

Welcome

Thank you for submitting your TAC National Program Accreditation application and welcome to the National Program Accreditation Self-Assessment Form. Completing the self-assessment form is the next step in our accreditation process. This is best done in Chrome.

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.

Thank you for your support of TAC. We look forward to working together.

Educational Institution Name:*

Address:*

Name of President:*

Educational Institution Mission Statement:*

Program Name:*

Is the program located at the main address of the institution?

Main Address:*

Category of Accreditation*

- Standard
- Joint Programs
- Aligned Programs
- Program Options

Type of Accreditation*

- Initial
- Renewal

Accreditation Contact:

Name*

Title:*

Email:*

Phone:*

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.

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.

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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
<input data-bbox="97 1420 391 1476" type="text"/>	<input data-bbox="427 1391 1461 1503" type="text"/>

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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).

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

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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).

- 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).

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Component A.5 Program Enrollment and Graduate Data: Program enrollment and graduate data are documented.

Task Required:

a) Complete columns A, B, C, D, E and F in Table 1.

Instructions:

1. Enter the current, past one and two academic years in column A.
2. Enter the number of new students admitted to the program in column B and the total number of students in the program in column C 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.
3. Enter the number of graduates in column D and number of employed graduates in their field of study in column E for the current, past one and two years (including options) and for each option separately further down in the table.
4. Enter the number of graduates furthering their education in column F for the past one and two years (including options) and for each option separately further down in the table.

TABLE 1 ENROLLMENT AND GRADUATE DATA					
A	B	C	D	E	F
ACADEMIC YEAR	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

Program Name:					
Current year:	<input type="text"/>				
One year ago:	<input type="text"/>				
Two years ago:	<input type="text"/>				

Notes:

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

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.

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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.
- b) Provide the procedure which documents and ensures that students are meeting prerequisites.
- c) Provide the procedure when a prerequisite has not been met.

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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.

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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.

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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.

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

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

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.

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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).
- b) Indicate the year the last comprehensive review was undertaken.
- c) Indicate the outcomes of this process and provide a description of the most recent changes to the program.

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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.

- b) Describe the support available for students to obtain a work placement (e.g. placement coaching, resume development, interview preparation).
- c) Describe options available to students if a placement is not possible.
- d) If credit is granted in recognition of co-op work, indicate the method of assessment of the workplace learning experience.
- 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.

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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.
- b) Provide a list of current PAC members with contact information.
- c) Provide the minutes of any Program Advisory Committee meetings over the past

three years.

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

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

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

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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.
- b) Describe how the program's educational objectives are consistent with the mission of the institution.
- c) Describe the core graduate competencies and career paths.

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

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

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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.

Information

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 reflected in the program and the 5 core outcomes.

Task Required:

a) Complete Table 2, including each option. A separate table is provided for each option.

Instructions:

1. Click the pencil icon  to enter the course code and name for each course in the program.
2. List all relevant discipline learning outcomes which best reflect the program.
 - a. Click on the "Select Standard" drop down menu to select a relevant standard. Click on the  icon for the learning outcome statement and learning outcome indicators. Select the relevant learning outcomes which best represent the program by checking the box(es) on the left. Note: do not select 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. Select another standard, if applicable.
 - c. If the program has a distinct focus not covered by an existing discipline learning outcome, up to two customized discipline learning outcome may be created and listed to reflect the uniqueness of the program. Click the "Custom DLO" button. Click on the "Select DLO Code" drop down menu, Create a DLO Name. Enter the custom discipline learning outcome statement.
3. For each selected discipline learning outcome, click on the  icon to select up to

five (5) courses which are the most significant contributors to the learning outcome.

4. Select the five (5) discipline learning outcomes which represent the core (considered the strengths) of the program by checking the box on the left hand side of the table.

5. [Information](#) to view a completed Table.

TABLE 2 - DISCIPLINE LEARNING OUTCOMES						
Institution Name: <input type="text"/>	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Program Name: <input type="text"/>						
Option: <input type="text"/>						
CTAC Used: <input type="text"/>						
Date Completed: <input type="text"/>						
Discipline Learning Outcome Select Standard <input type="text"/>						
<input type="text"/> Custom DLO						
Cod e Name and Statement						

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:

a) Complete Table 3 for each of the 5 core discipline learning outcomes.

