Program Evaluation Site Visit Schedule Template

Applicants are advised to consult with CAQC for Site Visit Schedule details and alternate template for Organizational Evaluations. This Template may be modified in consultation with CAQC. For questions, contact CAQC@gov.ab.ca

# SCHEDULE TEMPLATE

**Campus Alberta Quality Council – Program Evaluation**

**Name of Institution, Name of Degree Program**

**Dates of Site Visit**

**Site Visit Team (SVT) Members: [LIST SITE VISIT TEAM MEMBERS]**

***\*\* All times are Mountain Standard Time (MST) \*\****

| DAY 0 | SVT Orientation Session and Team Meeting *(location and time TBD)* |
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| **Session****& Room** | **Time** | **Who / What** | **Suggested Discussion Topics / Purpose** |
| **Orientation Meeting***Location TBD* | 5:00 PM–6:00 PM | Orientation Meeting with CAQC Co-Chair*May be hybrid/virtual* | * Overview of Council’s policies, procedures, processes
* Review of Council’s expectations
* Direction to the Team with respect to any specific areas of focus
 |
| **Team Meeting** *Location TBD* | 6:00 PM–7:30 PM | Working dinner and Team Meeting | * Identify individual team member roles and responsibilities during the site visit and preparation of the report
* Confirm questions to be asked, interviewees, overall direction of site visit, and functioning of the team
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| **DAY 1** | **Working Sessions** |
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| **Session** | **Time** | **Who / What** | **Suggested Discussion Topics / Purpose** |
| Breakfast at hotel |  | **Site Visit Team breakfasts together or individually.** |
| Travel to institution | 8:00 AM |  |
| Team prep (in camera) | 8:15 AM – 8:30 AM | **Team preparation (in camera)** |
| 1Meeting Room TBD | 8:45 AM–9:45 AM | **Senior administration** | Introduction to senior administration and intellectual leadership of King’sMission and mandateGovernance and administrative capacityStrategic planningInstitutional commitment to and support for (financial, physical resources, faculty) the proposed programOverall financial resourcing of the programHow the program fits within the larger institutional and strategic direction Academic freedom and integrityDispute resolutionEthical conduct |
| Breakout Meeting RoomTBD | 9:45 AM–10:00 AM | Break / Team meeting in camera |
| 2Meeting Room TBD | 10:00 AM–11:45 AM | **Program Administration /** **Program Curriculum** | Academic staff resources (credentials, hiring plans, workload issues, performance assessments, etc.)Learning Space, Labs, etc.Enrolment projections and ongoing viability of programProgram implementation plans, future plansAcademic Advising; Transferability to further studiesAcademic policiesStructure, content, level, teaching approach and pedagogy, delivery methods, nomenclature and underpinnings of degreeComparison to other programs in Canada Program quality assurance; Mechanisms to ensure currency and ongoing and periodic review of programProgram accreditation / professional licensing requirements |
| Breakout Meeting RoomTBD | 11:45 AM–12:45 PM | **Lunch / Team meeting in camera** |
| 3Meeting Room TBD | 12:45 PM–2:15 PM | **Academic Staff (No Admin)** |  Faculty perspective on:Academic staff resourcesScholarly activity expectationsPerformance appraisalsStudent evaluationGovernanceAcademic responsibilities/workloadFaculty input into program designOngoing curriculum development and program evaluationRole of part-time academic staffCareer growth and opportunities for professional developmentOpportunities for scholarly activity and research |
| Breakout Meeting RoomTBD | 2:15 PM–2:30 PM | **Break / Team meeting in camera** |
| 4Meeting Room TBD | 2:30 PM–3:30 PM | **Tour / Physical Plant and Information services**  | To view/discuss the key physical features for support of the proposed program including additional spaces required to meet space needs of the proposed programLabs that will support curriculumPrimary learning spaces on main campusCampus Management to discuss facilities available at other areas on campus and main campus development plansAreas supporting students and/or facultyTo discuss any issues with respect to library resources, technology, and support for the program To view/discuss areas supporting academic staff and students |
| 5Meeting Room TBD | 3:30 PM–4:30 PM | **Students and Alumni** TBD | Student and alumni perspectives on:Experience in relevant existing programsPreparation for further studiesWhether program is capable of producing excellent student outcomes Required in professional practice and higher educationAcademic life and academic student services/advising and other supportsValue and importance of program(s)Experiential learningWork Integrated Learning  |
| Breakout Meeting RoomTBD | 4:30 PM–TBD | **Debrief / Team meeting in camera** |

| **DAY 2** | **WORKING SESSIONS** |
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| **Session** | **Time** | **Who / What** | **Suggested Discussion Topics / Purpose** |
| Team preparation (in camera) | 8:15 AM–8:30 AM | Team preparation (in camera) |
| 6Meeting Room TBD | 8:45 AM–9:15 AM | **Board of Governors Representatives** | Board of Governors perspective on Board role and mandate Governance structure and effectiveness Strategic plans Administrative capacity Continuity of leadership |
| Breakout Meeting RoomTBD | 9:15 AM–9:30 AM | **Break / Team meeting in camera** |
| 7Meeting Room TBD | 9:30 AM–10:45 AM | **Faculty Research and Scholarly Activity and Student Experiential Learning** | Role of scholarly activity and research at the institution and in the context of the programSupport and expectations for faculty scholarly activity and research, and potential research activityPolicies and procedures to facilitate engagement of faculty in scholarly activity and maintenance of currency and competency Research projects involving students and facultyInstitutional collaboration |
| Breakout Meeting RoomTBD | 10:45 AM–11:00 AM | **Break / Team meeting in camera** |
| 8Meeting Room TBD | 11:00 AM–12:00 PM | **Academic and Student Support / Learner Support Services for Program and Institution** | Student recruitment and enrolment managementStudent services and supports; academic advising, library, academic supports, student supports, International, IndigenousAcademic and student policies (admission, transfer, promotion, PLAR, grading, student appeal, academic accommodations, etc.)Implications for program implementation plans |
| Breakout Meeting RoomTBD | 12:00 PM–1:30 PM | **Lunch / Team meeting in camera****To prepare for exit meeting and begin drafting the report** |
| 9TBD | 1:30 PM–2:30 PM | **Exit Meeting**TBD (Provost) | Final opportunity for any outstanding questions to be addressedTo provide the administration with general findings of the Team and direction of the Team’s reportCAQC advisor to outline next steps in the process |
| Breakout Meeting RoomTBD | 2:30 PM–TBD | **Team debrief meeting in camera****To continue drafting the report** |