National Program Accreditation Self-Assessment Form

1. Welcome

The self-assessment form provides TAC with the required information for review by the audit team to determine whether the program is compliant with the National Accreditation Components.

GENERAL – TECHNICIAN (GLON 2023)

GENERAL – TECHNOLOGIST (GLOY2023)

GENERAL - APPLIED SCIENCE

To achieve accreditation, programs must comply with all National Accreditation Components.Information. The National Accreditation Components are the set of standards by which an engineering technology or applied science program are measured against for the purposes of national program accreditation.The standard is described next to each component, with the information required from the educational institution outlined below.

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Self-Assessment Form Master Table- Technician
Self-Assessment Form Master Table- Technologist

Educational Institution Information

Educational Institution Name:

No supporting documents.

Address:

No supporting documents.

Name of President:

No supporting documents.

Educational Institution Mission Statement:

No supporting documents.

Program Name:

No supporting documents.

If the program is located at a different address than the main address of the institution, please enter the address below.

No supporting documents.

Category of Accreditation

- ○ Standard
- ○ Joint Programs
- ○ Aligned Programs

- Program Options

No supporting documents.

Type of Accreditation

- Initial
- Renewal

No supporting documents.

Accreditation Contact Name:

No supporting documents.

Accreditation Contact Title:

No supporting documents.

Accreditation Contact Email:

No supporting documents.

Accreditation Contact Cell Phone:

No supporting documents.

Accreditation Contact Office Phone:

No supporting documents.

2. Criteria A: Program Background

Program background information is required for informational purposes only. It does not factor into the final accreditation decision.

Component A.1 Program History

The program has a documented history of educational delivery in the designated technician and technologist field.

Information Required:

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

No supporting documents.

Component A.2 Program Option Names and Descriptions

The program has clear names and descriptions for all program options (e.g. accelerated or fast track, co-op, streams or "majors").

Information Required:

a) Describe all options available for this program.

OPTION	DESCRIPTION

No supporting documents.

Component A.3 Program Instructional Delivery Modes

The program instructional delivery modes are documented.

Information Required:

a) Describe the instructional delivery modes used in the program and all options (e.g. days, evenings, distance education, web-based, hybrid/blended).

No supporting documents.

Information Required:

b) Indicate the lecture to lab ratio in the program.

No supporting documents.

Component A.4 Program Organizational Structure

The program has a clear, logical and documented program administrative structure as illustrated in an organizational

chart with descriptions of roles and responsibilities. A description of the relationship between the program administration and the institutional administration is documented.

Information Required:

a) Describe and/or illustrate the administrative structure of the department/school/faculty in which the program resides (i.e. may use text and/or organizational charts).

No supporting documents.

Information Required:

b) Describe and/or illustrate the relationship of the program administration to that of the educational institution. (i.e. may use text and/or organizational charts).

No supporting documents.

Component A.5 Program Enrollment and Graduate Data

Program enrollment and graduate data are documented.

Each component will be rated as Compliant (C) or Non-Compliant (NC) by the Audit Team."

Table 1 Program Enrollment and Graduate Data

a) Complete columns in the table below.

Instructions:

Column 1: Enter the current, past one and two academic years.

Column 2: Enter the number of new students admitted to the program. It is recognized that admission to an option may or may not be in the first year.

Column 3: Enter the total number of students in the program for the current year, past one and two years (including options) and for each option separately further down in the table. It is recognized that admission to an option may or may not be in the first year.

Column 4: Enter the number of graduates for the current, past one and two years (including options) and for each option separately further down in the table.

Column 5: Enter the number of employed graduates in their field of study for the current, past one and two years (including options) and for each option separately further down in the table.

Column 6: Enter the number of graduates furthering their education for the past one and two years (including options) and for each option separately further down in the table.

ACADEMIC YEAR (YYYY)	NUMBER OF NEW STUDENTS ADMITTED TO THE PROGRAM	NUMBER OF STUDENTS IN THE PROGRAM (ALL YEARS)	NUMBER OF GRADUATES	NUMBER OF EMPLOYED GRADUATES	NUMBER OF GRADUATES FURTHERING THEIR EDUCATION

No supporting documents.

