

**Carleton University & University of Ottawa  
Joint Process Document for Joint Graduate Programs  
November 20, 2020**

**Table of Contents**

1.0 Introduction	2
2.0 Stakeholder - Roles and Responsibilities	2
3.0 Major Modification Process	4
4.0 Minor Modification Process	5
5.0 Cyclical Review Process	5
Scheduling of Reviews	7
Records	7
Carleton Process Steps for Joint Program Review	7
University of Ottawa Process Steps for Joint Program Reviews	9
6.0 New Programs	10
7.0 Learning Outcomes and Assessment	10
Appendix I: Carleton University Cyclical Review Process Map	11
Appendix II: University of Ottawa Cyclical Review Process Map	12
Appendix III: Cross-reference of Sections for Volume I/self-evaluation report, Carleton & University of Ottawa	13
Appendix IV: Milestone Documents	17

## 1.0 Introduction

Carleton University and the University of Ottawa offer a number of joint graduate programs, the majority of which are administered by Ottawa-Carleton Joint Institutes in conformity with the governance procedures for program and curriculum approvals at both universities.

The quality assurance processes of all Ontario universities are governed by the Quality Assurance Framework (QAF) and ratified by the Ontario Council of Universities, with variation in the details of the institutional quality assurance process (IQAP) developed by each institution. As a result, there may be differences in process and requirements between Carleton University and the University of Ottawa.

The protocol for review of joint graduate programs offered by Carleton University and the University of Ottawa is founded on respect for the quality assurance practices of each institution, and ability of each university to oversee a thorough and successful review. Both universities seek to maintain transparency in process and will inform the other of changes to their respective IQAP. The joint process documentation should be reviewed, at minimum, every 3 years, or any time a substantial change to either institutions' IQAP or QAF occurs. This document may also be updated at any time with the agreement of both institutions.

What follows provides guidance for the processes which impact joint programs at both institutions:

- Major modifications
- Minor modifications
- Cyclical Program Review
- Learning Outcomes and Assessment
- New program development

## 2.0 Stakeholders - Roles and Responsibilities

### Carleton

**Vice-Provost and Associate Vice-President (Academic):** The Vice-Provost (AVPA) is responsible for the operationalization and implementation of all components of the Ontario Quality Assurance Framework (QAF), Carleton University's IQAP, and the Joint procedural documents between Carleton University and the University of Ottawa for joint graduate programs. In addition, the Vice-Provost (AVPA) is responsible for the oversight and stewardship of related academic program and curriculum approval processes for components outside the scope of quality assurance narrowly defined, including undergraduate and graduate minor modifications to curriculum and programs as well as academic regulations.

**Senate Quality Assurance and Planning Committee (SQAPC):** The authority responsible for the application of the IQAP to review individual undergraduate and graduate degree-level program entities within the scope of this IQAP. Program entities include proposed new programs, existing programs and major modifications to existing programs. The term 'program entity' is used to denote any item that is subject to quality assurance and is a useful neutral term when dealing with items where it is not initially

clear whether the item is a new program or a major modification, or a major modification or a minor modification.

**Dean, Faculty of Graduate and Post-doctoral Affairs:** Is responsible for oversight of all graduate and joint programs with the University of Ottawa.

**Dean, Faculty:** Is responsible for oversight of programs offered by the academic unit or department undergoing review.

**Program Officer:** The Program Officer provides front line support to units undergoing review, liaises with stakeholders and monitors progress of reviews.

**Program Assessment Specialist:** Supports unit with development of learning outcomes and assessment plans.

**Review Team:** The review team is comprised of the unit director or chair, and additional faculty members as outlined in Carleton's IQAP, and lead by the Director or Associate Director at the home institution. The role of the review team is to engage in a collaborative and reflective process to self-appraise the programs up for review. Deliverables which are provided by the review team include Volumes I, II, III, the Unit Response and Implementation plan, Monitoring Report. All documents brought forward are meant to be representative of the review team which includes members at both institutions. It is assumed that the review team has communicated and collaborated throughout.

## **University of Ottawa**

**Program Evaluation Coordinator:** Is responsible for coordinating the cyclical program review process; provides continuous support to units, CPR committees, and program evaluation committees.

**Curriculum and Outcome Analyst:** Works with Review Team of undergraduate and graduate study programs to analyze curricula, develop learning outcomes, and assist in preparation of Strengths, Weaknesses, Opportunities, and Threats (SWOT) surveys.

**Director, Program Evaluation:** Is responsible for cyclical reviews of undergraduate and graduate programs and manages the processes; chairs both program evaluation committees; sits on both councils (undergraduate and graduate studies).

**Graduate Programs Evaluation Committee (GPEC):** Under the authority of the Senate, the Committee is responsible for the successful completion of graduate program cyclical reviews as per the Institutional Quality Assurance Process (IQAP) approved by the Senate. It ensures that programs under review are aligned with the University's mission and objectives regarding academic planning and the student experience and supports faculties in maintaining the quality of programs offered. The Committee provides feedback on self-study, select the external evaluators, review and approve the Final Assessment Report.

