

## Best Practices for Student Engagement Throughout the Cyclical Program Review Process

### Selection of students for the Internal Assessment Team (IAT)

1. Appointment of Assessment Team Form
  - i. This form includes a section for the names of student representatives. Finding students for the IAT can delay the program review process and, as such, it is more imperative to outline the Faculty and Staff representatives within the allotted timeframe. As soon as student representatives are selected for the IAT, the Chair of the IAT should inform CIQE.
2. Selecting students for the IAT
  - i. Referrals are the most common method to select students for the IAT. The Academic Advising office and Faculty members are a great resource for names of students who are reliable and would positively contribute to the Program Review process.
  - ii. When selecting student representatives, they should be upper year students within the program the review is for and/or graduates of the program within the last seven (7) years. Student representatives should be informed of the expected time commitment and level of engagement to ensure they are able to fully participate for the full length of the review process.

### Engaging Student Representative(s) in the PR process

The PR process is lengthy and can result in disengagement from the student representatives if they are not actively participating throughout. The following tips may help keep student representatives engaged throughout the entire review process:

1. Invite students to Internal Assessment Team (IAT) meetings and seek their input as much as possible.
2. Provide CIQE with the student names and student numbers for access to the program review documents.
3. Assign tasks for the student(s) to complete.
4. Invite the student representative(s) to participate in the Program Learning Outcomes review and enhancement process.
5. Request student representative(s) to attend the site visit with the external reviewers.
6. Touch base with the student representatives during key milestones of the program review process.

## Acknowledging the student's participation

Students appreciate being acknowledged by their Faculty when they have contributed above and beyond the requirements in the classroom. Consider the following suggestions to recognize Student Representatives:

- During the PR process, when soliciting input from the student representative(s), let them know their input is valuable and welcomed
- Publicly recognize student participation at Faculty meetings, in class, etc.
- Consider nominating student representative(s) for a Student Leadership Award of Recognition
- Request a personalized letter or thank you card for the student from the Dean/Provost
- LinkedIn recommendation for the student

## We are here for you!

CIQE is always here to help! If you require additional methods to engage students in the cyclical program review process, please contact us at [cique@ontariotechu.ca](mailto:cique@ontariotechu.ca).