Notes:

No supporting documents.

3. Criteria B: Student Policies

To achieve accreditation, programs must comply with all National Accreditation Components.

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GENERAL – TECHNOLOGIST (GLOY2023)

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Component B.1 Program Admission Policies

Policies related to program admission requirements based on secondary school courses and grades are documented and accessible to applicants. Policies for other admission paths (i.e. for mature students) are documented and accessible to applicants.

Information Required:

a) Provide the admission requirements for accepting new, including “mature”, students into the program. Indicate where applicants can find this information.

No supporting documents.

Component B.2 Policies for Monitoring Student Progress

Policies used to monitor student progress each semester to ensure that pre-requisite course credits have been obtained are documented and accessible to students.

Information Required:

a) Provide policies related to students progressing within the program. Indicate where students can find this information.

No supporting documents.

Information Required:

b) Provide the procedure which documents and ensures that students are meeting prerequisites.

No supporting documents.

Information Required:

c) Provide the procedure when a prerequisite has not been met.

No supporting documents.

Component B.3 Academic Policies

Institutional and/or departmental policies on plagiarism, cheating, grade appeals are documented and accessible to students.

Information Required:

a) Provide student academic policies and procedures which include grade appeals, plagiarism and cheating. Indicate where students can find this information.

No supporting documents.

Component B.4 Student Transfer Policies

Articulation and transfer agreements for the program are documented and accessible to students.

Information Required:

a) Provide details of all articulation agreements related to the program. Indicate where students can find this information.

No supporting documents.

Component B.5 Graduation Requirements

Graduation policies, including graduation requirements, passing grades for courses, overall program average grade, number of credits are documented and accessible to students.

Information Required:

a) Provide the graduation policy. Indicate where students can find this information.

No supporting documents.

Information Required:

b) Describe the process for tracking and ensuring that each graduate completes all requirements for the program.

No supporting documents.

4. Criteria C: Program Policies

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Self-Assessment Form Master Table- Technologist

Component C.1 Program Development Policies

Policies for program and course development, including timelines, institutional processes and governance are documented.

Information Required:

a) Provide policies and procedures for program and course development, including timelines, institutional processes and governance.

No supporting documents.

Component C.2 Program Continuous Improvement Policies

Policies for program continuous improvement are documented. Periodic program self-assessments, producing recommendations that are used for improvements in the curriculum and/or student success, are documented. There is documented evidence of program and course changes.

Information Required:

a) Provide the policy for program continuous improvement, which includes a description of the process that is used to periodically review and revise, as necessary, the program curriculum and facilities (e.g. feedback from program advisory committees, employers of graduates, current students and alumni).

No supporting documents.

Information Required:

b) Indicate the year the last comprehensive review was undertaken.

No supporting documents.

Information Required:

c) Indicate the outcomes of this process and provide a description of the most recent changes to the program.

No supporting documents.

Component C.3 Work Placement Policies

Policies and procedures for work terms, co-op, practicums and internships, including how to obtain a placement, get credit for the placement, ensuring placement is relevant to the area of study, placement assessment and options available if a work placement is not secured, is documented and accessible to students.

Information Required:

a) Describe the work terms, co-op, practicum or internship program, including the student requirements to obtain a work placement, the timing in the program (i.e. after/before which semester) and the duration of the placement term.

No supporting documents.

Information Required:

b) Describe the support available for students to obtain a work placement (e.g. placement coaching, resume development, interview preparation).

No supporting documents.

Information Required:

c) Describe options available to students if a placement is not possible.

No supporting documents.

Information Required:

d) If credit is granted in recognition of co-op work, indicate the method of assessment of the workplace learning experience.

No supporting documents.

Information Required:

e) Describe the collection process for placement data, feedback from employers and feedback from students used to provide students

with better preparation for a work placement.

No supporting documents.

