

“By Request” Virtual Self-Study Workshop

The Office of Quality Assurance, in collaboration with the Centre for Excellence in Learning and Teaching, offers a three-hour Self-Study Workshop by request. The Workshop provides protected time and space for program faculty to reflect upon the self-study report questions and generate responses. Ideally, all program faculty can participate in the Workshop, and we recommend that two facilitators lead the Workshop to capture ideas during break-out group sessions.

The Self-Study Workshop is intended to occur after the program review team has reviewed the template and begun drafting responses. In addition, it is important that the student achievement and enrolment data be included in the draft so that Workshop participants can make informed comments. It is valuable for participants to receive the draft self-study report at least one week in advance of the Workshop.

Pre-Meeting

Prior to the Workshop, the Quality Assurance Officer meets with the program review team to review the self-study report template and determine which questions to focus on during the Workshop. In addition, the program review team identifies which questions require collaborative dialogue (i.e., small break out group discussions) and which are better suited for generating lists of ideas (i.e., interactive digital whiteboard, such as a *Jamboard*¹ or *Padlet*).

Facilitator Prep

- 1) Pre-load *Jamboard* questions.
- 2) Create and pre-load shared document for break-out group discussions (e.g., Google or Teams document).
- 3) Determine whether groups will be randomized or pre-determined.

Workshop Agenda

Below is a sample agenda based on the questions that one graduate program chose to focus on during their Self-Study Workshop.

Time	Activity Format	Question
10 minutes		Territorial Acknowledgement and Opening Remarks
15 minutes	Digital interactive whiteboard	What is the mission of the Faculty/School? a. How does this program align with the mission? b. How does this program align with university's vision, values, and strategic change goals?

¹ *Jamboard*, or a similar online tool, allows workshop participants to simultaneously add their ideas to a whiteboard, and everyone can see their colleagues' comments. Participants are given five to six minutes to generate ideas and then the facilitator reads aloud the comments and begins sorting them into themes. During this time, participants can clarify their comments, add, or 'like' comments. The resulting data can be used to form responses to the self-study questions.

Time	Activity Format	Question
25 minutes	Break-out Rooms with Shared Document	Have major curricular changes been made in the last three years? a. If so, why were they made and how successful have they been? b. Are there any changes that need to be made to the program? If so, please describe.
15 minutes	Digital interactive whiteboard	What distinguishes a graduate of the program from graduates of similar programs at other institutions?
25 minutes	Break-out Rooms with Shared Document	What are the criteria for admission to the program? Do the prerequisites effectively prepare students to be successful in the program? What are the achievement rates (retention, persistence, and graduation) of students in the program? a. What efforts are being made to close equity gaps?
15 minutes	General Large Group Discussion	Describe formal partnerships, collaborations, and other relationships with stakeholders, for example: <ul style="list-style-type: none"> • professional and industry partnerships • departments and service units internal to the university • Tk'emlúps te Secwepemc • City of Kamloops <p>Comment on plans for future collaborations, in particular community partnerships.</p> <p>If changes are being considered to the program, how will this impact partnerships and relationships? How and when will the relevant consultations take place?</p>
15 minutes	Digital interactive whiteboard	Describe specific steps the program is taking to honour truth, reconciliation, and rights of Indigenous peoples.
10 minutes		Closing Remarks and Next Steps

Note: We built in lots of time to allow conversations to extend beyond the allotted time if the group is engaged in meaningful dialogue; and, to provide time for participants to take breaks, as needed, without stemming the flow of conversation.