Virtual Site Visit Guide

Technology Accreditation Canada

Agrément en Technologie du Canada

April 2, 2021

Virtual Site Visit Guide

➢ Provides information to prepare for a virtual site visit

➢ Key topics include site visit timing, schedule, interviews and live tour

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Virtual Site Visit

➢ Purpose is to verify specific National Accreditation Criteria and gather information

➢ One full day

➢ Interviews with various groups and individuals

➢ Zoom used to conduct visit

➢ Live tour of the program's lab facilities

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Site Visit Timing

➢ May be conducted anytime during the year for new accreditations

➢ For accreditation renewal, must be conducted during semester in which accreditation expires

➢ Date to be determined minimum 16 weeks in advance

➢ Must be conducted minimum 12 weeks from submission of Self-assessment Form

➢ Date confirmed once audit team in place

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Site Visit Schedule

➢ See following slides for schedule

➢ Completed schedule must be submitted at least two weeks prior to site visit date

➢ Video call with TAC at least one week prior to site visit date to review schedule

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Virtual Site Visit Schedule

Time	Activity	Particulars
8:15 - 8:30 am	Welcome	• Brief introductions of program/institution contact, audit team members and TAC staff
8:30 - 9:15 am	Program Advisory Committee/ Employer Interview (group)	• The interview is to assess graduate employability and success from local employers and how effectively the program advisory committee is functioning. • At least 3 Program Advisory Committee members and at least 3 representatives (H.R. and/or technical) who can provide feedback on graduates' work performance.
9:15 – 9:30 am	Break	
9:30 - 10:15 am	Alumni Interview (group)	• 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. • 5 recent alumni (graduated within 1-3 years) to attend.
10:15 – 10:30 am	Break	

10:30 - 11:30 am	Program Information Session	• The information session is to provide;
		    1) a brief overview of the program's history, details about program options (if applicable), unique program features and careers that graduates can pursue (20-30 minutes),
		    2) an explanation why the 5 core discipline learning outcomes were selected (10-15 minutes).
		• Program Head to present.

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Virtual Site Visit Schedule

Time	Activity	Particulars
11:30 – 11:45 am	Break	
11:45 - 12:30 pm	Tour of Program's Facilities	• The live video tour of the program's facilities includes classrooms, offices, meeting space and labs is to assess sufficient space and equipment and appropriate health and safety signage and procedures specific to the program.
12:30 - 1:00 pm	Lunch	
1:00 - 1:45 pm	Student Interview (group)	• The interview is to assess the student experience in the program and to ensure that this experience aligns with program's objectives. • 5 students in their final semester (preferred), or final year, to attend.
1:45 – 2:00 pm	Break	
2:00 - 3:00 am	Faculty Interviews (individual)	• The interviews are to assess faculty experience in the program and to ensure that this experience aligns with the program's objectives. • 3 instructors teaching a culminating course and the instructor for the capstone/Technology Report course are to be interviewed. • Lead auditor may request additional faculty to be interviewed.
3:00 – 3:15 pm	Break	
3:15 - 3:45 pm	Program Administrator Interview	• The interview is identify challenges with the program, discuss the value of accreditation, communicate issues relating to the audit.
3:45 – 4:00 pm	Break	

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Virtual Site Visit Schedule

Time	Activity	Particulars
4:00 - 4:30 pm	Audit Team Deliberation	• The audit team compiles the key findings of the audit and prepares for the exit meeting.
4:30 - 5:00 pm	Exit Meeting	• 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. • Timelines for the next steps of the audit process are detailed. • The meeting also provides an opportunity for program contacts and institution representatives to ask questions of the audit team. • Institution representatives (e.g. VP of Academics, Dean, quality assurance staff), program contacts (e.g. Chair/Coordinator, faculty) and any others involved with or interested in the accreditation may attend.

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Securing Interviewees

➤ Program responsible for securing interviewees

➤ Sample script for securing interviewees

Our <insert program name> program is currently being audited as part of TAC's national program accreditation process. National program accreditation involves an audit team assessing whether the program meets the educational standards of the engineering technology and applied science profession. A site visit is an important part of the audit process, whereby the audit team verifies specific accreditation criteria , including a tour of the program's lab facilities , and gathers information through interviews with employers, program advisory committee members, alumni, students and faculty.

The <u>virtual</u> site visit is scheduled for <insert site visit date>. As feedback is critical to the success of the audit, we would appreciate if you would consider attending the virtual <insert name of interview> interview from <insert time>. Thank you for your consideration.

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Interviews

- ➢ Program provided list of technology requirements to send to interviewees
- ➢ Program provided Zoom instructions to send to interviewees
- ➢ No preparation required for interviewees
- ➢ Interviews not recorded
- ➢ Program contacts not permitted to attend interviews

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Live Tour

- To ensure compliance with National Accreditation Criteria G.1 and G.3
- Requirements listed on following slide
- Not all items may be applicable to all programs
- Tour should not exceed 45 minutes

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Live Tour Requirements

Criteria	Particulars
G.1 Offices, Classrooms and Labs	• Staff and faculty office space • Classroom space • Staff, faculty and lab support meeting space • Lab facilities
G.3 Health and Safety Procedures	• Description of student health and safety training • Equipment used in the program • WHMIS handbook • Health and safety signage • Health and safety features (e.g. electric shut off valves, eye wash station, fire extinguishers, first aid kit)

Support

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Thank you