****BCIT Self-Study Report Submission Checklist
(this list captures the most common issues/errors with self-study reports)

# Surveys/Data Capturing:

**Resource Person:**

IDC and APQA

[ ]  The most current data from BCIT’s Institute Research & Planning is used for the self-study report (SSR). This includes Entry Student Surveys, Program Mix Analysis, Grades Analysis, and BC Student Outcomes Surveys.

[ ]  The most up to date process with **alumni surveys** is followed. Your IDC and APQA can direct you through this.

# Data Analysis and Data Reporting:

**Resource Person:**
IDC and APQA

[ ]  Data from survey questions is addressed in the appropriate sections of the report.

[ ]  Positive data is included in the SSR which can be used to support current practices within the program.

[ ]  All pertinent data is discussed in the body of the report. Any “data flags” should be addressed in the SSR, even if there are no recommendations/actions resulting from this data.

[ ]  The data in the report matches the data in the appendix. For example, if new or updated data is added to the appendix, the SSR should be updated accordingly.

[ ]  Any data that was handled in a unique manner is clarified in the text or in a footnote. For example, if you combined responses from recent graduates and current students, or if “not applicable” responses were excluded from the total.

# Recommendations List:

**Resource Person:**
IDC

[ ]  All recommendations listed in the final recommendations table are supported by data. There should be a discussion within the SSR text before the recommendation is listed, ensuring clear evidence described in the body of the report.

[ ]  In the final recommendations list, the resources (people who will be involved) and potential timelines are listed.

# SSR Submission:

**Resource Person:**
LTC Editor and APQA

[ ]  The SSR has gone through an editor at the LTC (strongly recommended, not required). This should be done prior to SQC submission.

**Note:** section titles should not be changed or edited.

☐ Ensure the SSR is complete with all the appendices included.

[ ]  **NOTE:** The SSR submission to APQA does not need to follow the program approval timeline table.

**Resource Person:**
APQA

# Costing Document Checklist:

[ ]  Ask your APQA lead for example costing documents to review before completing your own.

[ ]  The resources (people who will be involved and projected costs for implementation) are listed. Consider if faculty and/or AD will be needed, and if more support from IDC will be required.

[ ]  The recommendations in the costing document align exactly with the recommendations stated in the SSR, accounting for any changes made during the review process.

[ ]  The operating year is the fiscal year. For example, 2024-2025.

[ ]  AD and Dean have reviewed projected costs. AD may need to work with the School Operations Manager if costs are involved at the School-level.

**Congratulations!** You are ready to submit your self-study report!