

Procedure Number:	1501p
Procedure Title:	Institutional Evaluation and Effectiveness
Approved by:	President
Approval date:	May 25, 2023
Effective date:	May 25, 2023
Review date:	-
Next review date:	May 2026

1. Purpose

1.1. This Procedure supports the Institutional Evaluation and Effectiveness Policy.

2. Procedure for Self-Study

- 2.1. The President initiates institutional reviews and, in consultation with the appropriate Executive and support from the Office of Institutional Accountability, identifies timeframes and resource requirements for the completion of the self-study and external review. Institutional reviews will be anticipated and budgeted for, with costs expensed to the appropriate budget centre.
- 2.2. The Office of Institutional Accountability distributes the templates and supporting documentation (based on standards set by the Degree Quality Assessment Board, other relevant accreditation bodies and best practices in quality assurance for post-secondary institutions).
- 2.3. The President and Vice-President Academic (or the appropriate Executive for unit reviews) assemble a Self-Study Committee comprised of a combination of faculty and administrators, with support from appropriate departments.
- 2.4. The Self-Study Committee uses the approved templates that outline the criteria, processes, and timelines for completion of the Self-Study Report. Criteria for assessment are aligned with DQAB guidelines, or quality assurance and compliance standards as well as standards for any accreditation body for which UCW has received, or is applying for, accreditation.
- 2.5. The Self-Study Committee develops a work plan specifying collective duties and individual tasks and delivery dates.
- 2.6. The Office of Institutional Accountability coordinates the provision of data from staff and appropriate departments to support the analysis and reporting requirements.
- 2.7. The Self-Study Committee produces a comprehensive and clearly written Self-Study report identifying strengths, areas for short and longer-term improvements, and opportunities for future directions.

- 2.8. A draft of the Self-Study Report with initial key findings is reviewed by the President and Vice-President Academic (or the appropriate Executive for unit reviews) prior to the writing of the final report, to provide an opportunity for review and clarification of the findings and recommendations.
- 2.9. The Self-Study Committee submits the final Report to the President and Vice-President Academic (or the appropriate Executive for unit reviews) who commission qualified external reviewers to assess and report on program operations and deliverables. The Self-Study Committee may recommend appropriate reviewers to be considered for appointment by the President and Vice-President Academic .
- 2.10. The President and the Office of Institutional Accountability provide the Self-Study report to the external reviewers and assist the reviewers in planning and coordinating site visits and accessing information required by the reviewers.

3. Procedures for External Review

- 3.1. The President or Designate appoints an External Review Panel comprised of two to five (2-3) qualified individuals. External reviewers will be reimbursed for expenses (travel, accommodation, meals, honoraria).
- 3.2. The primary focus of the External Review panel is on institutional effectiveness, including student learning, resources, facilities, and support services. The External Review panel considers the Self-Study report and any documentation regarding University policies, procedures, the Academic Calendar and website, detailed course outlines, and data on student and faculty performance.
- 3.3. The Office of Institutional Accountability prepares an agenda for the panel's site visit.
- 3.4. The agenda is reviewed by the President or Designate and the External Review panel members to ensure availability of internal participants to meet with the panel.
- 3.5. At the end of the site visit, the External Review panel provides preliminary feedback to the President and members of the Executive team.
- 3.6. External reviewers compile a draft report identifying strengths and areas for further development. The report is forwarded to the President (or the appropriate Executive for unit reviews), within three weeks of site visit. External Reviewers may ask for additional clarifications during this time through the Office of Institutional Accountability.

4. Procedures for Institutional (Unit) responses

- 4.1. The President or designate (or the appropriate Executive for unit reviews) compiles a Response/Summary Report with:

- 4.1.1. responses to each of the recommendations, new initiatives or actions that will be taken to address them and a timeline for implementation; and
 - 4.1.2. input from the Self-Study Committee, the Office of Institutional Accountability, the Registrar, or other senior leadership staff (where applicable).
- 4.2. The Response/Summary report is delivered 4 weeks after the receipt of the External Review report.

5. Follow-up Reporting

- 5.1. The President or Designate (or the appropriate Executive for unit reviews) presents the Summary Report to the Board of Governors and Senate's Academic Planning and Priorities Committee.
- 5.2. The Summary Report is presented to the Senate for approval.
- 5.3. The Summary Report is made public on the University's website. Unit Summary Reports may be made public, pending approval of the President.

6. Implementation of Recommendations

- 6.1. The President and the Vice-President Academic will work together to ensure that the Organization Review is submitted in a timely manner for consideration by DQAB. This submission should reflect the proposed changes to address the recommendations from the Final Report.
- 6.2. The President (or designate) will submit an annual report to the Board of Governors and Senate outlining progress made to implement the recommendations from the final report and the next steps to address the remaining recommendations.