GRADUATE ORGANIZATIONAL EVALUATION SITE VISIT TEAM REPORT – TEMPLATE

|  |  |
| --- | --- |
| Organization | {NAME OF ORGANIZATION} |
| Evaluation Team Members | 1. Chair:
2. Member:
3. Member:
4. Member:
 |
| Date of Evaluation/Site Visit |  |
| Date of Report Submission to CAQC |  |

# REPORT GUIDELINES

*Reports of CAQC’s evaluation teams are prepared exclusively for the purpose of evaluating the organizational readiness and quality of proposed post-secondary degree programs in Alberta and with consent of the respective institutions. All evaluation reports are based upon CAQC’s policies and procedures which are available to all participants of the review process. Reports of Council’s evaluation teams are only one form of information considered during the Organizational Evaluation and Program Approval processes in Alberta, and Council may not accept or endorse all recommendations or comments contained in these reports.*

# EVALUATION TEAM MEMBERS

|  |  |  |
| --- | --- | --- |
| Name  | Role | Date of Final Review\* |
|  | Chair of the Organization Evaluation Team |  |
|  | Member of the Organization Evaluation Team |  |
|  | Member of the Organization Evaluation Team |  |

*\* Each team member should enter the date of their final review of this document. Members of the Evaluation Team will be copied on the final submission of the Report from the Team Chair to Council, which indicates agreement of all members with the final report as submitted.*

# EXECUTIVE SUMMARY

*Provide a summary of the Organizational Evaluation noting the extent to which the systems and processes of a degree-granting organization are clearly established to achieve excellence in learning specific to graduate-level programming, the extent to which the organization has created sustainable processes, the extent to which its financial and operational resources are adequate to sustain the learning processes students will experience, and the link between students’ experiences and demonstrable needs. In the case of organizations proposing to offer graduate programs, the focus will be primarily on its capacity to implement and sustain graduate level programming.*

*Note: Organizations proposing a first graduate degree or a first graduate degree at a new level are required to meet all CAQC Organizational Standards in addition to those specific to Graduate Programs. Past Organizational Evaluations may be provided to the Site Visit Team for context.*

## ASSESSMENT SUMMARY TABLE

*Mark whether the institution Fails, Meets, or Conditionally Meets the Expectation or Standard in the following table.*

|  |  |  |  |
| --- | --- | --- | --- |
| **CAQC Expectation or Organizational Standard** | **Fails** | **Meets** | **Conditional** |
| 1. Graduate Policies
 | X | X | X |
| 1. Faculty
 |  |  |  |
| 1. Commitment to Graduate Students
 |  |  |  |
| 1. Library and Information Resources
 |  |  |  |
| 1. Research Facilities
 |  |  |  |

## OVERALL RECOMMENDATIONS

The Site Visit Team recommends….

SAMPLE WORDING: The Team believes [Institution] [has / has not] demonstrated the capacity to implement and sustain graduate degree programming and recommends that the Council [move / not move] the application for a [name of proposal] to the program evaluation stage.

OR

The Team members have concluded that [Institution] [meets / does not meet] the organizational criteria and standards set by CAQC to implement and sustain the proposed degree program. The Team recommends that the Council [move / not move] the application for a [name of proposal] to the program evaluation stage.

*Include any other comments the team wishes to make regarding major findings, broad conclusions, key impressions, etc.*

A complete listing of the Team’s Conditions and Recommendations can be found in Appendix A.

# INTRODUCTION

*Overview of Site Visit, Context of Site Visit, and Reference to the Organizational Overview provided in Self-Study as needed.*

***Sample Wording***

In accordance with the province of Alberta’s *Post-Secondary Learning Act* and the regulations of the Campus Alberta Quality Council (CAQC), this report is intended to provide a comprehensive assessment of the effectiveness of [Institution Name] in meeting the Graduate level organizational standards of CAQC. This report is undertaken to support these requirements of the CAQC.

The report is based on a review of the Institution’s self-study and related documents provided before and during a site visit that was conducted via meetings on DATE. The meetings that constituted the site visit were well-organized and informative, and provided the team with ample opportunity to explore issues and address concerns raised by the documentation.

Council invited…..

On Date X….

On Date Y…

The Team would like to….

