GRADUATE DEGREE PROGRAM EVALUATION
SITE VISIT REPORT

{NAME OF PROGRAM AND ORGANIZATION}

|  |  |
| --- | --- |
| Program | {NAME OF PROGRAM} |
| 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 |  |

# INSTRUCTIONS

**Delete all red instructing font once reviewed prior to submitting final draft.**

**Please review Degrees Handbook Section 4: Degree Program Standards for additional details on each Standard. Evidence for each Standard will be found in the Applicant’s PAPRS Submission (Part A), Part B, and affiliated appendices provide to the SVT by the CAQC Secretariat.**

**This report will be provided in PDF and Word to the Applicant. The Applicant will use the Response Boxes to reply in the Word Document.**

# REPORT GUIDELINES

*Reports of CAQC’s evaluation teams are prepared exclusively for the purpose of evaluating the 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 program approval process 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 Graduate Degree Program Evaluation Team |  |
|  | Member of the Graduate Degree Program Evaluation Team |  |
|  | Member of the Graduate Degree Program 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 short summary of the evaluation and site visit.***

## Assessment Summary Table

*For each Standard, indicate whether the program fails, meets, or meets with conditions – see definitions, below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Standards and IAE Report Requirements** | **Fails** | **Meets** | **Conditional** |
| 1. Graduate program design and credential recognition that meets provincial, national, and international standards.
 | X | X | X |
| 1. Faculty and staff capable of providing high-quality graduate-level curricula, teaching, and supervision.
 |  |  |  |
| 1. A robust and active culture of research and scholarship linked to graduate programming and student development.
 |  |  |  |
| 1. Policy-based processes for recruitment, admissions, support, and participation in governance appropriate for superior students undertaking graduate studies.
 |  |  |  |
| 1. Resource capacity ensuring the viability and sustainability of quality within graduate programming.
 |  |  |  |
| 1. Independent Academic Expert Reports (2) & Applicant Response are included (as required in Part B).
 |  |  |  |

## Overall Recommendation

The Site Visit Team ***recommends….***

**Include OVERALL RECOMMENDATION (sample wording):**

*The review team has concluded that the {PSI NAME’s PROGRAM NAME} proposal* ***[meets / does not meet]*** *the program evaluation criteria and standards set by CAQC, and that the program* ***[be approved subject to the conditions and recommendations noted herein / not be approved.]***

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

**Defining Assessment Criteria**

For each Standard the team is asked to assess whether the proposal fails to meet, meets, or meets with conditions the established criteria. The following guidelines are provided to better assist expert reviewers in determining which assessment is appropriate:

1. ***Meets or Exceeds the Criteria***

*The proposal meets the criteria without any revisions. As the criteria are minimum standards, expert reviewers can make suggestions to the CAQC and the institution through the report that may improve the proposal beyond the minimum standards indicated in the criteria. Institutions will not be required to implement these suggestions before or after receiving approval.*

1. ***Meets the Criteria with Conditions***

*In some cases, the proposal may meet the established criteria if additional information is provided, or with specific steps that can be completed with reasonable ease by the institution (e.g. hiring an additional faculty member). The team may provide advice to the CAQC and to the institution through the report that the proposal meets the criteria on the condition that specific actions are taken. The institution is expected to respond to any conditional requirements provided by the team and the CAQC will take the team’s advice and the institution’s response into consideration when making its recommendation to the Minister.*

*This assessment should only be applied if the team is confident the institution can meet or commit to meeting the criteria without extensive revisions to the proposal which might require an additional review by subject experts and/or Council members.*

1. ***Fails to Meet the Criteria***

*The proposal contains significant deficiencies to an extent that it fails to meet the established criteria. This assessment should be applied if the proposal has weaknesses that will require extensive time and resources on the institution’s part to make the necessary changes to meet the criteria. This could necessitate substantial revisions to the proposal and might require an additional review by subject experts and/or Council members.*

**Important!**

In providing an overall assessment of the proposal, the team is asked to keep in mind the following:

* A large number of conditional criteria may have the cumulative effect of an overall assessment of fail, particularly if the required changes become so encompassing that the institution would not be able to make the changes without significant revisions to its proposal or within a reasonable time frame, or if there are questions about whether the institution has the ability (e.g. expertise and/or resources) to meet the required conditions.
* If there are a number of conditional criteria, the team should advise Council whether it believes the institution will be able to meet the conditional requirements.

