This document describes the timeline for the annual quality assurance cycle for the INTO Oregon State University Pathway Programs; physical meetings underlined in bold type below.

### Timeline Summary:

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<th>Academic Support</th>
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<th>Instructors</th>
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<td><strong>Annual report data preparation:</strong> Pre-FSC Meeting; <strong>Collaboration Meeting #1</strong></td>
<td><strong>Pre-FSC Meeting:</strong> committee members selected</td>
<td><strong>Collaboration Meeting #1:</strong> partner departments to discuss QA; Pre-FSC Meeting</td>
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<td><strong>Compile &amp; analyze fall term data:</strong> <strong>FSC #2</strong></td>
<td><strong>FSC #2:</strong> feedback on fall courses; students train with ACs</td>
<td>Compile annual data into report for Board (AY ending prior August): FSC #1</td>
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<td><strong>(continue from January as needed)</strong></td>
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<td><strong>FSC #3:</strong> feedback on spring term; continue training with ACs</td>
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<td><strong>Compile fall &amp; winter term data into mid-year report for spring board meeting</strong></td>
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<td><strong>FSC #4</strong></td>
<td><strong>FSC #4:</strong> feedback on student committee experience &amp; summer term; all students: feedback via course evaluations</td>
<td><strong>FSC #4:</strong> Meet with student committees to discuss feedback</td>
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<td><strong>Compile &amp; analyze summer term data; begin progression analysis:</strong> <strong>Collaboration Meeting #2</strong></td>
<td><strong>Collaboration Meeting #2:</strong> Meet with partner departments to discuss annual QA feedback report</td>
<td><strong>Provide spring term feedback</strong></td>
<td><strong>Collaboration Meeting #2:</strong> Meet with Pathway team re: annual QA report</td>
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The following sections detail quality assurance activities by field; physical meetings underlined in bold.

**Academic Support**

**October:** Annual report preparation begins
- **Pre-Faculty Student Committee (FSC) Meeting**
- **Collaboration Meeting #1**
- Compile prior AY annual data on student evaluation feedback
- Analyze Pathway GPA by cohort, class & instructor & identify outliers
- Identify Pathway progressor percentages & specific non-progressor challenges
- Evaluate Pathway alumni GPA by cohort, class & instructor
- Relay information to program manager team

**November:** Compile annual report data (1st week of the month); **Faculty-Student Committee (FSC) #1**

**January:** Fall term analysis
- Compile fall term data on student evaluation feedback
- Analyze Pathway GPA by cohort, class & instructor & identify outliers
- Analyze Pathway progressor GPA by cohort, class & instructor
- Evaluate Pathway alumni GPA by cohort, class & instructor
- Relay information to program manager team
- **Faculty-Student Committee (FSC) #2**

**April:** Winter term analysis
- Compile winter term data on student evaluation feedback
- Analyze Pathway GPA by cohort, class & instructor & identify outliers
- Analyze Pathway progressor GPA by cohort, class & instructor
- Evaluate Pathway alumni GPA by cohort, class & instructor
- Relay information to program manager team
- **Faculty-Student Committee (FSC) #3**

**May:** Mid-year report preparation
- Compile fall & winter term data into mid-year report for spring board meeting
- Relay to Program Management team

**June:** **Faculty-Student Committee (FSC) #4**

**July:** Spring term analysis
- Compile spring term data on student evaluation feedback
- Analyze Pathway GPA by cohort, class & instructor & identify outliers
- Analyze Pathway progressor GPA by cohort, class & instructor
- Evaluate Pathway alumni GPA by cohort, class & instructor
- Relay information to program manager team
- **Collaboration Meeting #2**

**August:** Summer term analysis (last 2 weeks)
- Compile fall term data on student evaluation feedback
- Analyze Pathway GPA by cohort, class & instructor & identify outliers
- Analyze Pathway progressor GPA by cohort, class & instructor
- Evaluate Pathway alumni GPA by cohort, class & instructor
- Relay information to program manager team
Students

October: Committees begin work
- Students selected by program manager team from faculty nominees
- Two committees will operate autonomously: graduate & undergraduate
  - Grad Committee: 3 MEng and 3 MBA Pathway students
  - Undergrad Committee: 2 Engineering, 2 Business, 1 Science & 1 General Pathway students (plus prior year’s Spring term cohort committee member(s))
- Pre-Faculty Student Committee (FSC) Meeting
  - Begin training & mentoring with Program Management team
    - Michael & Michele for Grad Committee
    - Celeste & Greg for Undergrad Committee
  - Work with ASOSU on student participation training