# GRADUATE ORGANIZATIONAL STANDARDS

## Standard 1: Graduate Policies

|  |
| --- |
| 1. **Graduate Policies**
 |
| Academic governance policies and procedures should ensure the viability and sustainability of quality within graduate programming.  |

**Examples of Recommended Evidence**

Policies required are, but not limited to, those dealing with graduate programming in terms of:

* Strategic Plan including mission/mandate
* Most recent Operational and Organizational plans
* Faculty, Staff, and Student Handbooks
* Polices regarding Intellectual property that have clear alignment to academic freedom
* Academic Freedom Policy/Statement
* Admission and placement of graduate students, including any applicable residency requirements
* Graduate student assessment, progression, graduation requirements, and maximum time limits for completion of programs
* Recognition of research time demands in the assignment of teaching loads
* Recognition of research output
* Rights and responsibilities of graduate supervisors and graduate students
* Requirements for comprehensive/candidacy examination, thesis oral examination, supervisory committees and committee and procedures
* Credit transfer and prior learning assessment
* Academic integrity and appeals
* Intellectual property rights
* Human Research Ethics
* Animal Care / Ethics
* Research-related Financial Management (e.g. TAGFA, Support for Research, Contracts for Research, Research Overhead/Indirect Costs, Research Grant Management)
* Research Data Management Strategy/Policy (Tri-Council requirement)

**Based on the evidence provided, the Organization:**

\_\_\_\_\_\_ fails to meet the criteria

\_\_\_\_\_\_ meets or exceeds the criteria

\_\_\_\_\_\_ meets criteria on the condition that the Conditions/Recommendations below are addressed.

### Rationale for Determination

The rationale is….

### Conditions/Recommendations

1. Condition 1
2. Condition 2…

### Team Comments

|  |
| --- |
| **Standard 1: Criteria for Assessment and SVT Comments** |
| 1. The organization has a clear mandate (public institution) or mission (private institution) and academic goals statement(s) appropriate for an organization offering graduate programming.
 |
| **Site Visit Team Comments** |
| 1. The statement(s) include a commitment to the dissemination of knowledge through teaching and, where appropriate, creation of knowledge and service to the community or related professions.
 |
| **Site Visit Team Comments** |
| 1. Proposed graduate program(s) are related to the organization’s mission/mandate and academic goals.
 |
| **Site Visit Team Comments** |
| 1. The organization has appropriate administrative structures and mechanisms appropriate to graduate programs, including a clear description of who within the organization/unit will provide intellectual leadership for the development, implementation and improvement of graduate programs.
 |
| **Site Visit Team Comments** |
| 1. The organization has appropriate policies that account for the specialized nature of graduate level programming, students, and the roles of faculty within graduate programming.
 |
| **Site Visit Team Comments** |
| 1. Admission to master's or doctoral programs will normally require superior academic standing in either a recognized undergraduate or graduate degree with an appropriate specialization or relevant bridging studies.
 |
| **Site Visit Team Comments** |
| 1. Normally faculty and instructional staff in all graduate programs shall be members of Graduate School/Faculty Council or equivalent responsible for ensuring that graduate programs across the institution meet the requirements for academic governance.
 |
| **Site Visit Team Comments** |
| 1. Normally graduate students shall have appropriate representation on Graduate School/Faculty Council or equivalent.
 |
| **Site Visit Team Comments** |
| 1. The Organization has appropriate financial planning processes to ensure the ongoing quality and fiscal sustainability of graduate programs.
 |
| **Site Visit Team Comments** |

## Standard 2: Faculty

|  |
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| 1. **Faculty**
 |
| Existing graduate programs are anchored by suitably and highly qualified academic faculty, normally with terminal degrees in their field of study and an appropriate level of scholarly output and research or creative activity to support supervision of graduate students, and instructional staff who are primarily responsible for the development, delivery, and continuity of the graduate degree program and the supervision of graduate students. |

**Examples of Recommended Evidence**

* Policies, statements, collective agreement clauses pertaining to faculty in graduate programs including workload, research expectations, role descriptions, performance, and appointment type/balance (i.e., continuing and temporary appointments)
* CVs using the CAQC Narrative CV Template
* Overview of Scholarship/Research Plans related to Graduate Programming

**Based on the evidence provided, the Organization:**

\_\_\_\_\_\_ fails to meet the criteria

\_\_\_\_\_\_ meets or exceeds the criteria

\_\_\_\_\_\_ meets criteria on the condition that the Conditions/Recommendations below are addressed.

### Rationale for Determination

The rationale is….

### Conditions/Recommendations

1. Condition 1
2. Condition 2…

### Team Comments

|  |
| --- |
| **Standard 2: Criteria for Assessment and SVT Comments** |
| 1. All graduate programs employ sufficient and sufficiently qualified scholars and researchers, with a range of expertise to allow for intellectual leadership and challenge, to provide high-quality educational experiences for graduate students. Institutions seeking to offer their first graduate degree programming,
 |
| **Site Visit Team Comments** |
| 1. A majority of faculty instructing or supervising graduate students are involved in ongoing research and publication of findings, or other scholarly activity as appropriate. In the case of programs in professional areas, there must be a solid basis of appropriate scholarly or creative activities.
 |
| **Site Visit Team Comments** |
| 1. Faculty with supervisory responsibilities have the necessary experience at the graduate level. Institutions seeking to offer their first graduate degree must have provisions for mentoring of new faculty advisors.
 |
| **Site Visit Team Comments** |
| 1. The organization provides academic staff with clear expectations regarding what constitutes scholarship within the context of the organization and proposed and future degree programming, distinct from professional development, service, and teaching expectations.
 |
| **Site Visit Team Comments** |

