

Teaching and Learning Quality Assurance Manual



Office of Pro Vice-Chancellor Teaching and Learning

Title:	Summary of Review Processes
Last Revised:	February 2003
Antecedents:	<i>Section BV Course/Discipline and School Reviews 2000</i> Quality Assurance Manual, Academic Senate, 1 May 1998
Date Approved:	Academic Senate, 15 June 2001, minute 2.13

Summary of Review Processes

	Units	Annual Course Reports	Cyclic Course Reviews	Quality Audits	Cyclic School Reviews
When?	At least once every three years	Annually	At least once every four or five years	As required	At least every 5-6 years
Who is responsible?	Head of School	Associate Dean (T&L)	Dean	DVC/ PVC(T&L)	Dean
Who co-ordinates?	Unit Co-ordinator	Course Co-ordinator	Course Co-ordinator	DVC/ PVC(T&L)	Head of School
Process	Internal review	Internal review	Internal review followed by Review Panel	Internal review, followed by external audit	Internal Reviews followed by Review Panel
Feeds into?	Annual course reports	Cyclic course reviews	Faculty/School reviews	Faculty/School reviews	Strategic Planning process
Supported by?	School	School/Faculty	School/Faculty	University	Faculty
Reported to?	Head of School	Faculty T&LC, with summary report to UT&LC	UT&LC, then Academic Senate	UT&LC, then Academic Senate	UT&LC, then Academic Senate also P&RC