Program Review reports are submitted to the Senate Standing Committee on Program Review (SSCPR) for review, and – in the case of the Self-Study, External Review and Quality Assurance reports – for approval. The Office of Planning & Accountability (OPA) provides planning, advice, and data while serving as a liaison between the program and the SSCPR.

The SSCPR meets times a year. In order for a report to be added to a meeting agenda, it must be submitted <u>at least three weeks</u> before a meeting. (Please check with Melike Kinik-Dicleli at melike.kinik-dicleli@kpu.ca for information about specific meeting dates and submission deadlines.)

Here are some guidelines for ensuring your report is ready for an SSCPR review.

Appendices
All Self-Study Reports – which include Responses from the Dean/Associate Dean – must be accompanied by the following OPA-provided appendices: Administrative Data and Survey Data Reports. Other appendices may be included, as necessary. All appendices must be listed in a "List of Appendices." The appendices and Self-Study Report must be combined to create a single document. For guidance on how to do this, please contact the Quality Assurance team.

Data
OPA is KPU's official data source. All data referring to the institution (KPU) or program must be provided or verified by OPA to be admissible. If additional data is required for a report, please submit the request through Melike Kinik-Dicleli.

Formatting
Documents should be formatted appropriately using Program Review templates provided by OPA. A Word version of the document is required. Please contact the Quality Assurance team if you have any questions about how to format your report appropriately.

Content
Documents, once approved by SSCPR, are made public on KPU websites. Please ensure documents undergo rigorous proofreading and spell-checks. All references or in-text citations must also be cited correctly. Names of individuals should not appear in the report. The language in the report should be professional and respectful in tone.

Kwantlen Polytechnic University can be referred to as "KPU" or in full. Please only use "Kwantlen" when referring to the Kwantlen First Nation.