



<insert date>

Dear <insert program contact name>,

This letter is to help you prepare for the upcoming site visit as the next step in the national program accreditation process for the <insert program name> program. Your site visit is scheduled on <insert date> from 8:00am to 4:30pm.

In order to ensure that your site visit runs smoothly and that the auditors have access to all of the information they need, please arrange the following:

1. A staff member, who will be present throughout the day, to be responsible for the overall organization and coordination of the site visit.
2. A small meeting room, which the auditors can use as their 'home base' during the site visit.
3. To reduce the amount of moving time, optimally one room for all the interviews (may be the same as the 'home base' room).
4. A healthy breakfast and lunch, with water and coffee during a morning and afternoon break.

The schedule below outlines the activities throughout the day and provides details on the purpose of the activity and who should attend.

Time	Activity & Particulars
8:00 - 8:30 am	<b>Breakfast with Employers, Program Advisory Committee members, Dean, Program Chair and Coordinator</b>
8:30 - 9:15 am	<b>Program Advisory Committee/Employer Interview (Group)</b> <ul style="list-style-type: none"> <li>• The interview is to assess graduate employability and success from local employers and how effectively the program advisory committee is functioning.</li> <li>• 3 Program Advisory Committee members and 3 representatives (technical and/or H.R.) from companies who can comment on the grads' work performance.</li> </ul>
9:15 - 10:00 am	<b>Alumni Interview (Group)</b> <ul style="list-style-type: none"> <li>• The interview is to assess the graduate experience in the workforce after completion of the program and to ensure that this experience aligns with program's objectives.</li> <li>• 5 recent alumni (graduated within 1-3 years) to attend.</li> </ul>
10:00 – 10:10 am	<b>Break</b>



10:10 - 11:15 am	<b>Program Information Session</b> <ul style="list-style-type: none"><li>• The information session is to provide;<ul style="list-style-type: none"><li>○ 1) a brief overview of the program's history, details about program options (if applicable), unique program features and careers that graduates can pursue (15 minutes)</li><li>○ 2) an explanation why the 5 core discipline learning outcomes were selected (5 minutes each outcome)</li></ul></li><li>• Program Chair/Coordinator to present.</li><li>• Please allow time for questions and answers.</li></ul>
11:15 am – 12:15 pm	<b>Tour of Facilities</b> <ul style="list-style-type: none"><li>• The tour is to review the state of the facilities including labs, library, research, academic and career resources and to review the health and safety processes and procedures specific to courses in the program.</li></ul>
12:15 – 1:00 pm	<b>Lunch with Program Administrators and Institution Representatives</b> <ul style="list-style-type: none"><li>• Lunch with institution representatives (i.e. VP of Academics, quality assurance staff), program administrators (i.e. Dean, Chair/Coordinator) and any others involved with or interested in the accreditation.</li></ul>
1:00 – 1:45 pm	<b>Student Interview (Group)</b> <ul style="list-style-type: none"><li>• The interview is to assess the student experience in the program and to ensure that this experience aligns with program's objectives.</li><li>• 5 students in their final semester (preferred), or final year, to attend.</li></ul>
1:45 – 2:50 pm	<b>Faculty Interviews (Individually)</b> <ul style="list-style-type: none"><li>• The interviews are to assess faculty experience in the program and to ensure that this experience aligns with the program's objectives.</li><li>• 3 instructors teaching a culminating course and the instructor for the capstone/Technology Report course are to be interviewed.</li><li>• Lead auditor may request additional faculty to be interviewed.</li><li>• Approximately 15 minutes per interview.</li></ul>
2:50 – 3:00 pm	<b>Break</b>
3:00 – 3:30 pm	<b>Program Administrator Interview</b> <ul style="list-style-type: none"><li>• The purpose of the interview is to understand any challenges with the program, discuss the value of accreditation, communicate issues any issues relating to the audit.</li><li>• The interview also provides an opportunity for the program administrators to ask any questions of the audit team about the audit process.</li><li>• Program Chair/Coordinator/Head to attend.</li></ul>
3:30 – 4:00pm	<b>Audit Team Deliberation</b> <ul style="list-style-type: none"><li>• The audit team compiles the key findings of the audit and prepares for the exit meeting.</li></ul>



4:00 – 4:30 pm	<b>Exit Meeting with Program Administrators and Institution Representatives</b> <ul style="list-style-type: none"><li>• The exit meeting provides verbal feedback by the lead auditor on the key findings to date, including disclosing non-compliant components, unique program features, best practices and opportunities for improvement.</li><li>• Timelines are detailed for the next steps of the audit process.</li><li>• The meeting also provides an opportunity for program administrators and institution representatives to ask questions of the audit team.</li><li>• Institution representatives (i.e. VP of Academics, quality assurance staff), program administrators (i.e. Dean, Chair/Coordinator) and any others involved with or interested in the accreditation may attend.</li></ul>
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Please contact us by phone or e-mail to discuss any questions you have as you prepare for the site visit.

Sincerely,

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