# Details -Timetable: Seven Phases of Curriculum Renewal and Program Review

North Island College (NIC)

| Phase | Activity | Y1 Spr | Y1 Fall | Y1 Win | Y1 Spr | Y2 Fall | Y2 Win | Y2 Spr | Y3 Fall | Y3 Win | Y3 Spr | Y4 Fall | Y4 Win | Y4 Spr | Y5 Fall | Y5 Win | Y5 Spr | Y6 Fall | Y6 Win | Y6 Spr | Y7 Fall | Y7 Win | Y7 Spr |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *Year 1 — Program Review* | | | | *Year 2 — Program Review* | | | *Year 3 — Program Review* | | | *Year 4 — Renewal Activities* | | | *Year 5 — Renewal Activities* | | | *Year 6 — Renewal Activities* | | | *Year 7 — Renewal Activities* | | |
| Planning Phase | Nominate Lead/Co-Leads for PR | D | | | | | | | | | | | | | | | | | | | | | |
| Planning Phase | Notification of Lead/Co-Leads to Director, CTLI | D | | | | | | | | | | | | | | | | | | | | | |
| Planning Phase | Preparation of Materials for Kick-Off Mtg | C | | | | | | | | | | | | | | | | | | | | | |
| Planning Phase | Kickoff Meeting (Lead/Co-Leads, Dean, CTLI Lead, PR Team) | C | | | | | | | | | | | | | | | | | | | | | |
| Planning Phase | Communication to Faculty and Staff Re Process, Upcoming Meetings, Input etc. | L | | | | | | | | | | | | | | | | | | | | | |
| Planning Phase | Plan the Data Gathering Activities for next Academic Year, Question Construction etc. | L | | | | | | | | | | | | | | | | | | | | | |
| Data Gathering & Analysis Phase | Institutional Package Provided to Lead/Co-Chair | | R | | | | | | | | | | | | | | | | | | | | |
| Data Gathering & Analysis Phase | Gather Feedback from Students: Survey/Focus Groups etc. (support of CTLI) | | L | L | | | | | | | | | | | | | | | | | | | |
| Data Gathering & Analysis Phase | Gather Feedback from Faculty: Surveys/Focus Groups etc. (support of CTLI) | | L | L | | | | | | | | | | | | | | | | | | | |
| Data Gathering & Analysis Phase | Gather Feedback from Alumni (support of CTLI) | | L | L | | | | | | | | | | | | | | | | | | | |
| Data Gathering & Analysis Phase | Gather Feedback from Employers/Program Advisory Group (support of CTLI) | | L | L | | | | | | | | | | | | | | | | | | | |
| Data Gathering & Analysis Phase | Consolidation of Data/Presentation Forms for Self-Study (support of CTLI) | | | L | L | | | | | | | | | | | | | | | | | | |
| Data Gathering & Analysis Phase | Analysis of Data, Discussion and Input for Self-Study | | | T | T | | | | | | | | | | | | | | | | | | |
| Self-Study Phase | Orientation of PR Team to Components of Self-Study, Formats, Length, Answer Questions, Plan Next Steps | | | C | | | | | | | | | | | | | | | | | | | |
| Self-Study Phase | Discuss Outline and Key Components of Self-Study (support of CTLI) | | | L | | | | | | | | | | | | | | | | | | | |
| Self-Study Phase | Write Draft Version as a PR Team | | | L | L | | | | | | | | | | | | | | | | | | |
| Self-Study Phase | Share Draft Version with PR Team for Edits and Enhancements | | | T | T | | | | | | | | | | | | | | | | | | |
| Self-Study Phase | Near Final Version - Dean Oversight and Input | | | | D | | | | | | | | | | | | | | | | | | |
| Self-Study Phase | Near Final Version - Director of CTLI Input | | | | C | | | | | | | | | | | | | | | | | | |
| Self-Study Phase | Final Version of Self-Study Submitted to Dean, CTLI puts final version on internal website | | | | L | | | | | | | | | | | | | | | | | | |
| External Review Phase | Nomination of External Review Team members, provided to Dean | | T | | | | | | | | | | | | | | | | | | | | |
| External Review Phase | Invitation of Chosen External Review Team Members | | | D | | | | | | | | | | | | | | | | | | | |
