

AAAC Best Practice Analysis

March 15, 2020

AAAC Guidelines for Good Practice in the Accreditation of Professional Programs

AAAC Best Practice	Followed by TAC	Comments
An accreditation process incorporates the principles of quality assurance and continuous improvement, which is transparent, fair and objective, and respects confidentiality.	Yes	The standards and accreditation process are published, along with customer service standards, on the TAC website. Assessments made by the audit team are evidence based. Opportunities for improvement are identified in the Audit Report provided to the institution. All TAC staff and volunteers are bound by a confidentiality policy.
The purpose of the accreditation process is to evaluate the quality of academic programs and to promote their continuing improvement.	Yes	An audit of the program is conducted which assesses the program against the educational standards. Opportunities for improvement are identified in the Audit Report which is provided to the institution.
The accreditation agency is autonomous from the educational program under accreditation review.	Yes	TAC has no relationship with the institution other than a supplier of accreditation services.
The accreditation agency has representatives, and/or appointees, from relevant stakeholders.	Yes	The TAC Board, two councils and committees established to review our standards, all have representatives from industry and educational institutions.
The accreditation agency administers its affairs with prudent fiscal and human resources management to ensure the accreditation process is effectively and consistently conducted.	Yes	An annual budget is approved by the Board and members and is monitored monthly.
The accreditation review is held on site at the site(s) of the educational program under review and includes input from relevant stakeholders.	Yes	All accreditations include a site visit and include interviews with employers, alumni, students, program advisors, faculty and program administrators.

<p>Qualified reviewers, as defined by the accrediting agency conduct the accreditation review.</p>	<p>Yes</p>	<p>Auditors which conduct the audit must have 5 years work experience as a certified engineering technology or applied science technician or technologist or professional engineer.</p>
<p>A mechanism for training reviewers is in place.</p>	<p>Yes</p>	<p>All auditors must complete the TAC auditor training modules.</p>
<p>Clear description of the accreditation process, including the goals and specific steps and actions to be taken by the parties to the process are in place.</p>	<p>Yes</p>	<p>The accreditation process is detailed in the National Program Accreditation Manual.</p>
<p>Time-defined accreditation status and requirements to maintain the status are available.</p>	<p>Yes</p>	<p>Accreditations are granted for 5 years with the program responsible to submit an Annual Report on the anniversary date of the accreditation. Programs audited which are not granted accreditation have up to 18 months to resolve the non-compliant components.</p>
<p>Published recognition of accredited programs is in place.</p>	<p>Yes</p>	<p>All TAC and CTAB accredited programs are listed on the TAC website.</p>
<p>Accreditation standards that are grounded in principles of quality, equity, consistency and objectivity are in place.</p>	<p>Yes</p>	<p>The National Accreditation Components (NAC), including the Canadian Technology Accreditation Criteria (CTAC), are undergoing a review to improve their quality, equity, consistency and objectivity.</p>
<p>Standards must be published and should relate to the following:</p> <ul style="list-style-type: none"> • Requirements of the educational institution; • Administrative structure of the educational program; • Goals and objectives of the educational program; • Expected outcomes of the educational program; 	<p>Yes Yes Yes Yes</p>	<p>The NAC and CTAC are published on the TAC website.</p> <p>The NAC and CTAC clearly indicate what is required of a program.</p> <p>The NAC include administrative structure of the program.</p> <p>The NAC include objectives of the program.</p> <p>The NAC requires the program to achieve all relevant discipline learning outcomes and prescribed general learning outcomes.</p>

<ul style="list-style-type: none"> • Requirements for financial, human, technical, learning and non-academic resources including the use of computer technology and social media; • Evaluation mechanisms of both students and programs 	<p>Yes/No</p> <p>Yes/No</p>	<p>The NAC include listing the human, technical and learning resources. Currently reviewing the inclusion of non-academic resources.</p> <p>The NAC include requesting policies to evaluate the program and monitoring student progress. Currently reviewing the inclusion of student evaluation information.</p>
<p>Appropriate procedure for the appeal of accreditation decisions is in place.</p>	<p>No</p>	<p>The current process for appeals is be being reviewed and will be changed.</p>
<p>A process for continuous improvement of the accreditation standards and process is in place.</p>	<p>Yes</p>	<p>An annual continuous improvement report is prepared and reviewed. Each 5 years, a comprehensive review is conducted on the standards and accreditation process.</p>