UTQAP Template

Collaborative Specialization Cyclical Review: Self-Study

The director of the Collaborative Specialization should prepare a self-study addressing the terms of reference and including data concerning enrolment and graduation (commonly supplied to the Collaborative Specialization Director by the Dean’s office which was received from the Office of the VPAP). The self-study should also list all participating programs.

Clearly mark the self-study as “Confidential” if it is not to be made publicly available. If the intent is to broadly distribute the self-study and post it online, ensure that no confidential material is contained within it.

**Note:** The review process for Collaborative Specializations differs from that for degree credit programs, reflecting the unique nature of these specializations. Collaborative Specializations do not themselves confer degree credit. Instead they provide an additional multidisciplinary experience for students enrolled in and completing the degree requirements of one of a number of approved master’s and/or PhD programs. **As such, the self-study can be concise, in line with the specific Collaborative Specialization terms of reference**.

# Introduction and Consultation

* Briefly introduce the Collaborative Specialization, and if available, provide a URL for the Collaborative Specialization under review.
* Describe the consultative process in preparing the self-study. Consultation should include the Specialization Committee, all core faculty in the Collaborative Specialization, students and staff that support the Collaborative Specialization. The director is responsible for ensuring that the academic leads of all participating programs are aware of the review process and have an opportunity to contribute to the self-study, along with their Deans.

# Quality Indicators

## Appropriateness of Requirements

* Clarity and appropriateness of specialization requirements to support the learning outcomes. This includes:
	+ - confirmation that students are required to complete at least one common learning activity;
		- confirmation that all participating programs can accommodate the requirements of the collaborative specialization;
		- clarity that the learning outcomes of the collaborative specialization are in addition to those supported by the student’s home program;
		- evidence that the students have successfully attained the learning outcomes;
		- confirmation that **for participating programs requiring a major research paper, essay, thesis or other major activity (e.g., practicum)**:
	+ the topic must be in the area of the collaborative specialization and under the supervision of a graduate faculty member associated with the Collaborative Specialization; and
		- confirmation that for coursework-only participating programs:
	+ at least 30% of the courses taken towards the degree must be in the area of specialization including the core course described above.
	+ include appendix showing how 30% is met for each coursework-only participating program.

## Vitality

* Vitality of the collaborative specialization. This includes:
	+ - evidence of ongoing need and demand for the specialization;
		- continuing engagement of participating programs and core faculty members; and
		- continuation of resource support from participating and/or supporting units and programs.

## Supporting Data

* Discuss enrolment and graduation data (commonly supplied through the Office of the VPAP) in relation to the above quality indicators.

# Previous Review Recommendations

* Summarize the key findings of the previous review.
* Describe how the collaborative specialization has addressed any recommendations from this previous external review.

# Future Directions

* Areas identified through the self-study process as requiring improvement.
* Areas that hold promise for enhancement.
* Initiatives or changes planned.

Appendices

The self-study can be “de-cluttered” by placing information in the appendices rather than in the body of the narrative. Clearly mark appendices as “Confidential” if they are not to be made publicly available or posted online.

Include appendix showing how 30% is met for each coursework-only participating program. See the [Collaborative Specialization minor modification template](http://vpacademic.utoronto.ca/academic-change/minor-modifications/graduate-minor-modifications/) for an example.