November: Provide feedback on fall term to Program Management team
- Faculty-Student Committee (FSC) #1
  - Course and instructor feedback
  - Initial Pathway experience (orientation, housing, etc)
  - Identify any areas of concern or question

January: Begin soliciting feedback on winter term
- Incorporate new committee members from winter intake
  - Grad Committee: 2 MBA Pathway students
  - Undergrad Committee: 1 Business and 1 General Pathway student
  - Incorporate replacement members representing fall cohort as needed
- Faculty-Student Committee (FSC) #2
  - Work with Associate Program Managers on structured qualitative & quantitative solicitation of feedback throughout the term

March: Provide feedback on winter term to Program Management team
- Course and instructor feedback
- Identify any areas of concern or question
- Provide feedback generated by tools developed in concert with ACs

April: Begin soliciting feedback on spring term
- Incorporate new committee member from spring intake
  - Undergrad Committee: 1 General Pathway student
  - Incorporate replacement members representing fall & winter cohorts as needed
- Faculty-Student Committee (FSC) #3
  - Work with Associate Program Managers on structured qualitative & quantitative solicitation of feedback throughout the term

June: Provide feedback on spring term and academic year to Program Management team
- Faculty-Student Committee (FSC) #4
  - Course and instructor feedback
  - Identify any areas of concern or question
  - Committee structure, processes & objectives feedback to Program Management team, along with recommendations for committee changes for upcoming year
Program Management Team

September:  (Fall term week -1 & 0)
- Solicit instructor feedback on summer term courses & student outcomes

October:  Focus on partner departments & student committees
- **Collaboration Meeting #1:** Contact partner departments to discuss our internal QA cycle & partner department involvement, focusing on:
  - Pathway student performance throughout the year
    - Course GPA
    - Instructor GPA
  - Department faculty feedback on Pathway students
  - Department areas of concern regarding Pathway student preparation (based on faculty experience with Pathway alumni)
  - Discuss plan of action to address any Pathway alumni outlier patterns, based on Academic Support alumni GPA analyses
  - Review of Pathway courses and how departmental curriculum review procedures address Pathway students and Pathway alumni enrollment in those courses
  - Begin collaboration on AY annual summary/review to be completed in July
- **Pre-Faculty-Student Committee (FSC) Meeting:** Select students for inclusion on student committees from ALS instructor nominees
- Associate Program Managers begin training & mentoring committee members

November:  Review Academic Support data & add as appropriate for AY report to the Board
- **Faculty-Student Committee (FSC) #1**

January:  Ongoing tasks
- Solicit INTO instructor & urgent partner department feedback on fall courses & student outcomes
- Select winter intake students for inclusion on student committees from ALS instructor nominees, along with fall cohort replacements as necessary
- **Faculty-Student Committee (FSC) #2**
- Associate Program Managers work with student committees on structured qualitative & quantitative solicitation of feedback throughout the term
- Review Academic Support fall term analysis

March:  Student committee feedback
- Review student committee feedback on winter term; Associate Program Managers continue mentoring committee work

April:  Ongoing tasks, plus brochure edits
- Generate initial program changes & text for following AY brochure; solicit partner department brochure text as needed
- Solicit INTO instructor & urgent partner department feedback on winter courses & student outcomes
- Select spring intake student for inclusion on student committees from ALS instructor nominees, along with fall & winter cohort replacements as necessary
- **Faculty-Student Committee (FSC) #3**
- Associate Program Managers work with student committees on structured qualitative & quantitative solicitation of feedback throughout the term
- Pathway Staff Retreat (Professional Enhancement Day) – review ALS courses & generate instructor-led adjustments to implement the following AY; invite partner departments to observe/participate
- Review Academic Support winter term analysis

**May:** Ongoing tasks, brochure edits & AY report
- Review & edit as necessary program text for following AY brochure
- Review & add as necessary to Academic Support’s fall & winter term data for mid-year adjustments to the AY report for spring board meeting
- Associate Program Managers work with student committees on structured qualitative & quantitative solicitation of feedback throughout the term
- Associate Program Managers lead faculty teams in ALS course adjustments based on Pathway Staff Retreat discussions

**June:** Ongoing tasks, final brochure edits
- Final review & edits of text for following AY brochure
- **Faculty-Student Committee (FSC) #4**
- Review student committee feedback on spring term
- Review student committee feedback on student committee structure, processes and objectives, along with student recommendations for future improvements to committee structure & function
- Associate Program Managers lead faculty teams in ALS course adjustments based on Pathway Staff Retreat discussions

