



Technology
Accreditation
Canada

Agrément en
Technologie du
Canada

Virtual Site Visit Guide

December 16, 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

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

Site Visit Timing

- May be conducted anytime during the year for new accreditations
- For accreditation renewals, 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

Site Visit Schedule

- See following slides for schedule
- Completed schedule must be submitted at least six weeks prior to site visit date
- Virtual meeting with TAC staff at least one week prior to site visit date to review schedule

Virtual Site Visit Schedule

Time	Particulars
8:15 - 8:30 am	Welcome <ul style="list-style-type: none"> Brief introductions of program/institution contact, audit team members and TAC staff
8:30 - 9:00 am	Employer Interview (Group) <ul style="list-style-type: none"> The interview is to assess graduate employability and success from local employers . 4 Program Advisory Committee members.
9:00 - 9:30 am	Program Advisory Committee Interview (Group) <ul style="list-style-type: none"> The interview is to assess how effectively the program advisory committee is functioning. 4 representatives (technical and/or H.R) from companies who can comment on the grads' work performance.
9:30 – 9:45 am	Break
9:45 - 10:15 am	Alumni Interview (Group) <ul style="list-style-type: none"> 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 alumni to have graduated within 1-3 years.
10:15 – 10:30 am	Break
10:30 - 11:30 am	Program Information Session <ul style="list-style-type: none"> The information session is to provide; <ol style="list-style-type: none"> a brief history of the program, details about program options (if applicable), unique program features and careers that graduates can pursue 2) an explanation why the 5 core discipline learning outcomes were selected Program Chair/Coordinator to present. Please allow time for questions and answers.

Virtual Site Visit Schedule

Time	Particulars
11:30 – 11:45 am	Break
11:45 am – 12:30 pm	Tour of Facilities <ul style="list-style-type: none">The virtual 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.
12:30 – 1:00 pm	Lunch <ul style="list-style-type: none">Personal time
1:00 – 1:45 pm	Student Interview (Group) <ul style="list-style-type: none">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 pm	Faculty Interviews (Individually) <ul style="list-style-type: none">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

Virtual Site Visit Schedule

Time	Particulars
3:15 – 3:45 pm	Program Head Interview <ul style="list-style-type: none">• The interview is to understand the challenges associated with the program and for the audit team to communicate any missing information.• Program Chair/Coordinator/Head to attend.
3:45 – 4:00 pm	Break
4:00 – 4:30pm	Audit Team Deliberation <ul style="list-style-type: none">• Time for the audit team to compile the key findings of the audit and prepare for the exit meeting.
4:30 – 5:00 pm	Exit Meeting with Program Administrators and Institution Representatives <ul style="list-style-type: none">• 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 are detailed for the next steps of the audit process.• The meeting also provides an opportunity for program administrators and institution representatives to ask questions of the audit team.

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 virtual 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.

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

Program Information Session

- PowerPoint presentation, to include;
 - a brief history of the program,
 - details about program options (if applicable),
 - unique program features (including achievements),
 - careers opportunities,
 - an explanation why the 5 core discipline learning outcomes were selected
- Should not exceed 45 minutes
- Allow time for Q & A

Virtual 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

Virtual Live Tour Requirements

Criteria	Particulars
G.1 Offices, Classrooms and Labs	<ul style="list-style-type: none">• Lab facilities• Equipment in labs• Computer labs
G.3 Health and Safety Procedures	<ul style="list-style-type: none">• 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

