

Action Planning Methodology

Step	Description
1 External Reviewer Recommendations	Two to three external reviewers collectively provide recommendations to the program based on a 2-day site visit that includes meetings with senior administration, faculty, students, and alumni. Reviewers also base their evaluation on the program self-study report, summary survey reports, student enrolment and achievement data, curriculum map, and other relevant data provided prior to and during the site visit.
2 Faculty Survey	Program faculty members respond to a survey asking them to identify three goals based on evidence gathered during the program review.
3 Sorting Activity	During the Action Planning Workshop, faculty members sort external reviewer recommendations and draft goal statements (survey results) into clusters. Faculty are instructed to sort the statements based on overlap, duplication, and synergies.
4 Theming Activity	A facilitator guides a large group discussion focusing on one cluster at a time. Faculty are encouraged to clarify statements, generate new ideas and/or expand upon the existing statements, and consider which statements are core to the functioning of the program versus which are aspirational goals for program improvement. During the discussion, clusters are sorted into broader themes and irrelevant statements are discarded.
5 Goal setting in small groups	Teams of three to five faculty members volunteer to draft goals, tasks, milestones, and timelines for one of the themes using the template provided.
6 Share, discuss, refine	Each team pitches their preliminary draft goals, tasks, milestones, and timelines to the larger group, seeking feedback and further refining their goal.
7 Collate notes into one cohesive Action Plan and distribute for feedback.	One person volunteers to collate the teams' templates into one document. The document is distributed to faculty for feedback and approval.