**July:** Focus on partner departments & final QA report
- **Collaboration Meeting #2:** Meet with partner departments to incorporate their feedback into our internal QA cycle & partner department involvement, focusing on:
  - Pathway student performance throughout the year
    - Course GPA
    - Instructor GPA
  - Department faculty feedback on Pathway students
  - Department areas of concern regarding Pathway student preparation (based on faculty experience with Pathway alumni)
  - Discuss plan of action to address any Pathway alumni outlier patterns, based on Academic Support alumni GPA analyses
  - Review of Pathway courses and how departmental curriculum review procedures address Pathway students and Pathway alumni enrollment in those courses
  - Incorporate partner departments’ reports on QA annual summary/review completed by the end of July
- Solicit INTO instructor on spring courses & student outcomes
- Review Academic Support spring term analysis

**August:** Ongoing tasks
- Solicit INTO instructor on spring courses & student outcomes
- Review Academic Support summer term analysis
- Associate Program Managers lead faculty teams in finalizing ALS course adjustments based on Pathway Staff Retreat discussions
Instructors

September: feedback on summer term classes to Program Management team

October: Identify candidates for student committees & relay to Program Management team
- ALS 162 instructors identify a total of at least 6 candidates for participation in student committees; at least 3 MEng and at least 3 MBA students nominated for appointment to the Graduate Pathway Student Committee
- ALS 150 instructors identify at total of at least 6 candidates; at least 2 Business, 2 Engineering, 1 Science and 1 General Pathway students nominated for appointment to the Undergraduate Pathway Student Committee

January: Identify candidates for student committees & relay to Program Management team
- ALS 162 instructors identify a total of at least 2 candidates for participation in student committees; at least 2 MBA students from the winter program intake nominated for appointment to the Graduate Pathway Student Committee
- ALS 150 instructors identify at total of at least 2 candidates; at least 1 Business and 1 General Pathway students from the winter program intake nominated for appointment to the Undergraduate Pathway Student Committee
- Provide recommendations for replacement committee members representing the appropriate fall cohorts as requested by Program Management team
- Provide fall term feedback on courses & student outcomes to Program Management team

April: Identify candidates for student committees & relay to Program Management team
- ALS 150 instructors identify at total of at least 1 candidates; at least 1 General Pathway students from the spring program intake nominated for appointment to the Undergraduate Pathway Student Committee
- Provide recommendations for replacement committee members representing the appropriate fall and winter cohorts as requested by Program Management team
- Provide winter term feedback on courses & student outcomes to Program Management team
- Pathway Staff Retreat (Professional Enhancement Day) – review ALS courses & generate instructor-led adjustments to implement the following AY

May: Participate in Associate Program Managers-lead faculty teams making ALS course adjustments based on Pathway Staff Retreat discussions

June: Participate in Associate Program Managers-lead faculty teams making ALS course adjustments based on Pathway Staff Retreat discussions

July: Identify candidates for student committees & relay to Program Management team
- Provide recommendations for replacement committee members representing the spring General cohort as requested by Program Management team
- Provide spring term feedback on courses & student outcomes to Program Management team
- Participate in Associate Program Managers-lead faculty teams making ALS course adjustments based on Pathway Staff Retreat discussions
Partner Departments

**October: Collaboration Meeting #1:** work with Pathway Program Management team to discuss the Pathway internal QA cycle, focusing on:
- Pathway student performance throughout the year
  - Course GPA
  - Instructor GPA
- Department faculty feedback on Pathway students
- Department areas of concern regarding Pathway student preparation (based on faculty experience with Pathway alumni)
- Discuss plan of action to address any Pathway alumni outlier patterns, based on Academic Support alumni GPA analyses
- Review of Pathway courses and how departmental curriculum review procedures address Pathway students and Pathway alumni enrollment in those courses
- Begin collaboration on AY annual summary/review to be completed in July

**January:** Provide Pathway manager team with urgent partner feedback on fall courses & student outcomes

**April:** Provide Pathway manager team with urgent partner feedback on winter courses & student outcomes
- Partner department administration & faculty members welcome to attend Pathway Staff Retreat (Professional Enhancement Day) as interested

**July: Collaboration Meeting #2:** meet with Pathway manager team to discuss & provide a summary/review for incorporation into the Pathway internal QA cycle, focusing on:
- Pathway student performance throughout the year
  - Course GPA
  - Instructor GPA
- Department faculty feedback on Pathway students
- Department areas of concern regarding Pathway student preparation (based on faculty experience with Pathway alumni)
- Discuss plan of action to address any Pathway alumni outlier patterns, based on Academic Support alumni GPA analyses
- Review of Pathway courses and how departmental curriculum review procedures address Pathway students and Pathway alumni enrollment in those courses