



Guidelines for Developing a Program Review Annual Follow-Up Report

Overview

The **Annual Follow-Up** is based on the Quality Assurance Plan approved by the Senate Standing Committee on Program Review (SSCPR). It provides programs a framework for reporting the implementation and progress (to date) of the Goals, Strategies and Steps listed in the Quality Assurance Plan. The Annual Follow-Up should contain the following:

Goals	The Goals listed in in the Quality Assurance Plan.
Strategies	The Strategies listed in the Quality Assurance Plan.
Steps	The Steps required to achieve each Strategy.
Led by	The person(s) who led each Step.
Began on	When work on the Step began. If the Step has not yet been implemented, please say so.
Completed by	When the Step was completed. If work is ongoing, please say so and include an expected completion date.
Progress to Date/ Reasons for Lack of Progress	An update on any progress the program has made to implement each Step. If the Step has been delayed, please explain why; if the Step will not be carried out, please explain why not.

Directions

Step 1: Refer to the Quality Assurance Plan that was approved by the SSCPR.

Step 2: Copy over the relevant information from the Quality Assurance Plan (“Goal,” “Strategy” “Step,” etc.).

Step 3: Complete the columns marked “Led by,” “Began on,” “Completed by” and “Progress to Date/Notes.”