

Canadian Technology Accreditation Criteria (CTAC) Development and Revision Process

Document No. TACDEV-1

Revised: September 13, 2016

Scope

This process shall be used for the development of a new, or the updating of existing Canadian Technology Accreditation Criteria (CTAC) document(s).

This process is supported by a procedural review and the documents provided in the attached appendices.

Definition

The CTAC development process is the methodology used for the development of Canadian Technology Accreditation Criteria.

CTAC are comprised of Program General Learning Outcomes (PGLO), which are common to all disciplines, and Program Discipline Learning Outcomes (PDLO) which are specific to each individual technology discipline. Every PGLO and PDLO will have a number of Learning Outcome Indicators (LOI)

CTAC are used in the auditing of educational institution programs for the purpose of accreditation and may also be used for certification purposes.

Principles

The development of CTAC documents is an inclusive, open process involving stakeholders including, but not limited to, educational institutions, industry, members and representatives from the Provincial Professional Associations (PPAs).

The steps within the development process include an announcement regarding the intent to develop new or revise existing criteria, the recruitment and creation of a committee to develop the criteria, a process to reach agreement or consensus on the criteria and a method by which any interested stakeholder may comment upon the criteria prior to its final approval.

In lieu of a committee to review or design a new CTAC, the Standards Council (SC), at its discretion, may assign the development or revision of a CTAC to a third party, provided all aspects of this process are followed by the third party.

It is the intent that this process is aligned with the procedures used by a national standards body accredited by the Standards Council of Canada.

Responsibilities

Standards Council – In its role of providing oversight and leadership related to the national standards, the Council is responsible for approving clear processes and procedures for new standards development and the maintenance of existing standards, establishing Standards Development Committees, reviewing and endorsing new and revised national standards and validating requests for proposed alternative standards.

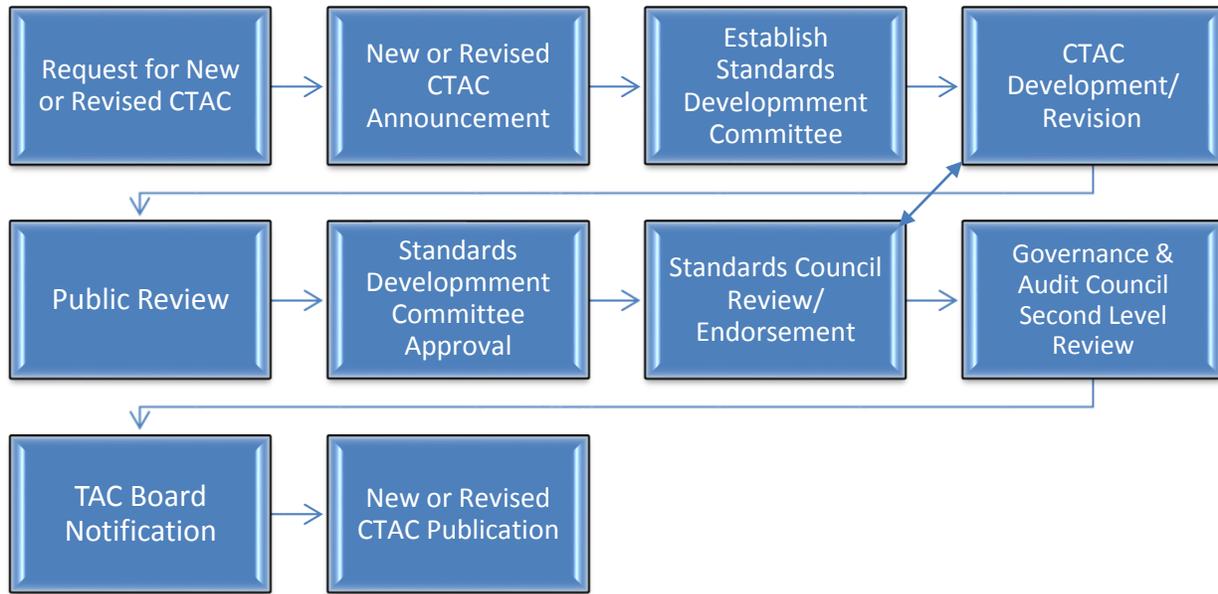
Standards Development Committee – Created at the request of the Standards Council, the Standards Development Committee is responsible for developing and approving general and discipline standards for technician and technologist programs in accordance with defined processes and procedures and validating alternative standards as directed.

Governance & Audit Council – The Governance & Audit Council is responsible for the implementation of a second level review to validate that the processes and procedures for standards development are followed and ensuring the development and implementation of an annual review process for standards development.

Board – The Board is responsible for approving the processes and procedures relating to the development and maintenance of national standards, including new or alternative standards.

Process

The following diagram outlines the steps involved in the development of a new or revised CTAC.



Request for Development of New or Revised CTAC

Any party may request the development of a new or a revised CTAC.

A formal request is submitted to the Standards Council through the Executive Director using form TACDEV-1A.

The Standards Council considers the request, soliciting feedback from others where appropriate. In the event that the Standards Council finds there is no need for a new or revised CTAC, the individual or group who made the request is contacted with a rationale as to why the request was declined.

Announcement

When a decision has been confirmed that a CTAC will be developed or revised, an announcement will be posted on the TAC website, indicating that a CTAC will be developed or revised. The announcement will describe the technical program area and call for any interested stakeholders to contact TAC for consideration as committee members. In addition, TAC will notify the National Council of Deans of Technology (NCDOT), all PPAs, all provincial applied science and engineering technology association registrars and educational institutions of such posting.

The announcement will remain on the TAC website for a period of at least 21 days, during which time a committee may be populated. At the end of the period, TAC will notify NCDOT, educational institutions, all provincial applied science and engineering technology association registrars and PPAs that a committee is now populated.

