

Quality Assurance Process Audit Process Map

QAPA Framework Timeline:
 DQAB develops 8 year QAPA schedule
 DQAB initiates scheduled QAPAs in January

DQAB notifies institution of the QAPA calendar.

DQAB initiates scheduled QAPAs in January

QAPA Framework:
 April 1

Institution provides:
 A schedule of completed reviews and follow-up actions from the last internal review cycle; and
 A schedule of planned reviews for the institution's next internal review cycle.
Document Appendix 2a

DQAB and institution set site visit date

QAPA Framework:
 4 months before site visit

DQAB selects 3-5 programs for assessment

DQAB selects 3 members for QAPA Team

Institution - 5 nominees

QAPA Framework:
 Minimum 2 months before site visit

Institution submits Institution Report including:
 Policies and processes for approval of new programs; and
 Policies and processes for ongoing program and institutional assessments.
Document Appendix 2b

Institution submits for each review selected:
 Policies and processes in effect at time of review;
 Self-study used;
 External team report; and
 Follow-up response.

DQAB receives complete submission

QAPA Framework:
 Normally 6 weeks before site visit

QAPA Team receives submission

Site visit schedule finalized

DQAB provides orientation

QAPA Framework:
 Normally 2 days

Site visit

QAPA Framework:
 2 weeks after site visit

QAPA Team provides Report to the DQAB
Document Appendix 3a

DQAB provides to institution for factual errors

QAPA Framework:
 30 days

Institution response to DQAB on factual errors

QAPA Framework:
 No time indicated

DQAB receives feedback

QAPA team lead reviews and finalizes Report

DQAB receives Final Report

DQAB provides Final Report to institution for response

QAPA Framework:
 90 days

Institution response to DQAB

QAPA Framework:
 No time indicated

DQAB and institution publish Final Report and response on their respective websites

QAPA Framework:
 12 months or earlier after report published

DQAB request progress report if required

Institution progress report

DQAB and institution publish on their respective websites