Component C.4 External Program Input

A Program Advisory Committee (PAC) exists. Policies and procedures regarding the establishment of a Program Advisory Committee, including the frequency of meetings, terms of members, are documented. Names and contact information for the current PAC members is documented. Minutes from Program Advisory Committee meetings over the past three (3) years are documented. Reports from any other external bodies which have reviewed the program over the past three (3) years are documented.

Information Required:

a) Provide policies and procedures regarding the establishment of a Program Advisory Committee.

No supporting documents.

Information Required:

b) Provide a list of current PAC members with contact information.

No supporting documents.

Information Required:

c) Provide the minutes of any Program Advisory Committee meetings over the past three years.

No supporting documents.

Information Required:

d) Provide reports from any other external body that reviewed the program over the past three years and contact information for the reviewers.

No supporting documents.

Information Required:

e) Provide a summary of the results and analysis of any program surveys or evaluations from students, alumni and employers over the past three (3) years.

No supporting documents.

5. Criteria D: Program and Course Information

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Component D.1 Program Description Documents

Printed and online calendar information, brochures, program handbooks and web-based information about the program are available to all interested in the program.

Information Required:

a) Provide all external publications about the program.

No supporting documents.

Information Required:

b) Describe the review process, which ensures consistent program changes are reflected in the program documents.

No supporting documents.

Component D.2 Program Objectives

Program educational objectives are documented. Program educational objectives fit the mission statement of the educational institution.

Information Required:

a) Describe the program's educational objectives.

No supporting documents.

Information Required:

b) Describe how the program's educational objectives are consistent with the mission of the institution.

No supporting documents.

Information Required:

c) Describe the core graduate competencies and career paths.

No supporting documents.

Component D.3 Course Outlines

Course outlines are documented for all courses, including those in program options, are accessible to students. Course outlines include the course ID, title, description, pre-requisites, co-requisites, objective, learning outcomes and grading scheme, required textbooks or other learning materials, instructional delivery modes, scheduled instructional contact hours, credits, relationship of course outcomes to program outcomes, policies and procedures for submitting student work, grade required for successful credit, method of evaluation (assignments, tests, projects) and the date of last revision of the course outline.

Information Required:

a) Provide a program map or root model.

No supporting documents.

Information Required:

b) Provide course outlines for all courses as individual files. Indicate where students can find this information.

No supporting documents.

Component D.4 Transcript and Diploma

An accurate and complete transcript is provided to students at the end of each semester. An accurate and complete diploma is provided to students upon completion of the program.

Information Required:

a) Provide a copy of a transcript of a recent graduate for the program and all options.

No supporting documents.

Information Required:

b) Provide a copy of a diploma of a recent graduate for the program and all options.

No supporting documents.

Component D.5 Scholarship and Bursary Information

Scholarships and bursaries are available to applicants applying to and students enrolled in the program.

Scholarship and bursary information, including award criteria, application procedure and awarded amounts, is accessible to applicants and students.

Information Required:

a) Provide scholarship and bursary information available to students. Indicate where the students can find this information.

No supporting documents.

6. Criteria E. Program Outcomes

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GENERAL – TECHNOLOGIST (GLOY2023)

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Self-Assessment Form Master Table- Technician
Self-Assessment Form Master Table- Technologist

Component E.1 Discipline Learning Outcomes

The program must substantiate students have reliably demonstrated achievement of the program's five (5) core discipline learning outcomes, specific to the technician or technologist level.

Table 2 Discipline Learning Outcomes

This table identifies all relevant discipline learning outcomes delivered by the program and the 5 core outcomes.

Task Required:
Complete Table 2, including each option. If there is more than one option, copy this sheet, fill out, and rename as Table 2.2, 2,3 etc.

