



Technology
Accreditation
Canada

Agrément en
Technologie du
Canada

TAC/Institution Program Review Comparison

Overview

- Objective: To identify common information generated from an educational institution's internal 5 year program review and required by the TAC accreditation process
- Reviewed the engineering technology program review process at 3 educational institutions
- While program review processes vary from institution to institution, it was found that there are many areas where information is common to both the program review and TAC accreditation
- The following pages indicate, by national accreditation component, which information required by the TAC accreditation process was or was not part of the program review process

Component A: Program Background

Component	Educational Institution 5 Year Review
A.1 Program History 1) The program has a documented history of educational delivery in the designated technician or technology field.	Generally not part of 5 year program review.
A.2 Program Option Names and Descriptions 1) The program has clean names and descriptions for all options.	Yes, found in all program reviews, various parts of the process.
A.3 Program and Option Instructional Delivery Modes 1) The program and option instructional delivery modes are described.	Generally, found in all program reviews.
A.4 Program Organizational Structure 1) The program has a clear, logical and documented administrative structure as illustrated in an organizational chart with description of roles and responsibilities. 2) A description of the relationship between the program administration and institutional administration is documented.	Not part of program review.
A.5 Program Enrolment Numbers 1) Enrollment numbers are documented.	Yes, found as part of environmental or competitive scan.
A.6 Program Graduate Numbers 1) Program graduate numbers are documented.	Yes, found as part of environmental or competitive scan.
A.7 Program Graduate Employment and Further Education Numbers 1) Program graduate employment and further education numbers are documented.	Yes, found as part of environmental or competitive scan.

Component B: Student Policies

Component	Educational Institution 5 Year Review
B.1 Admission Policies 1) Policies related to program admission requirements based on secondary school courses and grades are documented and accessible to applicants. 2) Policies for other admission paths (i.e. mature students) are documented and accessible to applicants.	Yes, found in all program reviews, various parts of the process.
B.2 Policies for Monitoring Student Progress 1) Policies used to monitor student progress each semester to ensure pre-requisite course credits have been obtained are documented and accessible to students.	Yes, found in all program reviews, various parts of the process.
B.3 Academic Policies and Procedures 1) Institutional and/or departmental policies on plagiarism, cheating, grade appeals are documented and accessible to students.	Yes, found in all program reviews, various parts of the process.
B.4 Student Transfer Policies 1) Articulation and transfer agreements for the program and options are documented and accessible to students.	Yes and no.
B.5 Co-op and/or Internship Policies 1) Policies and procedures for co-op and internships, including how to obtain a placement, credit for the placement, ensure placement is relevant to the area of study, placement assessment and options if placement is not secured, are documented and accessible to students.	Not part of program review.
B.6 Graduation Requirements 1) Graduation policies, including graduation requirements, passing grades for courses, overall program average grade, number of credits, are documented and accessible to students.	Not part of program review.

Component C: Program Policies

Component	Educational Institution 5 Year Review
<p>C.1 Program Development Policies and Procedures</p> <ol style="list-style-type: none"> 1) Policies and procedures for program and course development, including timelines, institutional processes and governance, are documented. 2) There is documented evidence of program and course changes which are understood by all faculty and program administration. 	<p>Generally not part of program review process.</p>
<p>C.2 Program Continuous Improvement Policies</p> <ol style="list-style-type: none"> 1) Policies for program continuous improvement are documented. 2) Periodic program assessments, producing recommendation for improvements to curriculum and/or student success, are documented. 	<p>Yes, found in all program reviews, various parts of the process.</p>
<p>C.3 External Program Input</p> <ol style="list-style-type: none"> 1) A Program Advisory Committee (PAC) exists. 2) Names and contact information for the PAC members is documented. 3) Minutes from PAC meetings over the past 3 years are documented and accessible. 4) Reports from any other external bodies which have reviewed the program over the past 3 years are documented. 	<p>Generally not part of program review process.</p>

