b></p>	<b>May 31, 2020</b>
7. Programs confirm a follow-up progress consultation with MacPherson Institute (Amy Gullage: <a href="mailto:gullaga@mcmaster.ca">gullaga@mcmaster.ca</a> ).	<b>August/September 2020</b>
8. Programs discuss date for submitting a draft of Self-Study Report to their program Dean (and Associate Dean, if applicable).	
<b>Programs must submit a completed Self-Study Report 6-8 weeks before scheduled site visit!</b>	

# 2020/2021 LUNCHTIME INFORMATION AND PRACTICE SESSION SCHEDULE

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**Please Note:** All Lunchtime Information and Practice Sessions will take place in the **MacPherson Classroom (L508/509)** from **12:00pm-1:00pm** unless indicated otherwise.

LUNCH & LEARN TOPIC	DATE
Faculty Q&A and Panel Discussion	Wednesday, November 20, 2019
Developing Program Learning Outcomes	Monday, January 20, 2020
Curriculum Mapping & Assessment	Wednesday, February 26, 2020
Student Partners Application	Wednesday, March 25, 2020
Institutional Research and Analysis Data Information Session	Tuesday, April 14, 2020
Dedicated Self-Study Writing Time & Q&A	Monday, September 21, 2020
Preparing for the Site Visit	Wednesday, January 6, 2021