Instructions:

1. In column E, enter the pre and/or co-requisite course codes for each listed course.
2. In column F, enter the two most significant course learning outcomes for each

listed course.

- a. Course learning outcomes should align with the appropriate level of learning for a technician or technologist. Click [Information](#) to view the Technician & Technologist Learning Levels.
- 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).

3. 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.

TABLE 3 CONTRIBUTING COURSES TO DISCIPLINE LEARNING OUTCOMES					
INSTITUTION NAME:		PROGRAM NAME:		OPTION:	DATE COMPLETED:
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>
A	B	C	D	E	F
	COURSE CODE (FROM TABLE 2)	COURSE TITLE (FROM TABLE 2)	SEMESTER	PRE AND/OR CO REQUISITE COURSE CODE	COURSE LEARNING OUTCOMES

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 course.
- b) Provide sufficient graded student work which clearly demonstrates achievement of the selected course learning outcomes for the culminating courses.

Instructions:

1. In column B, identify the type, name and date of the sample student work (e.g. Lab Assignment #4, Feb 10/17).

2. In column C, Click the upload files button to upload the sample student work.

- a) 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.
- b) There is no set number or type of student work to be provided. Student work may include exams, tests, quizzes, labs, assignments and projects.
- c) Each selection (e.g. exam, project, assignment) must include the lowest, middle and highest passing marks.
- d) Each sample of student work must include a marking scheme. Multiple authored projects must include the mark matrix for each author.
- e) 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.
- f) Ensure the name of the file is the same as indicated in column B.

TABLE 4 - STUDENT WORK FOR COURSE LEARNING OUTCOMES			
INSTITUTION NAME: <input type="text"/>	PROGRAM NAME: <input type="text"/>	OPTIONS(S): <input type="text"/>	DATE COMPLETED: <input type="text"/>
A	B	C	
COURSE LEARNING OUTCOME (FROM TABLE 3)	TYPE & NAME OF SAMPLE STUDENT WORK (I.E ASSIGNMENT #3 FEB 10, 2016)	STUDENT WORK	

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 learning outcomes for a technician or technologist program.

Task Required:

- a) Complete Table 5.

Instructions:

1. For each general learning outcome, click on the  icon to 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.
 - b. For GY02, select 2.1 and 2.2 or 2.1, 2.2 and 2.3. If 2.3 is not selected, delete by clicking on the red garbage can on the right side of the row.
2. Click  to view a completed table.
3. For each general learning outcome, click on the  icon to select up to five (5) courses which are the most significant contributors to the learning outcome.

TABLE 5 - GENERAL LEARNING OUTCOMES						
Institution Name: <input type="text"/>	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Program Name: <input type="text"/>						
Options(s): <input type="text"/>						
CTAC Used: <input type="text"/>						
Date Completed:						

- a. Course learning outcomes should align with the appropriate level of learning for a technician or technologist. Click [Information](#) to view the Technician & Technologist Learning Levels.
- 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).
3. Select one 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.
- b. For General Learning Outcome GY01 Technology Report, the capstone course or the course from which the technology report is written must be selected.
4. Click [Information](#) to view a completed table.

TABLE 6 CONTRIBUTING COURSES TO GENERAL LEARNING OUTCOMES					
INSTITUTION NAME:		PROGRAM NAME:		OPTIONS(S):	DATE COMPLETED:
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>
A	B	C	D	E	
COURSE CODE (FROM TABLE 5)	COURSE TITLE (FROM TABLE 5)	SEMESTER	PRE AND/OR CO REQUISITE COURSE CODE	COURSE LEARNING OUTCOMES	

Table 7 Student Work for General Learning Outcomes: This table connects student work to the selected course learning outcomes

Task/Information 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 date the table was completed.
2. In column B, identify the type, name and date of the sample student work (e.g. Lab Assignment #4, Feb 10/17).
3. Click the upload files button to upload the sample student work.
 - a) 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.
 - b) There is no set number or type of student work to be provided. Student work may include exams, tests, quizzes, labs, assignments and projects.
 - c) Each selection (e.g. exam, project, assignment) must include the lowest, middle and highest passing marks.
 - d) Each sample of student work must include a marking scheme. Multiple authored projects must include the mark matrix for each author.
 - e) 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.
 - f) Technology Reports must be submitted for the course selected for General Learning Outcome GY01.
 - g) Ensure the name of the file is the same as indicated in column B.

