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](mailto: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)* | |
| --- | --- | --- | --- |
| **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 |

| **DAY 1** | | **Working Sessions** | |
| --- | --- | --- | --- |
| **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)** | |
| 1  Meeting Room  TBD | 8:45 AM  –  9:45 AM | **Senior administration** | Introduction to senior administration and intellectual leadership of King’s  Mission and mandate  Governance and administrative capacity  Strategic planning  Institutional commitment to and support for (financial, physical resources, faculty) the proposed program  Overall financial resourcing of the program  How the program fits within the larger institutional and strategic direction  Academic freedom and integrity  Dispute resolution  Ethical conduct |
| Breakout Meeting Room  TBD | 9:45 AM  –  10:00 AM | Break / Team meeting in camera | |
| 2  Meeting 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 program  Program implementation plans, future plans  Academic Advising; Transferability to further studies  Academic policies  Structure, content, level, teaching approach and pedagogy, delivery methods, nomenclature and underpinnings of degree  Comparison to other programs in Canada  Program quality assurance; Mechanisms to ensure currency and ongoing and periodic review of program  Program accreditation / professional licensing requirements |
| Breakout Meeting Room  TBD | 11:45 AM  –  12:45 PM | **Lunch / Team meeting in camera** | |
| 3  Meeting Room  TBD | 12:45 PM  –  2:15 PM | **Academic Staff (No Admin)** | Faculty perspective on:  Academic staff resources  Scholarly activity expectations  Performance appraisals  Student evaluation  Governance  Academic responsibilities/workload  Faculty input into program design  Ongoing curriculum development and program evaluation  Role of part-time academic staff  Career growth and opportunities for professional development  Opportunities for scholarly activity and research |
| Breakout Meeting Room  TBD | 2:15 PM  –  2:30 PM | **Break / Team meeting in camera** | |
| 4  Meeting 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 program  Labs that will support curriculum  Primary learning spaces on main campus  Campus Management to discuss facilities available at other areas on campus and main campus development plans  Areas supporting students and/or faculty  To discuss any issues with respect to library resources, technology, and support for the program  To view/discuss areas supporting academic staff and students |
| 5  Meeting Room  TBD | 3:30 PM  –  4:30 PM | **Students and Alumni**  TBD | Student and alumni perspectives on:  Experience in relevant existing programs  Preparation for further studies  Whether program is capable of producing excellent student outcomes Required in professional practice and higher education  Academic life and academic student services/advising and other supports  Value and importance of program(s)  Experiential learning  Work Integrated Learning |
| Breakout Meeting Room  TBD | 4:30 PM  –  TBD | **Debrief / Team meeting in camera** | |

| **DAY 2** | | **WORKING SESSIONS** | |
| --- | --- | --- | --- |
| **Session** | **Time** | **Who / What** | **Suggested Discussion Topics / Purpose** |
| Team preparation (in camera) | 8:15 AM  –  8:30 AM | Team preparation (in camera) | |
| 6  Meeting 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 Room  TBD | 9:15 AM  –  9:30 AM | **Break / Team meeting in camera** | |
| 7  Meeting 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 program  Support and expectations for faculty scholarly activity and research, and potential research activity  Policies and procedures to facilitate engagement of faculty in scholarly activity and maintenance of currency and competency  Research projects involving students and faculty  Institutional collaboration |
| Breakout Meeting Room  TBD | 10:45 AM  –  11:00 AM | **Break / Team meeting in camera** | |
| 8  Meeting Room  TBD | 11:00 AM  –  12:00 PM | **Academic and Student Support / Learner Support Services for Program and Institution** | Student recruitment and enrolment management  Student services and supports; academic advising, library, academic supports, student supports, International, Indigenous  Academic and student policies (admission, transfer, promotion, PLAR, grading, student appeal, academic accommodations, etc.)  Implications for program implementation plans |
| Breakout Meeting Room  TBD | 12:00 PM  –  1:30 PM | **Lunch / Team meeting in camera**  **To prepare for exit meeting and begin drafting the report** | |
| 9  TBD | 1:30 PM  –  2:30 PM | **Exit Meeting**  TBD (Provost) | Final opportunity for any outstanding questions to be addressed  To provide the administration with general findings of the Team and direction of the Team’s report  CAQC advisor to outline next steps in the process |
| Breakout Meeting Room  TBD | 2:30 PM  –  TBD | **Team debrief meeting in camera**  **To continue drafting the report** | |