

## Annual Report

The purpose of the Annual Report is to inform Technology Accreditation Canada of any significant changes to your accredited program in the past year as they relate to the National Accreditation Components. Please complete the checklist below and submit it to Technology Accreditation Canada on the anniversary of your accreditation approval.

**Educational Institution Name:**

**Educational Institution Address:**

<address>

<address>

<postal code>

**Program Name (and Options) (for which Annual Report is being submitted):**

**Campus (if more than one exists for the institution):**

**Submitted by (name and title):**

**Date Submitted:**

**Telephone Number:**

**E-mail Address:**

### Part A: Program Background Information

Have there been any changes in the past year with respect to the following components? Check 'No' or 'Yes'. If 'Yes', please explain the changes.

	No	Yes	Explanation if 'Yes'.
<b>A.1 Program History:</b> The program has a documented history of educational delivery in the designated technician and technologist fields.			
<b>A.2 Program Option Names and Descriptions:</b> The program has clear names and descriptions for all program options.			
<b>A.3 Program and Option Instructional Delivery Modes:</b> The program has described all program and option instructional delivery modes.			
<b>A.4 Program Organizational Structure:</b> The program has a clear, logical and documented program administrative structure as demonstrated in an organizational chart and descriptions of roles and responsibilities. The relationship between the program administration and the larger educational institution is documented and described.			
<b>A.5 Program Enrollment Numbers:</b> Enrollment numbers are documented and available. New student enrollment numbers and overall enrollment numbers appear to be steady or increasing over the past three (3) academic years.			
<b>A.6 Program Graduate Numbers:</b> Program graduate numbers are documented and available. The number of graduates appears to be steady or increasing over the past two (2) academic years.			
<b>A.7 Program Graduate Employment and Further Education Numbers:</b> Program graduate employment and further education numbers are documented and available. The number of employed graduates and the number of graduates continuing on to further education appear to be steady or increasing over the past two (2) academic years.			

**Part B: Student Policies**

Have there been any changes in the past year with respect to the following components? Check 'No' or 'Yes'. If 'Yes', please explain the changes.

	No	Yes	Explanation
<b>B.1 Program Admission Policies:</b> Policies related to program admission requirements based on secondary school courses and grades are documented and available to all applicants. Policies for other admission paths (for mature students for example) are documented and available to all applicants.			
<b>B.2 Policies for Monitoring Student Progress:</b> Policies used to monitor student progress each semester to ensure that prerequisite course credits have been obtained are documented and available to all students.			
<b>B.3 Academic Policies and Procedures:</b> Institutional and/or departmental policies on plagiarism, cheating, grade appeals, etc. are documented and available to all students.			
<b>B.4 Student Transfer Policies:</b> Articulation and transfer agreements for the program and options are documented and available to all applicants and students.			
<b>B.5 Co-op and/or Internship Policies:</b> If the program or options include co-op or internship placements, clear processes and procedures are documented and available to students. The processes and procedures include how to: obtain a placement, get credit for the placement, ensure that the placement is relevant to the area of study, have the placement assessed, and find other options available if a placement opportunity is not possible.			
<b>B.6 Graduation Requirements:</b> Graduation policies related to passing grades for courses, overall program average grade, number of credits, etc. exist and are documented and available to all students.			

## Part C: Program Policies

Have there been any changes in the past year with respect to the following components? Check 'No' or 'Yes'. If 'Yes', please explain the changes.

	No	Yes	Explanation
<b>C.1 Program Development Policies and Procedures:</b> Timelines, institutional processes, and governance for program and course development are documented and available. Program and course changes are documented and understood by all faculty members and program administration.			
<b>C.2 Program Continuous Improvement Policies:</b> Policies for program continuous improvement are documented and available. Periodic program self-assessments producing recommendations that are used for changes that lead to improvements in the curriculum and/or student success are documented and available.			
<b>C.3 External Program Input:</b> A Program Advisory Committee exists. Names and contact information for the current Program Advisory Committee members are documented and available. Minutes from Program Advisory Committee meetings over the past three years are documented and available. Reports are provided from any other external bodies that reviewed the program over the past three (3) years.			

## Part D. Program and Course Information

Have there been any changes in the past year with respect to the following components? Check 'No' or 'Yes'. If 'Yes', please explain the changes.