INSTITUTION NAME: <input type="text"/>	PROGRAM NAME: <input type="text"/>	OPTIONS(S): <input type="text"/>	DATE COMPLETED: <input type="text"/>
A	B	C	
COURSE LEARNING OUTCOME (FROM TABLE 6)	TYPE & NAME OF SAMPLE STUDENT WORK (I.E ASSIGNMENT #3 FEB 10, 2016)	STUDENT WORK	

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

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.
- 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.

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This accreditation component will be rated as **Compliant (C)** or **Non-Compliant (NC)** by the Audit Team.

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

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Table 8 Faculty Qualifications: This table lists the faculty teaching the program and their qualifications.

Task Required:

- a) Complete Table 8.

Instructions:

1. List each current faculty member who teaches a course, including service courses, in the program by clicking on the “Add Faculty” button.
2. Enter the requested information in columns C to K.
3. Identify the faculty member who currently teaches the culminating courses listed in Table 3 and the Capstone Project/Technology Report course listed in Table 6 by checking the box in column A.

TABLE 8 FACULTY QUALIFICATIONS										
A	B	C	D	E	F	G	H	I	J	K
				CREDENTIALS		YEARS OF EXPERIENCE			PROFESSIONAL ACTIVITY	

FACULTY NAME	F T /P T	COURSES TAUGHT (CODE)					(PAST 3 YEARS)		
			DEGREES, DIPLOMAS, ETC.	PROFESSIONAL CREDENTIALS	INDUSTRY (RELATED)	ACADEMIC	AT THIS INSTITUTION	PROFESSIONAL DEVELOPMENT/ ASSOCIATIONS	INDUSTRY WORK/ RESEARCH
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> Add Faculty </div>									

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.

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Table 9 Faculty Workload: This table lists the faculty teaching the program and their workload.

Task Required:

- a) Complete Table 9: This table lists the faculty teaching the program and their workload.

Instructions:

1. Click on the "Add Faculty" button to select faculty members from the program department only. Do not select faculty from other departments.

2. Enter the requested information in columns B to F.

TABLE 9 FACULTY WORKLOAD					
A	B	C	D	E	F
FACULTY MEMBERS	TEACHING HOURS PER WEEK (AVERAGE)	LECTURE CLASS SIZE (AVERAGE)	LAB CLASS SIZE (AVERAGE)	DESCRIPTION OF OTHER DUTIES	OTHER HOURS PER WEEK (AVERAGE)
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> Add Faculty </div>					

This accreditation component will be rated as **Compliant (C)** or **Non-Compliant (NC)** by the Audit Team.

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.
- b) Indicate the number and types of classrooms and associated equipment in each classroom.
- c) Provide a list of the lab spaces used by students in this program and equipment available to support student technical learning.
- d) Provide information on support provided to students to use these spaces to complete assignments and lab projects outside of scheduled class hours.
- e) Describe the review process of lab facilities and equipment to support the

program.

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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.

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

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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.
- b) Describe the health and safety training provided to students and faculty.
- c) Provide evidence the health and safety procedures are and the training is being implemented.
- d) Provide the name and contact information of the designated Health and Safety Officer on campus if applicable.

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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.
- 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.
- c) Provide a specific example of resources obtained through the above processes over the past three years.
- d) Describe the process used to increase student use of available research and library resources.

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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.
- b) Describe the faculty support available to students.
- c) Describe the procedure for students to obtain appointments with advisors and faculty members outside of timetable class hours.
- d) Describe the process that is used to identify students at academic risk.

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Component G.6 Student Career Resources and Support: Resources, advisors and other institutional support are available for student career counselling and guidance.

Information Required:

- a) Describe the institutional support available to students related to their careers, including information on the availability of career counsellors.
- b) Describe the faculty support available to students.
- c) Describe the procedures for students to obtain appointments with career counsellors.
- d) Describe the process used to increase student use of available career resources.

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