

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:

	Academic Support	Students	Program Management Team	Instructors	Other events	Partner Departments
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September <i>(fall week 1)</i>				Feedback on summer term		
October <i>(fall weeks 2-5)</i>	Annual report data preparation; Pre-FSC Meeting; Collaboration Meeting #1	Pre-FSC Meeting: committee members selected	Collaboration Meeting #1: partner departments to discuss QA; Pre-FSC Meeting	Identify students for FSC		Collaboration Meeting #1: meet with Pathway team to discuss QA
November <i>(fall weeks 6-10)</i>	Compile annual data into report for Board (AY ending prior August); FSC #1	FSC #1: feedback on fall courses; students train with ACs	Compile annual data into report for Board (AY ending prior August); FSC #1		Board Meeting #1	
December <i>(fall exams)</i>		All students: feedback via course evaluations				
January <i>(winter wks 1-3)</i>	Compile & analyze fall term data; FSC #2	FSC #2: Winter intake reps added; continue training with ACs	New FSC members selected; FSC #2	Identify winter intake students for FSC; provide fall & winter school feedback		Collate & share data on fall term Pathway students; meet as necessary
February <i>(winter wks 4-8)</i>	(continue from January as needed)					
March <i>(winter wks 9-10 & exams)</i>		All students: feedback via course evaluations				
April <i>(spring wks 1-4)</i>	Compile & analyze winter term data; FSC #3	FSC #3: Spring intake reps added; feedback on spring term; continue training with ACs	New FSC members selected; FSC #3	Identify spring intake students for committee; winter term feedback; Pathway Staff Retreat	Initial brochure text generated	Collate/share winter term PW student data; Pathway staff retreat as interested
May <i>(spring wks 5-8)</i>	Compile fall & winter term data into mid-year report for spring board meeting		Incorporate any mid-stream adjustments to November's prior AY report for brochure and board report		Prior AY report for Board Meeting #2: review brochure changes	
June <i>(spring wks 9-10 & exams; summer week 1)</i>	FSC #4	FSC #4: Provide feedback on student committee experience & summer term; all students: feedback via course evaluations	FSC #4: Meet with student committees to discuss feedback		Sign off on final brochure draft	
July <i>(summer wks 2-5)</i>	Compile & analyze spring term data; begin progression analysis; Collaboration Meeting #2		Collaboration Meeting #2: Meet with partner departments to discuss annual QA feedback report	Provide spring term feedback		Collaboration Meeting #2: Meet with Pathway team re: annual QA report
August <i>(summer wks 6-8)</i>	Compile & analyze summer term data; update progression analysis	All students: feedback via course evaluations				

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
 - o Grad Committee: 3 MEng and 3 MBA Pathway students
 - o 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
 - o Michael & Michele for Grad Committee
 - o 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
 - o Grad Committee: 2 MBA Pathway students
 - o Undergrad Committee: 1 Business and 1 General Pathway student
 - o 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
 - o Undergrad Committee: 1 General Pathway student
 - o 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:
 - o Pathway student performance throughout the year
 - Course GPA
 - Instructor GPA
 - o Department faculty feedback on Pathway students
 - o Department areas of concern regarding Pathway student preparation (based on faculty experience with Pathway alumni)
 - o Discuss plan of action to address any Pathway alumni outlier patterns, based on Academic Support alumni GPA analyses
 - o Review of Pathway courses and how departmental curriculum review procedures address Pathway students and Pathway alumni enrollment in those courses
 - o 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:
 - o Pathway student performance throughout the year
 - Course GPA
 - Instructor GPA
 - o Department faculty feedback on Pathway students
 - o Department areas of concern regarding Pathway student preparation (based on faculty experience with Pathway alumni)
 - o Discuss plan of action to address any Pathway alumni outlier patterns, based on Academic Support alumni GPA analyses
 - o Review of Pathway courses and how departmental curriculum review procedures address Pathway students and Pathway alumni enrollment in those courses
 - o 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
 - o Course GPA
 - o 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
 - o Course GPA
 - o 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