

## EX3310 CYCLICAL PROGRAM REVIEW (CPR)

Records documenting the administration of the cyclical program reviews at Queen's University.

Includes planning of the cycles of reviews; orientation to the Cyclical Program Review (CPR); the self-study carried out by the academic units; the establishment of a review team; organization of site visits, management of the review process by the Provost's Office; the work of the Senate Cyclical Review Committee; and the relationship of the Provost's Office with the Council of Ontario Universities (COU) Quality Council.

Used for Cyclical Program Review of both undergraduate, graduate and joint programs.

Not used for establishment of a new academic program, see EX3300.

Not used for Accreditation; see EX3320.

Not used for administrative record of the external reviewers; see AD2000/3000 - Financial Management.

Example documents include but are not limited to self-study form, Curriculum Vitae modules, program profiles, program descriptions, admissions policies and requirements, demographic profiles of students, placement reports, teaching documentation, USAT evaluations, research descriptions, strategic plans, staffing plans, exit survey results, external research funding records, review team nomination form, external reviewer nomination form, external reviewer personal information form, review team report, Provost Office final assessment report, correspondence.

*University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records. If there are differences, see instructions in this schedule for details.*

### OPR - Provost and Vice Principal Academic

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Coordination and Planning of Reviews	ET + 0	0	D	NO

*Records documenting the planning of the review cycles; the organization of CPR schedules and the preparation and presentation of CPR Orientation sessions by the Office of the Provost.*

*ET Definition: Records become superceded or obsolete.*

## GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

EX3310 was approved on 07/11/2012.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	<b>Preparation for CPR - Academic Units</b> OPR - Head of Academic Unit <i>Preparatory documentation collected by academic units for the review; includes , self-study documents, CV modules, review team reports.</i> <i>ET Definition: Subsequent review completed.</i> <i>Disposition Plan: The copies of the prepared self-study that was submitted to the Provost's Office, and copies of other CPR documentation may be kept by academic units for reference purposes until the next cycle is completed then these copies are destroyed.</i>	ET + 1	0	DP/D	YES
32	<b>Senate Cyclical Program Review Committee - Chair</b> OPR - Chair of Committee and University Secretariat <i>Records documenting the activities of the Committee, the creation of the agenda and minutes and all supporting documentation.</i> <i>Disposition Plan: At the end of the academic year, the approved minutes, final agendas, and all other records are to be transferred by the Chair (as joint Officer of Primary Responsibility for the committee records) to the office of the University Secretariat. At the end of the retention period of five years, records are transferred by University Secretariat staff to Archives.</i>	AY + 5	0	DP/AR	YES
33	<b>Senate Cyclical Program Review Committee - Members' Participation Files</b> OPR - Chair of Committee and University Secretariat <i>Records consist of mostly of duplicate agendas, minutes and other documentation of the deliberations of the Committee; however files may also contain record material.</i> <i>ET Definition: Members complete their term.</i> <i>Disposition Plan: Members of the committee to transfer all record to the Chair of the committee and destroy all duplicate material at (or before) the end of their term.</i>  <i>Duplicate material consists of copies of agendas, minutes and other documentation kept for convenience and only needed for participation in the deliberations of the Committee. However, members participation may result in some record consisting of original material (including all documented notes in any media or format) created as a result of their own individual activity as part of the work of the committee.</i>	ET + 0	0	DP/D	YES

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NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
34	<b>Cyclical Program Reviews Records</b>  <i>Records consist of self-study files submitted by academic units, CVs, internal reports, review team reports, reports submitted to Council of Ontario Universities, and all supporting documentation.</i> <i>ET Definition: Subsequent review of the academic department completed.</i>	ET + 2	0	AR	YES
35	<b>Administration of Review Team</b>  OPR - Academic Units and Provost <i>Records consist of documentation of the nomination of reviewers by the academic units; approval of reviewers by Provost Office; collection of external reviewers' personal information (used for travel /accommodation arrangements, claims and honoraria).</i> <i>ET Definition: Review completed.</i>	ET + 1	0	D	PIB
36	<b>Preparation for Quality Assurance Audit</b>  OPR - Head of Faculty / School / Academic Unit <i>Records consist of preparation documentation for audit carried out by the Council of Ontario Universities Quality Council.</i> <i>ET Definition: Audit completed.</i>	ET + 1	0	D	YES

Cyclical Program Review has replaced Internal Academic Review since 2011.

This schedule is for official records. Convenience or duplicate copies should not be kept longer than the official copy.

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