Component D: Program & Course

Component	Educational Institution 5 Year Review
D.1 Program Description Documents 1) Printed and online calendar information, brochures, program handbooks and web-based information about the program are available to all interested in the program.	Not part of program review.
D.2 Program Objectives 1) Program educational objectives are documented and accessible to students. 2) Program educational objectives fit the mission statement of the educational institution.	Yes, found in all program reviews, various parts of the process.
D.3 Course Outlines 1) Course outlines are documented for all courses, including those in program options, are accessible to students. 2) Course outlines include course ID, title, description, pre-requisites, co-requisites, objectives, learning outcomes, and the grading scheme, required textbooks or other learning material, instructional delivery mode(s), scheduled instructional contact hours, credits, relationship of course outcomes to program outcomes, policies and procedures for submitting student work, grade required for successful credit, future course requiring this course as a prerequisite, methods of assessment (e.g. assignments, tests, projects) and the date of last revision of the course outline.	Found in some program reviews.
D.4 Transcript and Diploma 1) An accurate and complete transcript is provided to students at the end of each semester. 2) An accurate and complete diploma is provided to students upon completion of the program.	Not part of program review.
D.5 Scholarship and Bursary Information 1) Scholarships and bursaries are available to applicants applying to and students enrolled in the program. 2) Scholarship and bursary information, including award criteria, application procedures and awarded amounts, is accessible to applicants and students.	Not part of program review.

Component E: Learning Outcomes

Component	Educational Institution 5 Year Review
E.1 Program Discipline Learning Outcomes 1) The program must show students have reliably demonstrated achievement of the 5 most important program discipline learning outcomes, specific to the technician or technologist level.	Not part of program review.
E.2 Program General Learning Outcomes 1) The program must show students have reliably demonstrated achievement of all eight program general learning outcomes, specific to the technician or technologist level.	Not part of program review.
E.3 Student Work 1) Student work, including exams, tests, assignments, contributes to the program discipline learning outcomes. 2) Student work and marking schemes clearly match the demonstrable learning outcomes listed in the course outlines.	Not part of program review.
E.4 Technology Reports (for Technologist Programs only) 1) The program must show students have reliably demonstrated achievement of GY01 and LOI 1.1 to 1.9. 2) The Technology Report is evaluated by the educational institution. 3) A tracking and marking scheme is documented to show each author's contribution to all aspects of the Report, where a program allows for multiple authors.	Not part of program review.

Component F: Faculty

Component	Educational Institution 5 Year Review
F.1 Faculty Qualifications 1) Policies and procedures are documented for hiring qualified faculty. 2) There is documented evidence that the policies and procedures are followed, including required academic qualifications, teaching an work experience, professional certifications and professional development.	Not part of program review.
F.2 Faculty Workload 1) Policies and procedures are documented for faculty teaching workload, preparation and assessment marking, class and lab sizes. 2) There is documented evidence the policies and procedures are followed.	Not part of program review.

Component G: Program & Student Resources

Component	Educational Institution 5 Year Review
G.1 Offices, Classrooms and Labs 1) Office and classroom space, lab facilities, meeting rooms for faculty and students, office and lab support staff are sufficient to meet the needs of students and faculty.	Not part of program review.
G.2 Maintenance and Upgrade of Facilities 1) Procedures and processes are documented to maintain and upgrade tools, equipment, computing resources and laboratories used by students and faculty members. 2) There is documented evidence the procedures and processes are followed.	Not part of program review.
G.3 Health and Safety Procedures 1) Health and safety procedures for all facilities are documented and accessible. 2) Processes for training students and staff in the health and safety procedures are documented and accessible. 3) There is documented evidence that student and staff training procedures are followed. 4) Appropriate health and safety warnings are clearly displayed in relevant facilities.	Not part of program review.
G.4 Student Research and Library Resources 1) Library and online resources are sufficient for students to conduct the required research for course assignments, projects and reports.	Not part of program review.
G.5 Student Academic Resources and Support 1) Course related resources and faculty support are available to students for coursework, homework, research and lab projects.	Not part of program review.
G.6 Student Career Resources and Support 1) Resources, advisors and other institutional support are available for student career counselling and guidance.	Not part of program review.

Findings

- Considerable information for TAC accreditation is gathered during an institution's program 5 year review
- Much information required for TAC accreditation, not gathered during the program review process, is readily available in other documents and links
- Institutions will realize efficiencies by integrating their 5 year program review with TAC accreditation

Thank you