**Provost and Vice-President Academic Affairs:** Has overall authority for governance of undergraduate and graduate studies and for the various institutional quality assurance processes; acts as the resource person for the Ontario Universities Council on Quality Assurance.

**Senior Academic Policy Officer:** Liaises with the Ontario Universities Council on Quality Assurance (the Quality Council) and the Ministry of College and Universities; oversees administration of the Institutional

Quality Assurance Process; submits annual reports on program changes and requests for new programs to the Quality Council (both undergraduate and graduate levels); provides support to the Council on Undergraduate Studies, including follow up on requests for the creation, modification and closure of undergraduate programs.

**Vice-Provost Academic Affairs:** Is responsible for implementing the Institutional Quality Assurance Process and assists the Provost and Vice-President Academic in overseeing the various quality assurance processes for undergraduate and graduate programs; chairs the Council on Undergraduate Studies; sits on the Council on Graduate Studies.

**Vice-Provost Graduate and Postdoctoral Studies:** Is responsible for regulations and graduate programs; chairs the Council on Graduate Studies; sits on the Council on Undergraduate Studies.

**Review Team:** The review team is comprised of the unit director or chair, and additional faculty members as outlined in uOttawa's IQAP, and lead by the Director or Associate Director at the home institution. The role of the review team is to engage in a collaborative and reflective process to self-appraise the programs up for review. Deliverables which are provided by the review team include the self-evaluation report, faculty curriculum vitae and curriculum vitae of proposed external reviewers, the Unit Response and Implementation/Action plan, Progress Report. All documents brought forward are meant to be representative of the review team which includes members at both institutions. It is assumed that the review team has communicated and collaborated throughout.

### 3.0 Major Modification Process

Normally, major modifications are approved first by the joint institute. They will then follow the process at both institutions, unless the Office of the Vice-Provost, Graduate and Postdoctoral Studies at the University of Ottawa and the Faculty of Graduate and Postdoctoral Affairs (FGPA) at Carleton University determine only one institution's process is required.

#### *For Major Modifications Submitted at Carleton*

Before the submission of a major modification can begin the approval process, the following must occur:

1. The unit submitting the modification must confirm the proposed change with the joint institute and supply FGPA with a letter of acknowledgment of the change from the the Director or Associate Director of the Joint Institute at the University of Ottawa.
  - The letter of acknowledgement must include the change being made, confirm the change has been discussed, and where needed indicate the timelines for approval at the University of Ottawa.
2. FGPA will submit the letter of acknowledgement of the change from the other institution to the Office of the Vice-Provost and Associate Vice-President (Academic) (OVPAVPA) as part of the required documentation associated with a major modification.

#### *For Major Modifications Submitted at the University of Ottawa*

Before the submission of a major modification can begin the approval process, the following must occur:

1. The unit submitting the modification must confirm the proposed change with the joint institute. A letter of acknowledgment of the change from the Director or Associate Director of the Joint Institute at Carleton must be included as an Appendix to the modification request form and presented at each approval body.
  - The letter of acknowledgement must include the change being made, confirm the change has been discussed, and where needed indicate the timelines for approval at Carleton University.

## **4.0 Minor Modifications**

### *For Minor Modifications Submitted at Carleton*

Before the submission of a minor modification can begin the approval process, the unit submitting the modification must inform the joint institute of the proposed change, seek any necessary approvals from the joint institute, and confirm in the courseleaf rationale that the Director or Associate Director of the Joint Institute at the University of Ottawa has acknowledged the modification.

### *For Minor Modifications Submitted at the University of Ottawa*

Before the submission of a minor modification, the unit submitting the modification must inform the joint institute of the proposed change and seek any necessary approvals from the joint institute. Confirmation of acknowledgment of the change from the Director or Associate Director of the Joint Institute at Carleton must be provided in the modification request form.

## **5.0 Cyclical Review Process**

### *Format of Cyclical Program Reviews*

Upon entering a review cycle, joint institutes may choose to complete the process as a joint entity or as two separate entities. In consultation with both program chairs of the Institute, the decision to complete an individual or joint review is at the discretion of the Director, Program Evaluation at the University of Ottawa and the Vice-Provost & Associate Vice-President (Academic) at Carleton University. It will be the responsibility of the Director and Vice-Provost to conduct the necessary consultations at their home institutions prior to a final decision being made.

### *Individual Reviews*

Individual reviews will take place when it has been determined that the units involved in the joint institute will complete two separate cyclical review processes, each at their home institutions, governed by their home institution's IQAP. It will therefore be the responsibility of the home institution to determine where comments should be incorporated addressing the joint institute within their cyclical review template.

