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Description automatically generated**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!