

**University of Windsor
Senate**

*5.5.3: **Institutional Quality Assurance Process (IQAP) – Revision**

Item for: **Approval**

Forwarded by: **Program Development Committee**

MOTION: **That the University's Institutional Quality Assurance Process be revised as follows:**
If a site visit is required, the two day site will begin with orientation meetings with the Dean of the Faculty of Graduate Studies (or designate) in his/her role as coordinator of quality assurance and the University's ~~Chief Planning Officer~~ **Vice-President, Planning and Administration (or designate)**, and will include meetings with faculty, staff, administrative officials (including the dean(s) of the relevant Faculty(ies), the provost or the provost's designate), and University Recruitment to discuss questions and issues arising from the program proposal and other documentation. ~~Reviewers of proposed graduate programs will also meet with the Dean of the Faculty of Graduate Studies.~~

Rationale:

- It can be difficult to arrange meetings with the Vice-President, Planning and Administration (formerly: Chief Planning Officer). Formally providing for a designate (which is current practice) allows for the smooth scheduling of site visits in a timely manner.
- There is already a meeting with the Dean of Graduate Studies required, and so the omitted sentence is redundant.
- Following Senate approval, the proposed change to the University's IQAP will be forwarded to the Quality Council for approval.