As the unit moves through the process it will be the responsibility of the Office of the Director, Program Evaluation and the Office of the Vice-Provost & Associate Vice-President (Academic) to ensure that the following finalized documents are forwarded to the other institution for information only:

- Final version of Volumes I & II/self-evaluation & faculty curriculum vitae prior to site visit

- External Reviewers Report
- Final Assessment Report and Executive Summary (including the implementation/action plan)
- Any Implementation plan monitoring reports

If in the case of individual reviews, a unit or institution notes good reason for these documents not being forwarded, discussions will be held between the Director and Vice-Provost for these requirements to be adjusted.

Units completing individual reviews may wish to combine their review with other non-joint programs at their home institution (e.g. graduate and undergraduate programs). In these cases, the unit should be informed prior to start of the process which documents are required to be shared with the partner institution. It may also be necessary to redact or adjust the documents being forwarded, to remove portions unrelated to the joint institute programs.

### *Joint Reviews*

In the case of a joint review, faculty from both institutions will work collaboratively and equally share in the workload of developing one set of process documents. The Institute will follow the timelines, required documentation, and site visit protocol as governed by only the lead institution's IQAP and meet the requirements listed in the Quality Assurance Framework Guide section 5.

When an institution is assigned as the lead, their respective quality assurance office will be responsible for all aspects of review, including but not limited to: unit notification and support, scheduling, approvals, and processes administration. It is expected that the document and memorandum templates used throughout the process will be those of the lead institution, and that the other institution is informed of process milestone throughout the review.

The specific protocols which outline the steps of cyclical program review are presented in Section 5 of the [University of Ottawa's Institutional Quality Assurance Process](#) (Ratified: May 2019), and Section 7 of [Carleton University's Institutional Quality Assurance Process](#) (Ratified: Nov 22, 2019). A summary map of Carleton University's process can be found in Appendix I. A summary map of the University of Ottawa's process can be found in Appendix II.

Where appropriate, the lead university may request additional information from their quality assurance counterpart at the alternate institution to assist units in completing necessary documentation. Common examples of where this may occur include the population of data sets, Library Reports, Space Reports, Admissions Criteria, and standard text around Program Essential Requirements. There may be instances where the same information is not available at each institution.

As the institute moves through the process, it will be the responsibility of the lead institution to ensure the following:

- The self-study clearly explains how input was received from members at each institution
- The final version of Volumes I & II/self-evaluation & faculty curriculum vitae are shared for information with the partner institution prior to the site visit
- Volume III/curriculum vitae of proposed external reviewers is reviewed and approved by both the Office of the Director, Program Evaluation and the Office of the Vice-Provost & Associate Vice-President (Academic)
- The site visit will include both campuses, and where possible joint meetings will be held

- Each institution will select an internal reviewer/internal delegate to accompany the external reviewers during the site visit
- The External Reviewers' Report is shared and
  - A) a joint institute response is received
  - B) separate Deans' responses from each institution are received
- The Final Assessment Report and Executive Summary (including the implementation/action plan) is drafted and input is received from the Office of the Director, Program Evaluation of and the Office of the Vice-Provost & Associate Vice-President (Academic)
- The Final Assessment Report receives the required approval(s) from each institution and once approved is posted to each university website
- All monitoring reports are shared for information

### *Scheduling of Reviews*

As the timeline for scheduling reviews currently differs between institutions, all joint reviews will be scheduled based on the timeline of the lead institution and fall within the 8-year review period required by the QAF. Deadlines throughout the review will also follow the schedule of the lead institution. The lead institution should communicate deadlines to the other institution, and where possible, look to align movement and/or approvals of Volume III/curriculum vitae of proposed external reviewers, Deans' responses and the Final Assessment Report and Executive Summary. The leadership of reviews will alternate between institutions, and a record of leadership will be maintained in the Joint Review Schedule.

### *Timeline and Approvals*

It is the responsibility of the lead institution to develop an agreed upon timeline for required approvals at both institutions, keeping in mind that parallel approvals should be conducted as closely together as possible to ensure that any required revisions can be handled and recirculated to the approval bodies as needed. Continuous communication between the Office of the Director, Program Evaluation at the University of Ottawa and the Office of the Vice-Provost & Associate Vice-President (Academic) at Carleton University is critically important to the success of a joint review.

### *Records*

During cyclical program review, each institution will maintain the necessary information required for audit purposes. A full listing of current joint programs will be maintained.