## Standard 3: Commitment to Graduate Students

|  |
| --- |
| 1. **Commitment to Graduate Students**
 |
| The institution demonstrates a commitment to graduate studies and to the intellectual life of graduate students. |

**Examples of Recommended Evidence**

* Research Policies (see above and cross-reference or add as needed)
* Data Management Strategy
* Institutional Research Plan that accounts for graduate students and graduate level programs
* Student Supports

**Based on the evidence provided, the Organization:**

\_\_\_\_\_\_ fails to meet the criteria

\_\_\_\_\_\_ meets or exceeds the criteria

\_\_\_\_\_\_ meets criteria on the condition that the Conditions/Recommendations below are addressed.

### Rationale for Determination

The rationale is….

### Conditions/Recommendations

1. Condition 1
2. Condition 2…

|  |
| --- |
|  **Standard 3: Criteria for Assessment and SVT Comments** |
| 1. The organization has described the extent and nature of graduate student financial support (teaching assistantships, scholarships, bursaries, faculty research grants, research contracts, etc.)
 |
| **Site Visit Team Comments** |
| 1. Evidence of sustained opportunities for graduate students such as seminars, colloquia, conferences, journal clubs, etc.
 |
| **Site Visit Team Comments** |
| 1. The organization has described the current and proposed graduate teaching assignments and undergraduate teaching assignments for core faculty and supporting faculty.
 |
| **Site Visit Team Comments** |
| 1. As an organization offering graduate programs, the institution has a research culture within which graduate study can occur and which is fundamental to maintaining and enhancing high quality graduate programs. The institution has a clear commitment to a research philosophy which promotes the depth and breadth of knowledge, both within the field/discipline, and also outside the field/discipline when necessary.
 |
| **Site Visit Team Comments** |
| 1. The organization has services, programs and activities appropriate to graduate level programming that support students to be successful in their studies (advising, professional development, training, seminars, conferences, etc.).
 |
| **Site Visit Team Comments** |

## Standard 4: Library and Information Resources

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| --- |
| 1. Library and Information Resources
 |
| The institution must provide the essential information resources and support appropriate to graduate student work. These resources must be adequate for the number of students enrolled and for the level of study. |

**Examples of recommended evidence**

* Summary of Library Holdings that support graduate level research for faculty and graduate students

**Based on the evidence provided, the Organization:**

\_\_\_\_\_\_ fails to meet the criteria

\_\_\_\_\_\_ meets or exceeds the criteria

\_\_\_\_\_\_ meets criteria on the condition that the Conditions/Recommendations below are addressed.

### Rationale for Determination

The rationale is….

### Conditions/Recommendations

1. Condition 1
2. Condition 2…

### Team Comments

|  |
| --- |
| **Standard 4: Criteria for Assessment and SVT Comments** |
| 1. The organization has provided evidence of reasonable student and faculty access to learning and information resources (such as library, databases, computing, classroom equipment, studios, laboratory facilities) sufficient in scope, quality, currency and type to support students and faculty in the academic programs offered by the organization and at the graduate level proposed.
 |
| **Site Visit Team Comments** |
| 1. It has a method of setting priorities with respect to their acquisition and is committed to supplementing them.
 |
| **Site Visit Team Comments** |

## Standard 5: Research Facilities

|  |
| --- |
| 1. Research Facilities
 |
| The institution has laboratory, computer, studio, or creative facilities, as well as essential resources, to support the faculty and students adequately in their research. |

**Examples of Recommended Evidence**

* Evidence of annual or cyclical (ongoing) program reviews (or equivalent) and/or accreditation procedures
* Engagement in external review processes, and accreditation where appropriate
* Evidence of implementation of outcomes of quality assurance reviews and follow-up
* Campus Space Plans
* OHS Policies

***Based on the evidence provided, the Organization:***

\_\_\_\_\_\_ fails to meet the criteria

\_\_\_\_\_\_ meets or exceeds the criteria

\_\_\_\_\_\_ meets criteria on the condition that the Conditions/Recommendations below are addressed.

### Rationale for Determination

The rationale is….

### Conditions/Recommendations

1. Condition 1
2. Condition 2…

### Team Comments

|  |
| --- |
| **Standard 5: Criteria for Assessment and SVT Comments** |
| 1. Appropriate space is provided for graduate students.
 |
| **Site Visit Team Comments** |
| 1. The organization has laboratory, computer, studio and /or creative facilitates and resources to support graduate faculty and students in their research and scholarly activities.
 |
| **Site Visit Team Comments** |
| 1. The organization has provided evidence that the physical plant, equipment, technology and support services adequately support the organization’s educational and student activities at the graduate level.
 |
| **Site Visit Team Comments** |

# Concluding Remarks (Optional)

# Appendix A: Conditions and Recommendations

*Collate all Conditions and Recommendations*