Instructions:

1. Enter required information highlighted in yellow
2. Select the Discipline Learning Outcome from the drop down menu (cell D13, in green). If the program has a distinct focus not covered by an existing discipline learning outcome, up to two customized discipline learning outcomes may be created and listed to reflect the uniqueness of the program. To do that, select "Custom DLO" in the Discipline Learning Outcome drop down menu (cell D13) and enter the custom discipline learning outcome as text in cell D15.
3. Enter the course code and course name for each course in the program where shown.
4. List all discipline learning outcomes which are delivered by the program.
a. Select the Code from the drop down menu in column B for all discipline learning outcomes relevant to the program. The following name and statement will auto-populate. Note: do not enter all discipline learning outcomes from a standard if some of the outcomes are not relevant.
b. Discipline learning outcomes may be selected from any number of standards. There is no limit. Type in another code, if applicable.
5. For each selected discipline learning outcome, type "C" in the corresponding cell to select up to five (5) courses which are the most significant contributors to the learning outcome.
6. From the selected discipline learning outcomes, select the five (5) discipline learning outcomes which represent the core (considered the strengths) of the program by checking the box in column A.

No supporting documents.

Table 3 Contributing Courses to Discipline Learning Outcomes:

This table identifies course learning outcomes for the contributing courses and the 5 culminating courses.

Task Required:
Complete Table 3 for each of the 5 core discipline learning outcomes marked in Table 2 Col A.

Instructions:

1. Enter the learning outcome code in cell C5 (in green) that you selected in Table 2 Col A
2. Enter the course code, course name, and semester for each course checked off (col A) in Table 2.
3. In column E, enter the pre and/or co-requisite course codes for each listed course.
4. In column F, enter the two most significant course learning outcomes for each listed course (1 per text box) from the programs course outline
   a. Course learning outcomes should align with the appropriate level of learning for a technician or technologist.
   b. If the course learning outcomes are NOT found in your course outlines, please indicate below the outcome where in your course materials they are found (e.g. in the documentation for a project, test or assignment).
5. Select one culminating (most advanced) course for each discipline learning outcome by checking the box in column A.
   a. The culminating course should typically be in the final two semesters of the program.
   b. Do not select a “Capstone/Technology Report” course as one of the culminating courses as this is selected for general learning outcome GY01.
6. Repeat for all 5 learining outcomes marked in Table 2

No supporting documents.

Table 4 Student Work for Course Learning Outcomes:

This table connects student work to the selected course learning outcomes.

Task Required:
a. Complete Table 4 for each culminating couse selected in Table 3 Col A
b. Provide one sample of graded student work which clearly demonstrates acheivment of the selected course learning outcome for the culminating courses.

Instructions:

1. In column B, list the type, name and date of the sample student work with the proper naming convention ("Course_Assignment Name_Low/Med/High Grade")
   a. Ensure these names match the names of the files uploaded as student work below
   b. Student work must be from the current graduating class, available when the self-assessment form is posted. If student work is not available when the form is posted, student work from the previous graduating class may be provided, so long as there have not been significant changes to the courses
   c. Student work may include exams, tests, quizzes, labs, assignments and projects.
   d. The selection (e.g. exam, project, assignment) must include the lowest, middle and highest passing marks.
   e. The sample of student work must include a marking scheme. Multiple authored projects must include the mark matrix for each author.
   f. Ensure that identifying information in the student work (student name and student number blank out any) is blanked out so that student privacy is not compromised.

No supporting documents.

Component E.2 General Learning Outcomes

The program must substantiate students have reliably demonstrated achievement of all eight (8) general learning outcomes, specific to the technician or technologist level.

Table 5 General Learning Outcomes

This table lists the general learining outcomes for a technician program.

Task Required:
Complete Table 5, including each option. If there is more than one option, copy Table 5 Sheet, fill out, and rename as Table 5.2, 5.3, etc.

Instructions:

1. Enter the course code and course name for each course in the program where shown.

2. or each general learning outcome, select the course(s) which significantly contributes to the learning outcome. Leave the cell blank if the course does not contribute significantly.
a. Courses which are significant contributors may include courses which are not specifically related by subject. For example, “technical” courses which require the application of math may be selected as a significant contributor course for general learning outcome GY02 Mathematics.
3. For each general learning outcome, type "C" in the corresponding cell to select up to five (5) courses which are the most significant contributors to the learning outcome.

No supporting documents.

Table 6 Contributing Courses to General Learning Outcomes

This table identifies course learning outcomes for the contributing courses and the most significant contributing course for each general learning outcome.