## **CARLETON PROCESS STEPS FOR JOINT PROGRAM REVIEW**

*General Notes: Both the Director and Associate Director of the joint institute are members on the review team, and are expected to keep the team informed of required work and developments. The program lead is considered to be whoever holds the role of Director or Associate Director at the leading institution. The Program Officer will communicate with the Program lead to distribute information. Where appropriate, the other institution is informed of development in the review process, and specifically will receive communication at any milestone involving document approvals.*

### **1. Notification and Orientation (January or Sept Start)**

Notification is sent with cc to relevant parties at UOttawa. Review teams are established and contain members from each institution.
<b>2. Learning Outcomes and Assessment Workshop (Spring or Fall)</b>
Organized by the Program Assessment Specialist, and will include the review team and Curriculum Analyst from UOttawa. Carleton includes a DLE on experiential learning.
<b>3. Unit prepares Volumes I, II, III (Jan start has VIII due April 30, VI and VII due June 30. Sept start has VIII due Dec 15, VI and VII due June 1.)</b>
Support is provided by the Program Officer. Data from UOttawa is obtained and relevant tables are included in the datapack. The final volumes are forwarded to UOttawa for information prior to the site visit.
<b>4. Volume III Approval</b>
Unit submits volume III to the Office of the Vice-Provost (OVPAVPA) according to the guidelines for compliance and are forwarded to UOttawa QA office for review prior to circulation to Carleton Deans for approval. The prioritization of external reviewers will include consideration to include one fluently bilingual reviewer, and one with proficiency in both languages.
<b>5. Site Visit Planning</b>
Site visit logistics will be arranged by OVPAVPA, in with consultation OPE. A joint schedule will be produced, and where possible joint meetings should occur.
<b>6. Unit Response and Implementation plan</b>
Unit receives external reviewers' report and will prepare a response to external reviewers' report and implementation plan. Both the report and joint response is distributed to OPE for review and Dean's response prior to going through Carleton's approval process. The appropriate Dean(s) at Carleton will also provide a separate response.
<b>7. Quality Determination</b>
A discussant is assigned to review the documents. Documentation is sent to SQAPC for review and a determination of quality. OPE is informed of the committee outcome. In cases where revisions are required, the review team will revise the Unit Response and Implementation plan at which time it may require additional Dean's approval before proceeding back to SQAPC.
<b>8. Final Assessment Report &amp; Executive Summary &amp; Approvals</b>
The Final Assessment Report and Executive Summary are authored by OVPAVPA with opportunity for input from OPE. The final report is sent to SQAPC and Senate for approval at Carleton and GPEC and Senate at UOttawa. Approval must be received at both institutions prior to moving to the final steps.
<b>9. Final steps</b>
Carleton will submit documentation to the Quality Council and report annually to the Board of Governors. The Executive Summary and the implementation plan associated with the review will be posted on Carleton and UOttawa websites as appropriate.
<b>10. Monitoring</b>
Units will receive notification between cycles (approx 3.5 years) requesting a Monitoring Report. The report are jointly authored by the review team, reviewed by all deans at Carleton, and sent to SQAPC for review. The monitoring report and outcome of SQAPC's decision will be forwarded to UOttawa for information.



UOTTAWA PROCESS STEPS FOR JOINT PROGRAM REVIEW	
<p><i>General Notes: Both the Director and Associate Director of the joint institute are members on the review team, and are expected to keep the team informed of required work and developments. The program lead is considered to be whoever holds the role of Director or Associate Director at the leading institution. The Program Evaluation Coordinator will communicate with the Program lead to distribute information. Where appropriate, the other institution is informed of development in the review process, and specifically will receive communication at any milestone involving document approvals.</i></p>	
1. Notification and Orientation	Notification is sent with cc to relevant parties at Carleton. Review teams are established and contain members from each institution. If necessary, language requirements are discussed.
2. Unit Meeting	Director of Program Evaluation meets with each review team one year prior to submission to introduce the process, and provide CPR package.
3. Learning Outcomes and Assessment Workshop	Faculty from both institutions are invited to attend. Curriculum and Outcome Analyst/Program Assessment Specialist from each institution will attend. SWOT analysis included.
4. Data Meeting (Between December through February)	Institutional Research and Planning and Director of Program Evaluation meet with review teams for a workshop on data tables.
5. Unit prepares self-evaluation, faculty curriculum vitae & curriculum vitae of proposed external reviewers (to be submitted by June 15)	Constant support is offered by the Office of Program Evaluation.
6. Graduate Programs Senate Committee (GPEC)	Self-studies are examined in Fall by the Graduate Programs Senate Committee. Feedback is given in a report by the OPE director. Unit prepares final version based on comments. Senate Committee verifies Vol III for compliance and is forwarded to OVPAVPA for approval. Once a date of final submission is given to OPE by unit, the program evaluation coordinator commences the organization of the visit with administrative assistant.
7. Site Visit Planning	Site visit logistics will be arranged by OPE, in consultation with OVPAVPA. A joint schedule will be produced, and where possible joint meetings should occur. Unit provides an updated self-evaluation to go to external reviewers at least one month prior to the visit.
8. GPEC Review	<p>The dossier (External Report, unit's Response (which constitutes a preliminary action plan), Dean's Response from both institutions, Vol I) is assigned to one discussant who prepares a draft of the Final Assessment Report to be presented at GPEC for approval of parts III.1 Strengths and Challenges, and Part IV Recommendations. For UOttawa led reviews, no determination on quality is made.</p> <p>Two subsequent meetings are organized by OPE with the unit to discuss the Final Assessment Report and Executive Summary (FARES) and prepare the final action plan.</p> <p>A final version of the Final Assessment Report together with the unit's action plan are approved by the Provost. The Final Assessment report is provided to Carleton QA office for input before final approval.</p>
9. Senate	Senate is informed of the successful reviews by an annual report.
10. Final Assessment Report and Executive Summary	

