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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](mailto: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](mailto:irahelp@mcmaster.ca) to request any additional data. | **March 31, 2024** |
| **5.** | Programs email their site visit coordinator ([iqap@mcmaster.ca](mailto:iqap@mcmaster.ca) for UG programs) or Christina Bryce ([cbryce@mcmaster.ca](mailto: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](mailto: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**