	No	Yes	Explanation
<b>D.1 Program Description Documents:</b> Sufficient printed and/or online calendar information, brochures, program handbooks, and web-based information about the program are available to anyone interested in learning about the program. The URL is provided for the program and program options.			
<b>D.2 Program Objectives:</b> Program educational objectives are a good fit for the mission statement of the Educational Institution.			
<b>D.3 Course Outlines:</b> Course outlines are available for all courses in the program and program options. All course outlines include: the course ID, course title, date of last revision, prerequisite(s), corequisites, course description, textbook(s) or other support materials, methods of assessment (assignments, tests, projects) and course outcomes.			
<b>D.4 Transcript and Diploma:</b> An accurate and complete transcript and diploma are provided for the program and all program options.			
<b>D.5 Scholarship and Bursary Information:</b> A list is available in print and/or online of all available scholarships and bursaries, and their amounts, for new applicants to the program and current students. Application forms are also available with the list.			

## Part E: Program Outcomes

Have there been any changes with respect to the past year in the following components? Check 'No' or 'Yes'. If 'Yes', please explain the changes.

	No	Yes	Explanation
<b>E.1 Program Discipline Learning Outcomes:</b> The program courses enable students to achieve appropriate Discipline Learning Outcomes. TAC accreditation requires that your program have five (5) main Program Discipline Learning Outcomes.			
<b>E.2 Program General Learning Outcomes:</b> The program achieves all of the eight General Learning Outcomes specific to the technician or technologist level.			
<b>E.3 Student Work:</b> Student work, including tests, exams, assignments and technology reports (if applicable) contribute to the Discipline Learning Outcomes. Student work and marking schemes clearly match the Demonstrable Learning Outcomes listed in the course outlines.			
<b>E.4 Technology Reports (for Technologist Programs only):</b> A Technology Report is a required component of the program and is evaluated by the Educational Institution. If the Technology Report is completed by multiple project team members, there are documented processes in place to ensure an equal contribution by all team members. There is also evidence that this process for ensuring an equal contribution by all team members is followed.			

## Part F. Faculty

Have there been any changes with respect to the past year in the following components? Check 'No' or 'Yes'. If 'Yes', please explain the changes.

	No	Yes	Explanation
<b>F.1 Faculty Qualifications (Program Discipline Learning Outcomes):</b> The program has documented policies and procedures for hiring qualified faculty for courses in the Program Discipline Learning Outcomes. There is documented evidence that the program follows these policies and procedures, including evidence of appropriate and relevant academic qualifications, teaching experience, work experience, professional certifications and professional development.			
<b>F.2 Faculty Qualifications (Other Faculty):</b> The program has documented policies and procedures for hiring qualified faculty for other courses. There is documented evidence that the program follows these policies and procedures, including evidence of appropriate and relevant academic qualifications, teaching experience, work experience, professional certifications and professional development.			
<b>F.3 Faculty Workload (Program Discipline Learning Outcomes):</b> The program has documented policies and procedures about faculty teaching workload, preparation and assessment marking, class sizes and lab sizes. There is documented evidence that the program follows these policies and procedures.			

## Part G. Facilities, Resources and Other Student Support

Have there been any changes with respect to the past year in the following components? Check 'No' or 'Yes'. If 'Yes', please explain the changes.

	No	Yes	Explanation
<b>G.1 Offices, Classrooms and Labs:</b> The office space, classroom space, lab facilities, meeting rooms for faculty and students, office support and lab support staff are sufficient to meet the needs of the students and faculty.			
<b>G.2 Maintenance and Upgrade of Facilities:</b> Procedures and processes are in place to maintain and upgrade the tools, equipment, computing resources and laboratories used by students and faculty members in the program. These processes and procedures are documented.			
<b>G.3 Health and Safety Procedures:</b> Health and safety procedures for all facilities are documented and available. Processes for training students and staff in the health and safety procedures are documented and available. There is documented evidence that these student and staff training procedures have been followed. Health and safety warnings are clearly displayed in facilities as appropriate.			
<b>G.4 Student Research and Library Resources:</b> The library and online resources are sufficient for students to do the research required for their course assignments, their capstone or final year projects (if required) and technology reports (if required).			
<b>G.5 Student Academic Resources and Support:</b> Course-related resources and faculty support are available to students in the program for coursework, homework, research and lab projects.			
<b>G.6 Student Career Resources and Support:</b> Resources, advisors and other institutional support are available for student career counselling and guidance.			