Should an application for participation on the Standards Development Committee be considered and declined, the Executive Director will inform the applicant in writing with rationale. The applicant will also be informed that a public review period will be available following the development process, at which time they will be contacted for comment.

Establishment of Committee

A Standards Development Committee (SDC) will be established by the Standards Council as per the Standards Development Committee Terms of Reference, with consideration for representation in the following areas;

- industry,
- educational institutions,
- PPA members and
- regulators (if appropriate).

Where it is not possible to solicit participation from one of the stakeholder groups, the Executive Director will make every effort to gain feedback from that group during the stakeholder review process.

A member of the Standards Council or designate will Chair the meetings.

The Chair is responsible for communicating with the Executive Director, ensuring proper documentation on Committee activities is maintained, and providing final CTAC documents to the Standards Council for endorsement upon approval by the Committee.

CTAC Development or Revision

The Committee is responsible for the development or revision of the PDLO, PGLO and LOI of each CTAC. In some cases, a preliminary draft may be written by a subject matter expert, and the Committee will convene to revise and approve the draft.

Regardless of whether the document is created fully by the Committee or a preliminary draft is revised by the Committee, minutes will be created and retained for the Committee activity.

Minutes will clearly identify the following;

- date, time and participants of each meeting,
- technical items – key decisions for inclusion in the CTAC,
- technical items – key decisions not included in the CTAC (where appropriate),
- the date when the decision for stakeholder review was reached,
- any key issues discussed during stakeholder review updates,
- the date of final approval and
- any negatives and the dispersal of those negatives.

The Committee will ensure that new requirements do not conflict with other CTAC or regulatory documents.

Agreement or Consensus

Once the CTAC has reached the final draft stage, the Chair will request each member's agreement that the document be posted for public review.

If all members agree, the draft document will be posted for public review in electronic format.

In the case of dissenting votes, the Committee will discuss with the intent of resolving the issue prior to public review. If the issue cannot be agreed upon or deferred, the minutes will reflect the position of the dissenting member and the document will be posted for public review providing all other members of the Committee are in agreement. (Note: If the Committee feels it is appropriate, the dissenting position can also be posted for comment).

Public Review

The draft CTAC will be posted on the TAC website or other agreed upon online site for a period of not less than 60 days.

An electronic form, TACDEV-1B (Appendix B) will be provided to facilitate a consistent format and structure for comments to be collated and reviewed. All comments are to be submitted electronically using this format.

The Committee Chair (or representative from the Standards Council) will notify the Executive Director that a CTAC document is open for public review. TAC will notify all stakeholders (NCDOT, educational institutions, all provincial applied science and engineering technology association registrars and PPAs) to encourage maximum feedback.

In an attempt to ensure transparency and inclusivity in the development process, the Executive Director on behalf of the Standards Council, will directly notify any individuals whose request for participation on the Committee was declined. In addition, where a stakeholder category was not represented on the Standards Development Committee, TAC will disseminate the information directly to those stakeholder groups for review.

Provision of Comments

Stakeholders will agree to provide comments and review in a purposeful and professional manner.

All comments must be submitted in accordance with the requirements of form TACDEV-1B and will provide both a technical or procedural rationale and a proposed solution to the issue(s).

Consideration and Processing of Comments

Following the public review period, the Committee will reconvene to consider comments received during the public review period.

Where considered appropriate by the Committee, the draft will be amended to reflect the comments.

Where the suggestions or comments are not incorporated into the document, or where the Committee feels that the issue is already addressed in another manner, the stakeholder will be informed by the Chair of the Committee's decision with rationale by email.

In the rare circumstance where the amended draft differs significantly from the draft initially offered for stakeholder review, the document will be offered for an additional review period of at least 14 days.

Committee Approval

Following public review and incorporation of any required amendments, the Committee will approve the document by consensus.

Where consensus is not reached, the Chair will hold discussions with the Committee member(s) in an attempt to resolve the issue. If any of the following items apply, it shall be interpreted that consensus has been reached;

- the issue has been previously discussed by the Committee and rejected during meetings or
- the issue is in conflict with existing requirements or
- the issue is un-auditable or
- the issue is so specific that technological advances will make it obsolete within a short period or
- the issue appears to give market advantage to one particular educational institution.

The rationale will be documented in the Committee minutes.

Standards Council Endorsement

Once the CTAC is approved, the Chair of the Standards Development Committee will forward the document to the Standards Council for endorsement. The Standards Council will have 10 business days to endorse the CTAC or request clarification by the Standards Development Committee. Clarification by the Standards Council may be requested one time only.

The new or revised CTAC and any supporting documentation provided by the Standards Development Committee must be kept confidential by Council members.

Once the Standards Development Committee has provided clarification, the Standards Council will have 10 business days to endorse the CTAC.

Second Level Review

The Governance and Audit Council (GAC) will conduct a Second Level Review to confirm the CTAC development or revision was completed in compliance with the approved processes and procedures.

Board Notification

The Standards Council will notify the TAC Board of the new or revised CTAC.

Publication

In the interest of transparency, TAC will publish the new or revised CTAC on the TAC website. TAC will announce the new or revised CTAC to all PPAs, NCDOT, educational institutions, all provincial applied science and engineering technology association registrars and other stakeholders.

All approved CTAC documents will be available to stakeholders through the TAC website or upon request by email to the Executive Director.

Each CTAC document will be formatted as approved by the Standards Council and the Executive Director.

Re-evaluation

It is a requirement the CTAC be re-evaluated a minimum of once every five years. The Standards Council will maintain a schedule to ensure that each CTAC is reviewed in a timely manner and posted for public comment.