Task Required:
Complete Table 6 for each of the 5 core general learning outcomes marked in Table 2.

Instructions:

1. Enter the course code, course name, and semester for each course marked with a "C" for GY01
2. In column E, enter the pre and/or co-requisite course codes for each listed course
3. In column F, enter the two most significant course learning outcomes for each listed course (1 per text box)
a. Course learning outcomes should align with the appropriate level of learning for a technician or technologist.
b. If the course learning outcomes are NOT found in your course outlines, please indicate below the outcome where in your course materials they are found (e.g. in the documentation for a project, test or assignment).
4. Select one culminating (most advanced) course for each general learning outcome which is the most significant contributor to the general learning outcome by checking the box in column A.
a. It is understood that the selected course may not align perfectly with the general learning outcome. Select the course which is the best fit.
5. Repeat for all 10 general learning outcomes

No supporting documents.

Table 7 Student Work for General Learning Outcomes

This table connects student work to the selected course learning outcomes.

Task Required:
a. Complete Table 7 for each selected course.
b. Provide sufficient graded student work for each selected course learning outcome which clearly demonstrates achievement of the selected course learning outcome.

Instructions:

1. Enter the course name of the selected culminating course from each General Learning Outcome in Table 6 Col A
2. In column B, list the type, name and date of the sample student work with the correct naming convention
a. Ensure these names match the names of the files uploaded on the TAC Online Platform
b. Name the files with the following naming convention: "Course_Assignment_Low/Med/High Grade"
c. Student work must be from the current graduating class, available when the self-assessment form is posted. If student work is not available when the form is posted, student work from the previous graduating class may be provided, so long as there have not been significant changes to the course.
d. Student work may include exams, tests, quizzes, labs, assignments and projects.
e. The selection (e.g. exam, project, assignment) must include the lowest, middle and highest passing marks.
f. The sample of student work must include a marking scheme. Multiple authored projects must include the mark matrix for each author.
g. Ensure that identifying information in the student work (student name and student number blank out any) is blanked out so that student privacy is not compromised.
3. Repeat for all 10 General Learning Outcomes

No supporting documents.

Component E.3 Technology Report

There is a documented process for the Technology Report which includes when the report topic is selected, how the topic is selected, whether the report is written individually or as a team, the faculty support provided, the timing of progress reports and how and when the report is presented and defended. If the Technology Report is completed as a team, each team member must contribute to each section of the report, the presentation and defense of the report.

Information Required:

a) Provide a copy of the Technology Report process, including when the report topic is selected, how the topic is selected, whether the report is written individually or as a team, the faculty support provided, the timing of progress reports and how and when the report is presented and defended.

No supporting documents.

Information Required:

b) If the Technology Report is completed as a team, describe how each team member's contribution to each section of the report, the presentation and defense of the report is evaluated.

No supporting documents.

7. Criteria F. Faculty

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Component F.1 Faculty Qualifications

Policies are documented for hiring qualified faculty. There is documented evidence that the program follows these policies and procedures, including required academic qualifications, teaching and work experience, professional certifications and professional development.

Information Required:

a) Provide faculty hiring policies and procedures.

No supporting documents.

Information Required:

b) Provide a copy of the most recent job posting for a faculty position in the program.

No supporting documents.

Table 8 Faculty Qualifications

This table lists the faculty teaching the program and their qualifications.

Task Required:
Complete Table 8 for all faculty.

Instructions:
1. List each current faculty member who teaches a course, including service courses, in the program

2. Enter the requested information in column C-K
3. Identify the faculty member who crrently teaches the culminating courses listed in Table 3 and the Capstone Project/Technology Report course listed in Table 6 be checking the box in column A

No supporting documents.

Component F.2 Faculty Workload

Policies and procedures are documented for faculty teaching workload, preparation and assessment marking, class and lab sizes.

Information Required:

a) Provide policies and procedures relating to faculty teaching workload, preparation and assessment marking, class and lab sizes.

No supporting documents.

