



Considerations for New Degree Granters in Alberta

Ensuring Quality Programs

Recognition of Alberta's Degrees

In order to offer a degree program in Alberta, post-secondary institutions must complete a two-part process of System Coordination Review (Part A) by the Ministry and Quality Review (Part B) by Campus Alberta Quality Council (CAQC).

These reviews ensure that degree programs in Alberta will be of high quality, meet both student and labour market demand, will achieve a level of learning consistent with expectations for the proposed degree level and meet national and international standards.

Proposed programs must demonstrate need and not constitute unwarranted program duplication.

The Ministry will look at overall system coordination and CAQC will look for a thorough planning process and evidence that the institution will have in place the resources, personnel, and organizational ability for launching the proposed program. A new degree granting institution will have different challenges than one already offering degrees, so the criteria used to evaluate it will be forward looking, and will attempt to assess whether the institution has the potential of being able to produce the structures, processes, and outcomes necessary for degree granting.

System Coordination Review

The initial step in the degree-granting process is to complete a System Coordination Review Proposal Template. Institutions completing this step are required to include information on:

- Program description (course names, credits, pre-requisites)
 - Learning outcomes
 - Campus location(s) and modes of delivery
 - Calculations of course loads and alignment to other Ministry approved programs
 - Classification of instructional programs in line with Statistics Canada
 - Work integrated learning
- Enrolment planning
 - Projected enrolments for domestic and international students for each of the first four years of the program and annually thereafter
 - Learner demand
 - Labour market demands for graduates of the proposed program
 - List of stakeholder groups from the institution, community, and employers consulted
- Financial viability and sustainability
 - Tuition and other student costs
 - Ongoing revenue and operational costs
 - One time expenditures required for the proposed program
- Graduate outcomes and learner pathways
 - Potential career paths of graduates
 - Institutional supports for students as they transition into the workforce
- Societal and community benefits
- Impact of the new program on institutional capacity
- Impact of new program on other institutions (demonstration that the program is not duplicative)

Campus Alberta Quality Council Review

Upon the completion and approval of Part A, and the Ministry's referral of the program to CAQC, institutions proceed to Part B, CAQC Review.

In Alberta, post-secondary degree programs are reviewed by the CAQC to ensure they meet quality standards. CAQC is an arms-length agency that recommends Alberta degree programs to the Minister of Advanced Education for approval.

The first step in CAQC's review is an organizational evaluation that assesses an organization's fundamental attributes with respect to governance and institutional policies, including academic freedom, research/scholarship, and performance reviews. Institutions must have the necessary governance structure appropriate to a degree granting institution, such as a senate/academic council that functions independently from the Board and directs all academic matters (see *CAQC Handbook* s. 3.6 – Governance and Administration).

Following a successful outcome of an organizational evaluation, the proposal may be moved to the program evaluation stage. Institutions completing Part B are required to include information on:

- Program structures and learning outcomes
 - Detailed breakdown of requirements including major, minor, credits in each category, summary of curriculum
 - Criteria for admission and academic progression
 - Program delivery methods
 - Program comparison with similar programs offered elsewhere, especially in Alberta and/or Canada
- Program implementation plan
 - Staffing plan (including staff workload expectations, non-academic teaching staff, advising supports, monitoring of graduate students, staff credentials)
- Scholarly and creative activity
- Physical and technical infrastructure
- Information services
- Consultation and assessment

For more information

[Campus Alberta Quality Council](#)

[Campus Alberta Quality Council Handbook](#) (pdf)