Evaluation of Undergraduate and Graduate Programs

2019-2020 Work Calendar

**Beginning of the process**

March 2018  
Deans are informed of the programs to be evaluated in their faculties.

July 2018  
Invitation to the preparatory workshop. Reminder sent in September.

September 2018  
Institutional Research and Planning (IRP) contacts the academic units regarding the student survey.

September to October 2018  
IRP integrates the statistics into the self-evaluation template.

**November 2018**  
Workshop takes place.

November to December 2108  
The coordinators, Evaluation of Programs, forward the self-evaluation templates with the integrated data to the academic units.

**Year One (January to December)**

**Drafting of the self-evaluation report**

December 2018 to February 2019  
Academic units consult the Curriculum Design Specialist to establish learning objectives and outcomes. Units begin drafting the self-evaluation report.

May 2019  
The academic unit approves the self-evaluation report.

June 15, 2019  
The unit sends the documents enumerated below by e-mail to the Office of Quality Assurance (baq-oqa@uOttawa.ca). A copy of the report must be forwarded to the dean, as well as to the vice-dean of the faculty.

- Volume I: self-evaluation report and appendices (in Word format)
- Volume II: up to date CVs of the unit’s regular professors
- Volume III: names of recommended reviewers (five (5) names approved by the dean)

September to December 2019  
Submission of the self-evaluation report to the members of the SCEUP or the GPEC. Informal meeting is set up with members of either committee (SCEUP or GPEC). Selection of external evaluators by either committee (SCEUP or GPEC). Selection of a date for visit of external evaluators.
Year Two (October to December)
External Evaluation

October 2019 to January 2020
The academic unit prepares the agenda for the evaluators’ visit.

The agenda must include a meeting with:

- the Vice-President Academic and Provost and/or the Associate Vice-President, Programs
- the dean
- the chair of the department/program
- full-time professors
- representatives of part-time professors
- representatives of students in the program
- key members of the administrative staff

A visit of the installations is also organized (ex: laboratories).

The following documents must be forwarded to the external evaluators prior to the visit on campus:

- Courses outlines for the program.
- Examples of assignments and examinations (two among the best ones, two which are satisfactory and two non-satisfactory). Assignments and examinations must not contain any information that could identify the student.

The Office of the Vice-President Academic and Provost sends the agenda and pertinent documents to the external evaluators.

January to March 2020
Visit of the evaluators

- Each evaluator submits his or her personal report or a joint report to the Vice-President Academic and Provost.
- The reports are forwarded to the Chair of Department and Dean for comments.

Establishment of recommendations

March to September 2020
The Senate committees on program evaluation (SCEUP or GPEC) review the reports of the evaluators, as well as the comments of the unit and the faculty. The given committee prepares a summary report with its recommendations.

The Vice-President Academic and Provost informs the units of all recommendations retained by the committee.