| External Review Phase | Organization of Visit/Booking Travel and Other Details of the External Review | | | | C | | | | | | | | | | | | | | | | | | |
| External Review Phase | External Review Team Sent Self-Study and External Review Report Outline, Conducts Orientation with Team | | | | C | | | | | | | | | | | | | | | | | | |
| External Review Phase | NIC Visit (f2f or virtual) – External Review Team Engages in Stakeholder Meetings | | | | | E | E | | | | | | | | | | | | | | | | |
| External Review Phase | Team Writes and Submit External Review Report to Dean | | | | | E | E | | | | | | | | | | | | | | | | |
| External Review Phase | Dean Receives External Review Report and Passes on to Program Review Team | | | | | D | D | | | | | | | | | | | | | | | | |
| Final Report & Action Plan Phase | PR Team considers findings, self-study, external review, responses & with dean develop final report & action plan | | | | | T | T | | | | | | | | | | | | | | | | |
| Final Report & Action Plan Phase | Writing of Final Report and Action Plan | | | | | T | T | | | | | | | | | | | | | | | | |
| Final Report & Action Plan Phase | Near Final Version - Shared with Program Review Team | | | | | T | T | | | | | | | | | | | | | | | | |
| Final Report & Action Plan Phase | Near Final Version - Shared with Director, CTLI for Comments | | | | | C | C | | | | | | | | | | | | | | | | |
| Final Report & Action Plan Phase | Final Version Submitted to Dean for Approval | | | | | | L | | | | | | | | | | | | | | | | |
| Final Report & Action Plan Phase | Final Version Submitted to the Director, CTLI | | | | | | D | | | | | | | | | | | | | | | | |
| Final Report & Action Plan Phase | Final Version sent to VPA, VPA shared for info with Education Council and CTLI placement on NIC website | | | | | | C | | | | | | | | | | | | | | | | |
| One-Year Follow-Up Phase | Undertake Action Items | | | | | | | T | T | T | T | | | | | | | | | | | | |
| One-Year Follow-Up Phase | Discuss Action Items as a Program Review Team and Provide Updates on Each Item | | | | | | | | | | T | | | | | | | | | | | | |
| One-Year Follow-Up Phase | Submit One-Year Follow-Up Report to Dean | | | | | | | | | | L | | | | | | | | | | | | |
| One-Year Follow-Up Phase | Meeting about Follow-Up Summary of Action Plan (PR Chair, Dean & CTLI), CTLI put on NIC website | | | | | | | | | | C | | | | | | | | | | | | |
| Ongoing Curriculum Renewal Phase | Revisit Action Plan and Act Upon Outstanding Items | | | | | | | | T | T | T | | | | | | | | | | | | |
| Ongoing Curriculum Renewal Phase | Gather Ongoing Feedback from Students | | | | | | | | | T | | | T | | | T | | | T | | | T | |
| Ongoing Curriculum Renewal Phase | Gather Ongoing Feedback from Faculty | | | | | | | | | | T | | | T | | | T | | | T | | | T |
| Ongoing Curriculum Renewal Phase | Gather Ongoing Feedback from Alumni | | | | | | | | | | | T | | | T | | | T | | | | | |
| Ongoing Curriculum Renewal Phase | Gather Ongoing Feedback from Employers/Program Advisory Group | | | | | | | | | | | T | | | T | | | T | | | | | |
| Ongoing Curriculum Renewal Phase | Gather Evidence of Program Learning Outcomes, Student Learning, Summarize | | | | | | | | | | T | | | T | | | T | | | T | | | T |
| Ongoing Curriculum Renewal Phase | Update Teaching, Learning and Assessment Strategies | | | | | | | | | | | T | | | T | | | T | | | | | |

**Legend:** T = PR Team · C = CTLI Lead · L = PR Lead/Co-Lead · R = Institutional Research · D = Dean · E = External Review Team