The Final Assessment Report and Executive Summary are authored by OPE with opportunity for input from OVPAVPA. This report is sent to SQAPC and Senate for approval, after which time The Executive Summary becomes the public document associated with the review, to be posted on OVPAVPA and OPE websites as appropriate.
--

<b>11. Monitoring</b>
-----------------------

Units will follow the schedule of OPE monitoring. OVPAVPA will be informed when updates occur and information will be sent to Carleton committees for information.
--

## **6.0 New Programs**

In the event any new program is developed and is expected to be joint, it will be submitted jointly and follow the committee steps from the New Program creation at both institutions. All required documentation will be developed jointly, using the template of the lead institution, and will follow the committee steps in place in accordance with each of the institutional IQAPs. The timeline will be determined by the institutions jointly.

## **7.0 Learning Outcomes and Assessment**

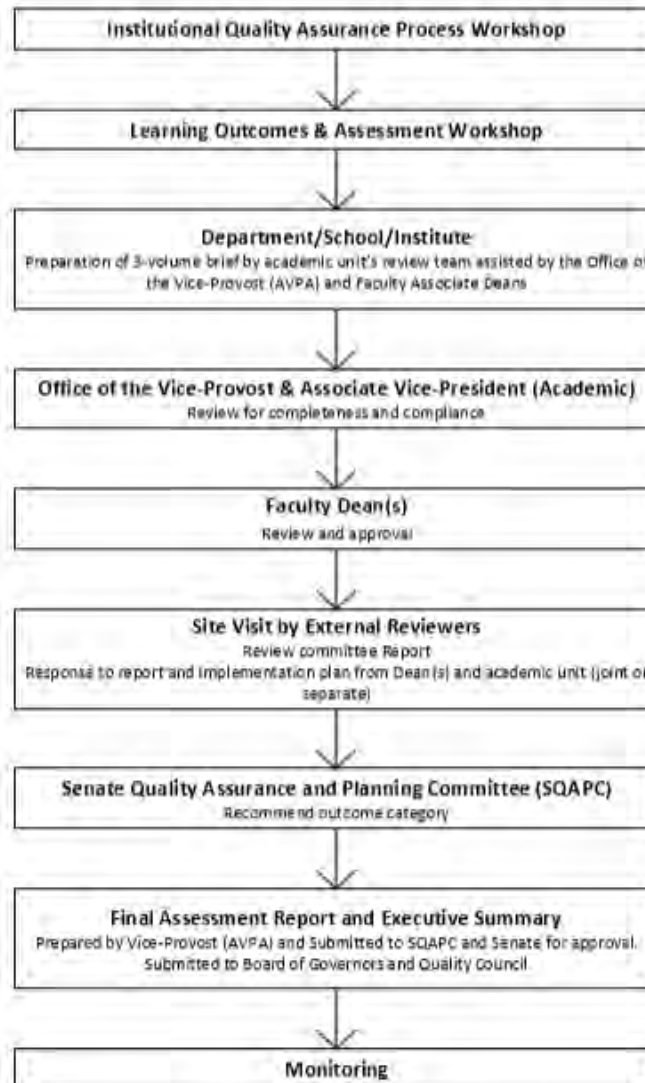
The development or review of learning outcomes and assessment plans is normally completed through a workshop facilitated by the lead institution. Unit review team members from each institution are invited to attend in the case of joint reviews. In the case of individual reviews, the learning outcomes may differ between institutions. There may be differences in the information required at each institution. (For example, University of Ottawa has 6 degree level expectations which the learning outcomes must meet, while Carleton has 7). If there are differences, the learning outcomes will follow the format of the lead institution.

