Expedited Program Evaluation Request Template

# INTRODUCTION TO THE TEMPLATE

When an institution requests an Expedited Program Evaluation (desk review) of a new program, Council's Proposal Review Standing Committee (PRSC) must first decide if the institution and program are eligible for this form of review. According to the new CAQC Handbook, “Expedited Program Evaluations reduce the length of time it takes for Council to carry out its assessment of a proposed program by replacing the site visit by external evaluators with a desk review of the proposal by PRSC (Proposal Review Standing Committee).”

Organizations must formally request an Expedited Program Evaluation and requests must demonstrate how the proposal meets the Standards of an Expedited Program Evaluation. In some cases, Council may inform the institution that the program is eligible.

The following is provided as a template for Expedited Program Evaluation requests.

# INSTITUTIONAL REQUEST FOR EXPEDITED PROGRAM EVALUATION

**INSTITUTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROGRAM PROPOSED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please describe and provide evidence for how the proposed program meets Council’s Standards for Expedited Evaluations.

1. The proposal is for
	1. A new major, specialization, or concentration in an already approved degree (such as a History major in a Bachelor of Arts or a Financial Management Concentration in a Bachelor of Business Administration) that has been offered across a range of disciplines within that degree in the institution, thus demonstrating that the institution has a successful track record in implementing similar new programs within that degree, **or**
	2. A new degree program that builds on an existing major or specialization currently offered under another program and is at the same level, such as Bachelor of International Studies where a Bachelor of Arts with a major in International Relations exists, **or**
	3. A new degree program that is at the same level or in a related discipline to degrees already being offered by the institution and is not considered precedent setting either for that institution or for the system, such as an institution proposing a doctorate in chemistry when it already offers several other science doctorates.
2. The proposal identifies an appropriate set of program learning outcomes (PLOs) for students, and PLO mapping clearly demonstrates how students will move through the curriculum and achieve the PLOs. The teaching, learning, and assessment strategies are supportive of student attainment of PLOs.
3. Degree nomenclature of the proposed program accurately and clearly conveys the content of the proposed program to stakeholders, including students, prospective employers, and academic institutions.
4. The program has an appropriate number of continuing, qualified academic staff in place in the department/discipline. Qualified faculty have the requisite scholarly training and experience to teach at the required level, as well as the time and incentive to engage in their own scholarship/ creative activity and to mentor students in theirs and at a level appropriate to the degree.
5. The proposal identifies policies and procedures are in place or under development for regular curriculum assessment and program improvement.