

## Program review – concluding the process (response to ERT, FRAP, one-year update)

### Program response to the external review team report

Once the external review team has submitted their report, this triggers the final stage of the program review process. The following outlines the next steps in the process:

- After reviewing the external report, the SST distributes the report to all those in the program for comment. These comments help form the program area's response to the external review team report.
- The SST then formulates the final recommendations and an action plan based on the findings in the Self-study report and the report from the ERT.
- The IDC and APQA lead assist the SST with writing the Program Response to the External Review Team report, which includes a response to the ERT comments, and the final recommendations and action plan. The completed report is then sent to the school dean for feedback, and forwarded to the APQA Office for review/approval.

### Final recommendations and action plan

Once the Dean, APQA confirms that the Program Response to the External Review Team Report is complete, the remaining step involves submitting the Final Recommendations and Action Plan (FRAP) report to Education Council. This report is an excerpt from the program response, and represents the final recommendations resulting from the program review, taking into account all evidence gathered during the review process and the external reviewers' comments and suggestions.

The APQA lead will create the FRAP and submit it to EdCo for the next meeting. This also involves ensuring the school dean and SST is aware that the FRAP will be on the next EdCo meeting agenda. The school dean is asked to present the FRAP, highlighting key findings from the review process and key recommendations arising from the process. This is an opportunity to share program strengths, and the plan to ensure the program is prepared to meet the needs of stakeholders in the years to come. This concludes the program review process.

### Program changes as an outcome of the program review

Once the program review is complete, program departments engage in implementing the recommendations. Through the program review process, these have been prioritized and assigned initial timeframes and leads.

If the outcome of the program review is a major program change, a new project team will be established, ideally with the same IDC and APQA lead for continuity. The APQA lead will call a kick-off

meeting for the major change to discuss process, proposal requirements, consultations, resources, and timelines for approvals.

If the outcome of the program review is a minor program change (for example, revisions to a few courses in a diploma program that do not result in changes to program goals), the IDC and/or APQA lead can provide advice on how best to proceed, what consultation may be required, and timing considerations.

### 6-month follow up

The APQA lead meets with the Program Champion and associate dean at the 6-month point to discuss the current status of the implementation of recommendations. The purpose of this informal meeting is to discuss progress on recommendations to date, and to articulate the plans for additional progress in advance of the 1 year report. The APQA lead will provide a template that includes the final recommendations alongside a column entitled “6-month status update”. This document is informal and will be useful when writing the 1-year report.

### 1-year report

The APQA lead works with the Program Champion and associate dean to develop a one-year status report, for which a template is provided. This report will outline all the progress made in the implementation of the recommendations, as well as any outstanding issues and the plan to address these issues. The associate dean reviews the report with the school dean. The report will be forwarded to the Dean, APQA for final approvals. The APQA lead sends the one-year status report to EdCo for the next meeting (one year after the FRAP was presented), and coordinates with the school dean to present the report. The school dean reports to EdCo on the specific actions taken as a result of the program review, noting any deviations from the original recommendations. This step contributes further to transparency and accountability within the program review process.

The following documents associated with this guide can be found on the [APQA site](#):

- Program response to ERT report template
- Final Recommendations and Action Plan template
- One-year progress report template