## **Appendix I**

### **Carleton University Cyclical Review Process Map**

IQAP: Ratified November 2019

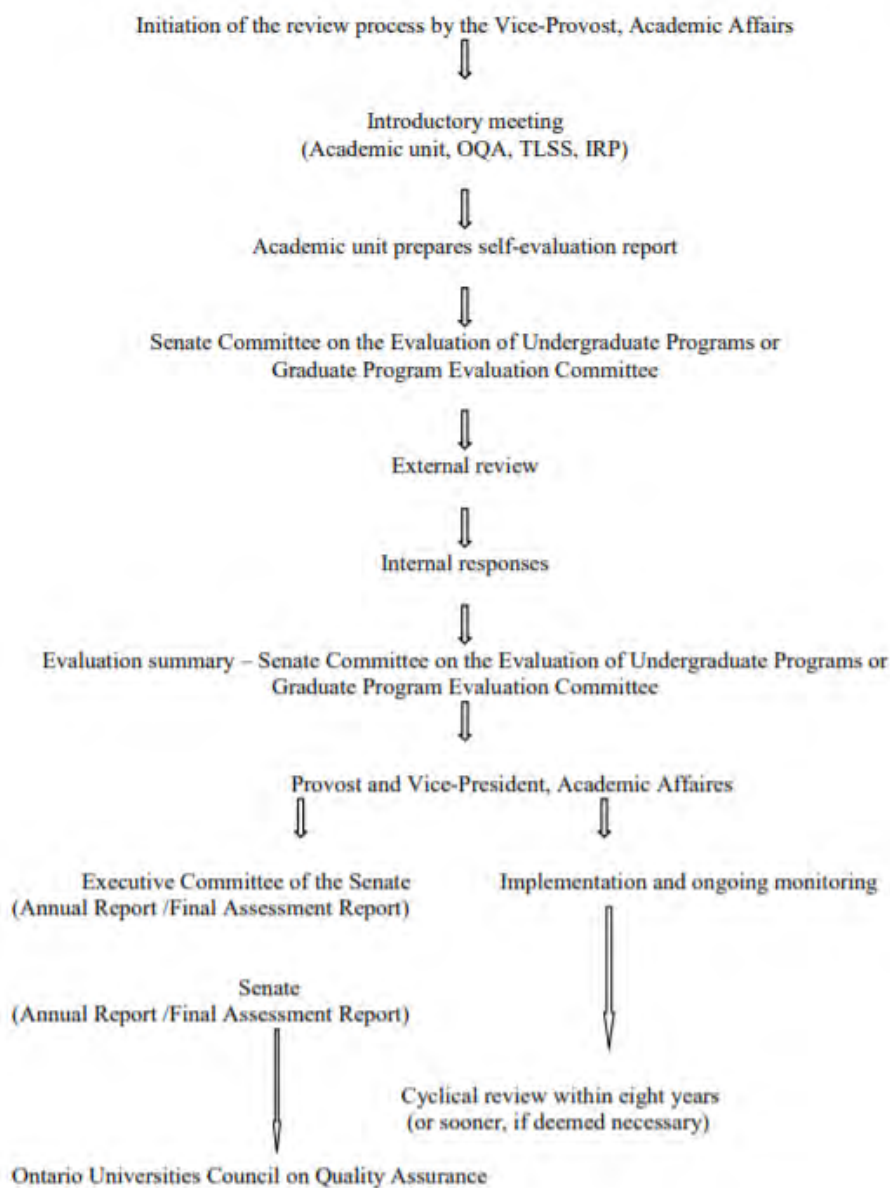
## **Carleton University Cyclical Program Review**



## **Appendix II**

### University of Ottawa Cyclical Review Process Map IQAP: Ratified June 2019

#### **OVERVIEW OF THE CYCLICAL REVIEW OF EXISTING PROGRAMS**



### **Appendix III**

#### Cross-reference of Sections

<b>Carleton University</b>	<b>University of Ottawa</b>
A: PROGRAM OVERVIEW	I. OVERVIEW
B: PROGRAM LEARNING OUTCOMES AND ASSESSMENT	II. INTRODUCTION
C: GOVERNANCE	III. PROGRAM DESCRIPTION
D: THE FACULTY	IV. PROGRAM STRUCTURE
E: THE STUDENT BODY	V. COURSES AND TEACHING METHODS
F: THE STUDENT EXPERIENCE	VI. STUDENT POPULATION AND EXPERIENCE
G: RESOURCES	VII. PROFESSORIAL RESOURCES
H: PROGRAM ENHANCEMENTS	VIII. HUMAN, MATERIAL AND FINANCIAL RESOURCES
I: DEVELOPMENT OF THE SELF-STUDY	IX. FUTURE OPPORTUNITIES AND ACTION PLAN
	X. CONCLUSION
<b>Carleton to uOttawa equivalent parts</b>	
A: PROGRAM OVERVIEW	I. OVERVIEW
A1: PROGRAM HISTORY	I. OVERVIEW, II. INTRODUCTION
A2: PROGRAM PROFILE	I. OVERVIEW (program history and how it relates to strengths of the academic unit)
A3: MISSION AND STRATEGIC DIRECTIONS	II. INTRODUCTION III.4 Conformity to the University's Mission and Strategic Mandate
A4: RELATIONSHIP TO OTHER PROGRAMS AT CARLETON	I. OVERVIEW (Indicate whether the program leads to other programs)
A5: RECOMMENDATIONS FROM THE PREVIOUS REVIEW	II. INTRODUCTION (main recommendations put forward by the previous cyclical review team...)
A6: ENHANCEMENTS UNDERTAKEN AS A CONSEQUENCE OF THE ASSESSMENT OF PROGRAM-LEVEL LEARNING OUTCOMES	I. OVERVIEW (minor or major modifications and link to LOs)
B: PROGRAM LEARNING OUTCOMES AND ASSESSMENT	III.1 Program Objectives and Expected Learning Outcomes
B1: PROGRAM LEARNING OUTCOMES	III.1 Program Objectives and Expected Learning Outcomes
B2: MAPPING LEARNING OUTCOMES TO PROVINCIAL DEGREE-LEVEL EXPECTATIONS (DLEs)	III.1 Program Objectives and Expected Learning Outcomes
B3: PROGRAM CURRICULUM MAPS	III.2. Curriculum Analysis
B4: PROGRAM LEARNING OUTCOMES ASSESSMENT PLAN	N/A