Table 9 Faculty Workload

This table lists the faculty teaching the program and their workload.

Instructions:

1. Enter faculty members from the program department only. Do not enter faculty from other departments.
2. Enter the requested information in all columns.
3. Please fill out all cells in the table below. Enter “N/A” for any cell you wish to leave blank.

FACULTY MEMBER	TEACHING HOURS PER WEEK (AVERAGE)	LECTURE SIZE (AVERAGE)	LAB SIZE (AVERAGE)	DESCRIPTION OF OTHER DUTIES	OTHER HOURS PER WEEK (AVERAGE)

No supporting documents.

8. Criteria G. Facilities, Resources and Other Student Support

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Self-Assessment Form Master Table- Technologist

Component G.1 Offices, Classrooms and Labs

Office and classroom space, lab facilities, meeting rooms for faculty and students, office and lab support staff are sufficient to meet the needs of the students and faculty.

Information Required:

a) Describe the offices for administration, faculty members, meetings, office support staff, lab support staff and supporting equipment resources found in the offices.

No supporting documents.

Information Required:

b) Indicate the number and types of classrooms and associated equipment in each classroom.

No supporting documents.

Information Required:

c) Provide a list of the lab spaces used by students in this program and equipment available to support student technical learning.

No supporting documents.

Information Required:

d) Provide information on support provided to students to use these spaces to complete assignments and lab projects outside of scheduled class hours.

No supporting documents.

Information Required:

e) Describe the review process of lab facilities and equipment to support the program.

No supporting documents.

Component G.2 Maintenance and Upgrade of Facilities:

Procedures are documented to maintain and upgrade tools, equipment, computing resources and laboratories used by students and faculty. There is documented evidence the procedures are followed.

Information Required:

a) Provide procedures for maintaining and upgrading the tools, equipment, computing resources and laboratories used by students and faculty.

No supporting documents.

Information Required:

b) Provide a list of upgrades completed to the facilities over the past three (3) years.

No supporting documents.

Component G.3 Health and Safety Procedures

Health and safety procedures for all facilities are documented and accessible. Procedures for training students and staff in health and safety are documented and accessible. There is documented evidence that student and staff training procedures are followed. Appropriate health and safety warnings are clearly displayed in relevant facilities.

Information Required:

a) Provide the health and safety procedures related to the facilities in the program.

No supporting documents.

Information Required:

b) Describe the health and safety training provided to students and faculty.

No supporting documents.

Information Required:

c) Provide evidence the health and safety procedures are and the training is being implemented.

No supporting documents.

Information Required:

d) Provide the name and contact information of the designated Health and Safety Officer on campus if applicable.

No supporting documents.

Component G.4 Student Research and Library Resources

Library resources are sufficient for students to conduct the required research for course assignments, projects and reports.

Information Required:

a) Describe the library (print and online) resources available to support the needs of students and faculty in the program.

No supporting documents.

Information Required:

b) Describe the process used by faculty to request and obtain library resources, books, electronic information and other library services relevant to the needs of the program.

No supporting documents.

Information Required:

c) Provide a specific example of resources obtained through the above processes over the past three years.

No supporting documents.

Information Required:

d) Describe the process used to increase student use of available research and library resources.

No supporting documents.

Component G.5 Student Academic Resources and Support

Course related resources and faculty support are available to students for coursework, homework, research and lab projects.

Information Required:

a) Describe the institutional support available to students related to their studies, including the availability of advisors, tutors and counsellors.

No supporting documents.

Information Required:

b) Describe the faculty support available to students.

No supporting documents.

Information Required:

c) Describe the procedure for students to obtain appointments with advisors and faculty members outside of timetable class hours.

No supporting documents.

Information Required:

d) Describe the process that is used to identify students at academic risk.

No supporting documents.

Component G.6 Student Career Resources and Support

Resources, advisors and other institutional support are available for student career counseling and guidance.

Information Required:

a) Describe the institutional support available to students related to their careers, including information on the availability of career counsellors.

No supporting documents.

Information Required:

b) Describe the faculty support available to students.

No supporting documents.

