



# SELF STUDY TEMPLATE

## CYCLICAL REVIEW OF EXISTING DEGREE PROGRAM

### DEGREE PROGRAM UNDER REVIEW

Degree Program being reviewed and discussed in this self-study	
Department	
Faculty	
Date of Last Cyclical Review	
Date of Submission	
Self Study Committee Membership (Department Chair, Faculty Member(s) from program under review, and two upper-year students majoring in program under review)	

### APPROVAL SIGNATURES

*This section will include all Names and Signatures of: Chairs and/or Directors who are involved in managing the degree program being reviewed; and the Academic Dean.*

Name of Department Chair	Signature (electronic please)	Date
Name of Faculty Chair	Signature (electronic please)	Date
Chief Academic Officer	Signature (electronic please)	Date
Quality Assurance Committee Chair	Signature (electronic please)	Date
<input type="checkbox"/> Ready for external review <input type="checkbox"/> Minor improvements needed <input type="checkbox"/> Major improvements needed		

## **NOTES ON COMPLETING THE TEMPLATE**

1. The Self Study Report must address the substance of the evaluative criteria in Section 3.7 of Algoma University's IQAP. The Self Study Committee uses a process of critical self-appraisal as the foundation for the review. Each program is unique and the Self Study Report, while adhering to institutional guidelines, should respect and reflect particular aspects of the program and discipline.
2. The evaluative criteria should be regarded as the minimum standards for the assessment of academic programs. This template makes explicit the categories and criteria to be examined as evidence of program quality. Quantitative and qualitative data is an important component of the Self Study Report. Any limitations in references made from data should be noted in the report. For cross-disciplinary programs, the review is coordinated by the Self Study Committee but should involve stakeholders and documentation from both disciplines. For single discipline programs offered in more than one location, a single review is to be completed that address how the evaluative criteria are met in each location and with each different mode of delivery. The Self Study Report must address the distinctive attributes of each location and delivery mode.
3. It is highly recommended that assistance is sought from the Office of the CAO or a member of the Quality Assurance Committee of Senate for advice and assistance in the preparation of the template.
4. Text boxes will expand when needed. Check boxes can be selected by right clicking on the appropriate answer and selecting the check mark from the options.
5. Submissions are to be submitted electronically in a pdf format in four separate sections as outlined below.

Section One- Critical analysis of the program under review

Section Two – Curricula vitarum of the faculty

Section Three – List of Proposed External Reviewers

Section Four– Supplementary Appendices

6. Standard appendices supporting the Self Study that are provided by the Office of the CAO include:

Appendix A – Calendar Copy, Program and University Degree Requirements

Appendix B – Data Tables – Student Enrolment & Retention

Appendix C – Library Report

Appendix D – Course Syllabi

Appendix E- Final Assessment Report and 18 month status report from previous review

It is expected that additional additional appendices will be added at the discretion of the Self Study Committee.

## SECTION ONE- CRITICAL ANALYSIS OF THE PROGRAM UNDER REVIEW

### EXECUTIVE SUMMARY

Provide a short executive summary summarizing key findings of the critical analysis of the program under review, and the proposed plans for the future. Provide a short summary of any areas where specific feedback from the Review Committee is requested.

### 1.0 INTRODUCTION

a.) Provide an introduction to the program that provides a brief history and background of the degree program being reviewed. Emphasis should be placed on the period of time since the last cyclical review.

b.) Provide a brief description of the process by which the self-study was prepared including faculty and student input and involvement.

c.) Describe any program changes implemented in response to feedback from the last program review and provide an analysis on the impact of these changes.

d.) Describe the program's strengths and weaknesses. Identify any opportunities or threats that may shape the program's future in the next five years.

### 1.1 OBJECTIVES

*This section should be completed using information from the supplementary appendices.*

a.) Summarize how the program is consistent with the vision, special mission, Strategic Plan, and Strategic Mandate Agreement (SMA2) of Algoma University.

## Self Study- Insert Program Name

b.) What are the mission and objectives of the program under review and how do these relate to the pedagogical objectives of the department?

c.) Provide an analysis of how the program under review functions in relation to the programs and academic units at Algoma University.

d.) Provide examples in the same field of comparable programs and explain any distinguishing features of the program in relation to comparable programs in Ontario, Canada and internationally.

e.) List the program learning outcomes for the program under review.

f.) Are the program requirements and program learning outcomes appropriate in relation to the current profile of the discipline or interdisciplinary area, provincially, nationally, and internationally?

g.) How do the program learning outcomes align with Algoma University's expression of the University Undergraduate Degree Level Expectations (UUDLEs)? (refer to Appendix A of the Algoma University IQAP)

h.) If applicable, describe how the program under review assesses itself in relation to the standards of any associated regulatory, accrediting bodies or professional associations.