<b>Carleton University</b>	<b>University of Ottawa</b>
B5: PROGRAM ESSENTIAL REQUIREMENTS	IV. PROGRAM STRUCTURE
C: GOVERNANCE	I. OVERVIEW
D: THE FACULTY	VII. PROFESSORIAL RESOURCES
D1: AN OVERVIEW OF THE FACULTY APPOINTED TO THE UNIT OR PROGRAM	VII.1. Composition and Profile of Professors in the Academic Unit
D2: Faculty Mentoring	N/A
D3: The Distribution of Teaching Assignments	VII. Table F - Regular (including Replacement) Professor Workloads
D4: Research	VII. 2. Graduate Teaching and Supervision
D5: Supervision	VII.2. Graduate Teaching and Supervision
E: THE STUDENT BODY	VI. STUDENT POPULATION AND EXPERIENCE
E1: ADMISSION REQUIREMENTS (incl. TTC)	III.3 Admission requirements VI.3 Progress through the program
E2: PATTERN OF APPLICATIONS, OFFERS, ACCEPTANCES AND REGISTRATIONS	VI.1 Registration
E3: ENROLMENT PROFILE	VI.2. Recruitment
E4: RETENTION AND GRADUATIONS RATES (UNDERGRADUATE ONLY)	VI.3. Progress through the Program
E5: TIMES-TO-COMPLETION AND GRADUATION RATES (GRADUATE ONLY)	VI.3. Progress through the Program VI.6. Graduate Level contributions
F: THE STUDENT EXPERIENCE	VI. STUDENT POPULATION AND EXPERIENCE
F1: STUDENT ORIENTATION, ADVISING AND MENTORING	VI.5. Academic Support and Student Integration to the Program(s) VI.6. Graduate Level contributions
F2: STUDENT SATISFACTION	VI.8 Survey
F3: STUDENT FUNDING AND RESEARCH (GRADUATE PROGRAMS ONLY)	VIII.3. Financial Support to Graduate Students.
F4: PATHS OF STUDENTS UPON GRADUATION	VI.9. Program and Employment Opportunities
G: RESOURCES	VIII. HUMAN, MATERIAL AND FINANCIAL RESOURCES
G1: SUPPORT AND TECHNICAL STAFF	VIII.1. Human Resources
G2: SPACE	VIII.2. Material Resources
G3: LIBRARY REPORT	APPENDIX 4: Library Support for Programs
H: PROGRAM ENHANCEMENTS	IX. FUTURE OPPORTUNITIES AND ACTION PLAN
H2: QUESTIONS FOR THE EXTERNAL REVIEWERS	N/A
I: DEVELOPMENT OF THE SELF-STUDY	I. OVERVIEW Members of the drafting team

<b>University of Ottawa</b>	<b>Carleton University</b>
I. OVERVIEW	A: PROGRAM OVERVIEW
II. INTRODUCTION	B: PROGRAM LEARNING OUTCOMES AND ASSESSMENT
III. PROGRAM DESCRIPTION	C: GOVERNANCE
IV. PROGRAM STRUCTURE	D: THE FACULTY
V. COURSES AND TEACHING METHODS	E: THE STUDENT BODY
VI. STUDENT POPULATION AND EXPERIENCE	F: THE STUDENT EXPERIENCE
VII. PROFESSORAL RESOURCES	G: RESOURCES
VIII. HUMAN, MATERIAL AND FINANCIAL RESOURCES	H: PROGRAM ENHANCEMENTS
IX. FUTURE OPPORTUNITIES AND IMPLEMENTATION PLAN	I: DEVELOPMENT OF THE SELF-STUDY
X. CONCLUSION	
<b>uOttawa to Carleton equivalent parts</b>	
<b>University of Ottawa</b>	<b>Carleton University</b>
I. OVERVIEW (unit director; drafting team; programs under review; main attributes; lead to other programs; number of: students, regular professors; program creation date, last review cycle, requests for minor or major modifications and link to LOs)	A: PROGRAM OVERVIEW A1: PROGRAM HISTORY A4: RELATIONSHIP TO OTHER PROGRAMS AT CARLETON A6: ENHANCEMENTS UNDERTAKEN AS A CONSEQUENCE OF THE ASSESSMENT OF PROGRAM-LEVEL LEARNING OUTCOMES I: DEVELOPMENT OF THE SELF-STUDY
II. INTRODUCTION (program history, strengths of the program, areas for improvement, preparation of the self-study, recommendations from the last evaluation and resulting implemented measures)	A1: PROGRAM HISTORY A3: MISSION AND STRATEGIC DIRECTIONS A5: RECOMMENDATIONS FROM THE PREVIOUS REVIEW
III. PROGRAM DESCRIPTION	Various
1. Program Objectives and Expected Learning Outcomes (Specific to the Profession or Discipline) of the Program(s) Under Review)	B: PROGRAM LEARNING OUTCOMES AND ASSESSMENT B2: MAPPING LEARNING OUTCOMES TO PROVINCIAL DEGREE-LEVEL EXPECTATIONS (DLEs)
2. Curriculum Analysis	B3: PROGRAM CURRICULUM MAPS
3. Admission Requirements	E1: ADMISSION REQUIREMENTS
4. Conformity to the University's Mission and Strategic Mandate	A3: MISSION AND STRATEGIC DIRECTIONS H: PROGRAM ENHANCEMENTS
IV. PROGRAM STRUCTURE	A2: PROGRAM PROFILE
1. Graduate Program Structure	A2: PROGRAM PROFILE

