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|  | **STEP TO COMPLETE** | **TIMELINE** |
| **1.** | Programs identify team that will ***collaborate*** to prepare the Self-Study Report. | **Mid-December 2023** |
| **2.** | Programs confirm ***first*** one-on-one consultation with Educational Developer at the MacPherson Institute (Greg Van Gastel: vangasgj@mcmaster.ca). | **January 2024** |
| **3.** | Programs work on developing a draft of Program Learning Outcomes. | **January – March 2024** |
| **4.** | Office of Institutional Research & Analysis uploads most recent data to the portal for programs to access. Contact irahelp@mcmaster.ca to request any additional data.  | **March 31, 2024** |
| **5.** | Programs email their site visit coordinator (iqap@mcmaster.ca for UG programs) or Christina Bryce (cbryce@mcmaster.ca for Grad programs) for Grad programs with the following information:1. Potential dates for two-day site visit; and
2. List of reviewer names for site visit.
 | **May 31, 2024** |
| **Please Note: Site visits will typically take place between February-April** |
| **7.** | Programs confirm a follow-up progress consultation with MacPherson Institute (Greg Van Gastel: vangasgj@mcmaster.ca). | **August/September 2024** |
| **8.** | Programs discuss date for submitting a draft of Self-Study Report to their program Dean (and Associate Dean, if applicable). |
| **Programs must submit a completed Self-Study Report 6-8 weeks before scheduled site visit!** |

**2024/2025 COHORT**

**IQAP CYCLICAL REVIEW TIMELINE**