## 1.2 ADMISSIONS

*This section should be completed using data from the [Academic Calendar](#) and Appendix C*

a.) Describe how the admission requirements for the program under review align with the learning outcomes established for the completion of a program.

## Self Study- Insert Program Name

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b.) Describe how the admission requirements are such that a student entering the program can expect to complete it successfully and in a timely fashion and whether or not additional requirements are appropriate and clearly explained.

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c.) Describe how the admission requirements contribute to the enrolment goals, student retention, and high graduation rates.

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## 1.3 CURRICULUM

*This section should be completed using data from the [Academic Calendar](#) and Supplementary Appendices*

a.) Provide an overview of the program's basic structure, including details of streaming, majors, double-majors, certificates, and minor options (include any special programming, e.g. extension sites, community-based delivery, specializations offered).

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b.) Describe how the curriculum reflects the current state of the discipline or area of study and how the department ensures that the curriculum is of continued relevance to the field of practice in the program it serves. Summarize how input from community stakeholders was used to review the curriculum.

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c.) Relate the program structure to the learning outcomes. Append a curriculum map to illustrate how the course requirements, learning activities, evaluation strategies, and program materials contribute to the learning outcome achievement of program graduates. Summarize the rationale for curriculum organization with reference to course syllabi and the Academic Calendar.

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d.) Describe how the mode of delivery is appropriate for the intended program-level learning outcomes and the University Undergraduate Degree Level Expectations (UUDLEs).

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## Self Study- Insert Program Name

e.) Highlight any examples of significant innovation or creativity that the program contains in the content and/or delivery of the program with supporting evidence.

f.) Demonstrate how the program is designed to maximize the graduates' potential for employment and promotion in their field of study.

g.) Describe any transfer pathways for college graduates into the program under review. Analyze the success of students entering the program through these pathways.

h.) Describe the involvement of supporting departments in the program under review, indicating the nature of co-involvement (i.e. joint-research, teaching, etc.). For cross-disciplinary programs, comment on how the design of the program and its implementation prepares graduates with the knowledge, skills, and attributes of both disciplines.

## 1.4 TEACHING AND ASSESSMENT

a.) Explain how the methods of student evaluation are appropriate given the admission requirements and program learning outcomes.

b.) Describe how the means of assessment (particularly in the students' final year) are appropriate and effective in demonstrating achievement of the program-level learning outcomes and the UUDLEs. Samples of student work (with consent) in the upper years of the program that reflects exemplary, average, and minimally acceptable performance according to degree-level standards must be included as an appendix.

c.) Provide a summary of distinctive aspects of formal, and informal teaching activities, including: description of teaching and curriculum innovations, with evidence of improvement and, where applicable, description of how research carried out by the unit informs teaching.

## 1.5 STUDENTS

*This section should be completed using data from the Supplementary Appendices*

a.) Describe how student input has been used to inform program improvement and development.

b.) Analyze the quality of the program with reference to indicators of student experience and student success (e.g., applications, registrations, retention, graduation rates, other).

c.) Relate faculty input measures to student experience (e.g., faculty qualifications; research and scholarly records of faculty; class sizes; percentage of courses taught by full-time and part-time faculty; faculty to student ratios).

d.) Describe how the program prepares students for future employment with respect to careers for which the program could reasonably be expected to provide preparation. Assess outcomes for program graduates (e.g. employment six months and two years after graduation; skills match and alumni reports).

e.) Explain how the structure of the program ensures the quality of the student experience.

f.) Analyze the success of the program in terms of preparing its graduates for further study.

## 1.6 RESOURCES

a.) Provide an assessment of resources and show evidence demonstrating that resources support the program structure and quality of student experience. Assess the appropriateness and the effectiveness of the academic unit's use of existing human, physical and financial resources in delivering its program(s). Comment on sharing of resources and priorities, as well as support from other departments/programs in each of the areas listed below.

*Note: the focus should be on the assessment of resources rather than requests for additional resources. External*

## Self Study- Insert Program Name

*reviewers will recognize the institution's autonomy to determine priorities for resource allocation.*

### **i. Physical Resources (e.g, classrooms, laboratories, equipment, information technology)**

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### **ii. Library Resources**

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### **iii. Faculty Resources**

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## **1.7 Quality Enhancement**

a.) Describe any distinguishing features of the program. Provide evidence of any significant innovation or creativity in the content and/or delivery of the program relative to other such programs, (one example would be experiential learning opportunities, placements, co-op, internships; year abroad opportunities, opportunities for specialization, emphasis, focus of program is unique in comparison to programs offered at other universities).

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b.) Comment on and describe any initiatives or revisions taken to enhance or improve the quality of the program and the associated learning and teaching environment.

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c.) Describe how the program has responded to the concerns and recommendations raised in its most recent program review (reference Final Assessment Report and 18-month status report).

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d.) Describe the areas identified for improvement, any planned enhancements to the program, and a description of the program's goals and aspirations for the next 5-10 years.

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