University of Ottawa	Carleton University
2. Comparison of the Program Structure to Program Structures at Other Universities	A2: PROGRAM PROFILE
V. COURSES AND TEACHING METHODS	Data
1. Delivery Modes	N/A
2. Teaching Methods and Pedagogical Approaches	N/A
3. Grading Techniques and Processes	N/A
VI. STUDENT POPULATION AND EXPERIENCE	E: THE STUDENT BODY
1. Registration	E1: ADMISSION REQUIREMENTS
2. Recruitment	E3: ENROLMENT PROFILE
3. Progress through the Program	E5: TIMES-TO-COMPLETION AND GRADUATION RATES (GRADUATE ONLY)
4. Class Sizes	E2: PATTERN OF APPLICATIONS, OFFERS, ACCEPTANCES AND REGISTRATIONS
5. Academic Support and Student Integration to the Program(s)	F1: STUDENT ORIENTATION, ADVISING AND MENTORING
6. Graduate Level contributions	F1: STUDENT ORIENTATION, ADVISING AND MENTORING
7. Departmental Activities and Sense of Belonging	F1: STUDENT ORIENTATION, ADVISING AND MENTORING
8. Survey	F1: STUDENT ORIENTATION, ADVISING AND MENTORING
9. Program and Employment Opportunities	F4: PATHS OF STUDENTS UPON GRADUATION
VII. PROFESSORIAL RESOURCES	D: THE FACULTY
1. Composition and Profile of Professors in the Academic Unit	D1: AN OVERVIEW OF THE FACULTY APPOINTED TO THE UNIT OR PROGRAM
2. Graduate Teaching and Supervision	D5: Supervision
VIII. HUMAN, MATERIAL AND FINANCIAL RESOURCES	G: RESOURCES
1. Human Resources	G1: SUPPORT AND TECHNICAL STAFF
2. Material Resources	G2: SPACE
3. Financial Support to Graduate Students	F3: STUDENT FUNDING AND RESEARCH
IX. FUTURE OPPORTUNITIES AND IMPLEMENTATION PLAN	B4: PROGRAM LEARNING OUTCOMES ASSESSMENT PLAN H: PROGRAM ENHANCEMENTS
X. CONCLUSION	N/A
APPENDIX 2: GRADUATE STUDENT SURVEYS	F2: STUDENT SATISFACTION (Report 4. (CGPSS))
APPENDIX 4: LIBRARY SUPPORT FOR PROGRAMS	G3: LIBRARY REPORT



#### **Appendix IV**

##### Milestone Documents

<b>Milestone Documents - Carleton</b>	<b>Milestone Documents - UOttawa</b>
Volumes I, II, III	Self-evaluation, faculty curriculum vitae & curriculum vitae of proposed external reviewers
	Committee comments on Self- evaluation (prepared by Senate Committee-GPEC and Director, Program Evaluation)
External Reviewer Report	External Evaluators' Report
Unit Response and Implementation plan	Unit (which is a preliminary action plan for us) and Dean Response
Dean Response to ER report	
Internal Reviewer Report	Internal Delegate Report - Included in the Final Assessment Report (as a general comment on the external reviewers' visit)
Discussant Report	
Final Assessment Report	Final Assessment Report (prepared by Senate Committee-GPEC and Director, Program Evaluation), including comment from Internal Delegate (who does not have the mandate to "evaluate" the program).
	Action plan (once it is signed by the unit chair, the Dean and the Provost)
Executive Summary	Executive Summary
Monitoring report	Progress Report (midway as well)

Dated at Ottawa, Ontario this \_\_20\_\_ of \_\_November\_\_, 2020.



---

Dwight Deugo  
Vice-Provost & Associate Vice-President (Academic)  
Carleton University,



---

Claire Turenne Sjolander  
Vice-Provost, Graduate and Postdoctoral Studies  
Université d'Ottawa / University of Ottawa