



Technology
Accreditation
Canada

Agrément en
Technologie du
Canada

Self-assessment Form Guide

April 9, 2020

Self-assessment Form Guide

- Provides guidance on how to create and complete the Self-assessment Form
- Key topics include automated system, instructions, learning outcomes, student work and facility video

Self-assessment Form

- Used to provide information to be assessed against National Accreditation Criteria
- Completed by program
- Check [sample Self-assessment Form](#) to view National Accreditation Criteria and information required

Self-assessment Form

- Time to complete and submit date determined by educational institution, though must be submitted 12 weeks prior to site visit date
- Assess status of program before submitting and committing to program audit

Create Self-assessment Form

- Login to automated system at <https://tac.infofloapps.com/wp-login.php>
- To create the initial form, click drop down menu and select “Create Self-assessment Form”
- Click the “Save” button ensure Form is listed on dashboard

System Navigation

- Use the left hand menu or the "previous" and "next" buttons at the bottom of each page to move from page to page

System Functionality

- To save the information entered and attached files, click on the "Save" button at the bottom of each page
- Logging out before clicking "Save" will result in loss of most recent information entered
- Log out by clicking the chevron next to name
- Select "Self Assessment" from the left hand menu to open Self-assessment Form

Self-assessment Form Layout

- Lists each National Accreditation Criteria
- Indicates the information required
- Provides a text box and upload file feature

Component A.1 Program History: The program has a documented history of educational delivery in the designated technician and technologist field.

Information Required:

- Provide a brief history of the program including key milestones.

Instructions

- Provide required information in the text boxes, including relevant website links
- Click on the green paperclip below the text box to upload supporting files (only PDF files accepted)

Suggested Approach

- Start Form by completing components E.1 and E.2 to identify student work required early in the process

Discipline Learning Outcomes

- National Accreditation Criteria E.1
- Discipline Learning Outcomes (DLO) – program selected outcomes from any CTAC (standard), which “best” represents the program
- DLO may not be “perfect” fit
- May submit up to 4 custom discipline learning outcomes

General Learning Outcomes

- National Accreditation Criteria E.2
- General Learning Outcomes (GLO) – prescribed outcomes for the program

GY01 Technology Report

- #1 reason why programs are not accredited
- Suggest assessing your technology reports against general learning outcome GY01 before submission
- Refer to the [National Technology Report Guideline](#) for support

GY02 Mathematics

- For “technologist” programs, programs must achieve mathematics learning outcomes consistent with discipline requirements
- See mathematics learning outcome chart for requirements in [GLO 2021](#)

Student Work

- Evidence to verify achievement of the selected course learning outcomes for both discipline and general learning outcomes
- Generally one selection of student work sufficient to demonstrate student achievement
- Must be from current or previous years' class
- May include tests, quizzes, labs, assignments, projects and exams

Student Work

- Low, middle and high passing mark for each selected work, with the marking rubric, must be submitted
- Multiple authored projects must include mark matrix for each author
- Technology Reports must be submitted for the most significant contributing course selected for GY01
- All selections must be provided

Resources Video

- To ensure compliance with National Accreditation Criteria G.4, G.5 and G.6
- Requirements listed on following slide
- Video may include additional resources and facilities
- Video should not exceed 30 minutes

Resources Video Requirements

Criteria	Particulars
G4 Student Research and Library Resources	<ul style="list-style-type: none">• Library, including meeting rooms and study spaces, computers• Other resources in library (e.g. laptop, tablet loan programs)• Applied research facilities
G5 Student Academic Resources and Support	<ul style="list-style-type: none">• Academic services, including peer tutoring, academic advisors, learning spaces• Non-academic services, including international and indigenous centres, wellness spaces (e.g. mental health, gymnasium)
G6 Student Career Resources and Support	<ul style="list-style-type: none">• Career counselling centre• Co-op centre (if available)

Submit

- Once Form is completed, assess if ready to proceed with audit
- Click on "Submit" button on last page
- Note Form is no longer accessible unless requested by TAC to clarify or provide additional information

Next Steps

1. Create Self-assessment Form (SAF)
2. Collect student work
3. Complete and submit SAF
4. Prepare for site visit

Support

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Thank you