Information Required:

c) Describe the procedures for students to obtain appointments with career counsellors.

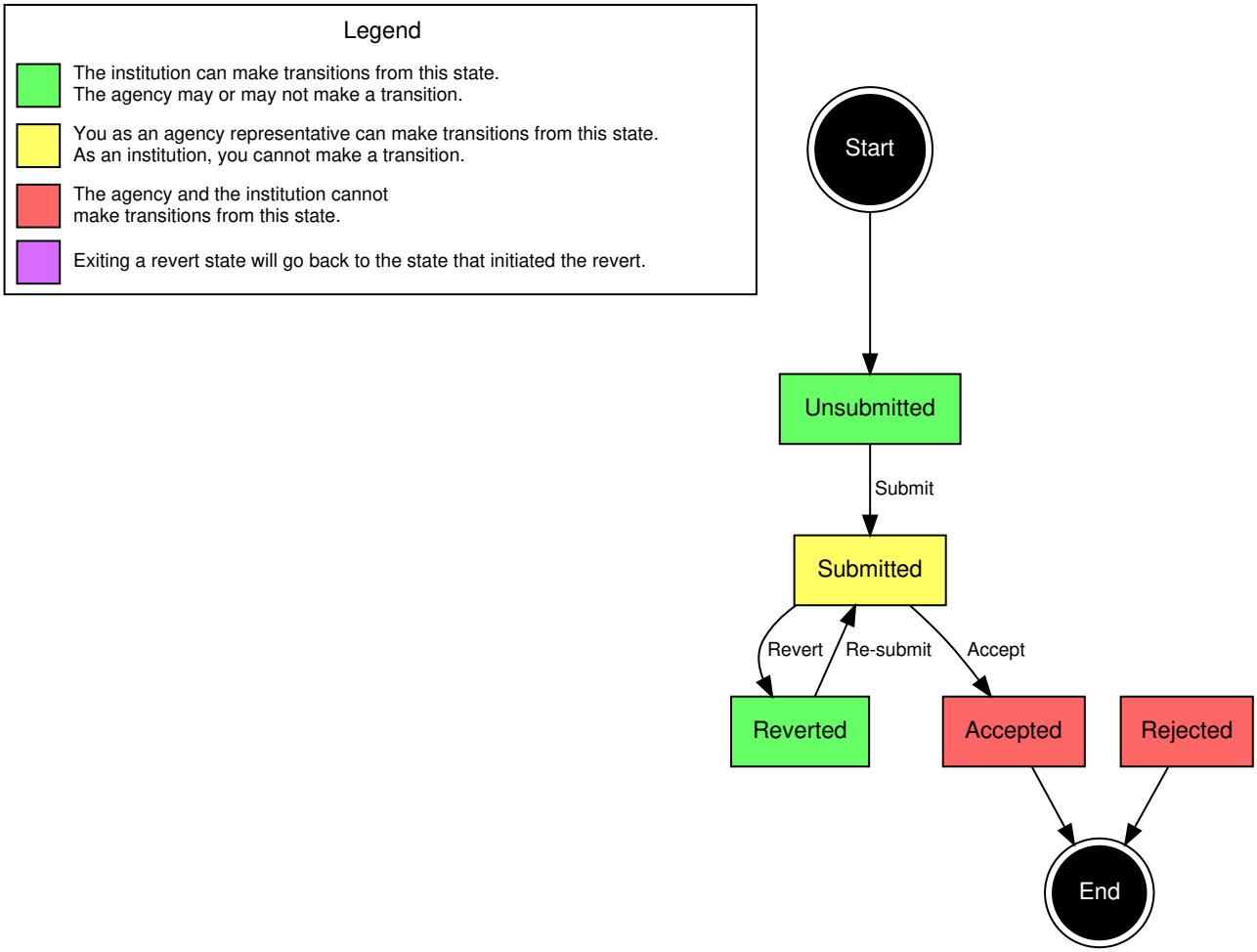
No supporting documents.

Information Required:

d) Describe the process used to increase student use of available career resources.

No supporting documents.

No comments have been added.



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