# INTRODUCTION

*Include any introductory comments the team wishes to make such as an overview of Site Visit, context of Site Visit, and reference to any organizational context relevant to the Program Evaluation.*

Council invited…..

On Date X….

On Date Y…

The Team would like to….

The Team recommends that…

***Sample wording:***

This report is an evaluation of and recommendation on the proposal by {PSI} to offer a Bachelor of {PROGRAM NAME} degree. The report was prepared by the Program Evaluation Site Visit Team (the team) whose members are listed on the title page. The team was tasked with conducting a review of the proposed degree program. The report has been prepared for the Campus Alberta Quality Council (CAQC).

The report is based on a review of {PSI NAME’s} proposal (PAPRS Proposal known as Part A, Part B, and related documents) provided before and during a site visit that was conducted via meetings on {DATES}. 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 (see Site Visit Schedule in Appendix B). The team is grateful to {PSI NAME} for setting up the technology for the review and …

# EVALUATION OF CAQC DEGREE STANDARDS

## Standard 1: Graduate program design and credential recognition that meets provincial, national, and international standards.

|  |
| --- |
| 1. **Graduate program design and credential recognition that meets provincial, national, and international standards.**
 |
| 1. The nomenclature, design, and all elements of the graduate program align with the Alberta Credentials Framework and the Canadian Degree Qualifications Framework and is appropriate to the level of the graduate degree program and the field of study.
2. Curriculum is current and reflects current states of knowledge in the field(s).
	1. If the proposed program is a professional or clinical practice program, it has sufficient empirical and theoretical foundations so that study can be integrated with and informed by original research in the unit.
3. Program Learning Outcomes are consistent with the CDQF for graduate programs in the discipline.
4. Research or professional knowledge are appropriate to the level and type of graduate program, as clearly demonstrated through curriculum maps.
 |

**The Program:**

\_\_\_\_\_\_ 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 & Applicant PSI Response

|  |
| --- |
| **Standard 1: Criteria for Assessment and SVT Comments** |
| 1. The nomenclature, design, and all elements of the graduate program align with the Alberta Credentials Framework and the Canadian Degree Qualifications Framework and is appropriate to the level of the graduate degree program and the field of study.

*Refer to PAPRS Proposal, Part A, Program of Study (Appendix to Part A) and Part B additional Program Information.*  |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. Curriculum is current and reflects current states of knowledge in the field(s).
	* If the proposed program is a professional or clinical practice program, it has sufficient empirical and theoretical foundations so that study can be integrated with and informed by original research in the unit.

*Refer to PAPRS Proposal Part A and Part B for information.* |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. Program Learning Outcomes are consistent with the CDQF for graduate programs in the discipline.

*Refer to PAPRS Proposal Part A and Part B for information.* |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. Research or professional knowledge are appropriate to the level and type of graduate program, as clearly demonstrated through curriculum maps.

*Refer to Part A for Program of Study; Part B for detailed curriculum mapping.*  |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |

## Standard 2: Faculty

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| --- |
| 1. **Faculty and staff capable of providing high-quality graduate-level curricula, teaching, and supervision.**
 |
| 1. The program, whether disciplinary or interdisciplinary in nature, is anchored by suitably and highly qualified academic faculty, normally with terminal degrees in their field of study, and instructional staff who are primarily responsible for the development, delivery, and continuity of the graduate degree program and the supervision of graduate students.
2. The creation of graduate degrees must not compromise the quality of existing undergraduate degree programs in the field and the faculty complement must be sufficient to support the quality of both undergraduate and graduate levels of programming.
3. Faculty will be active scholars in their field and have an appropriate level of scholarly output and research or creative activity for the graduate program involved with current scholarship that supports supervision of graduate students.
4. The proposed program specifies graduate supervisory loads for faculty, advising and monitoring practices for graduate students, and procedures for the monitoring and evaluation of students that will provide adequate feedback to the program administrators and to the student.
5. Faculty have robust procedures to assess students in the graduate program.
6. Faculty are mentored specifically in how to supervise graduate students.
 |

**The Program:**

\_\_\_\_\_\_ 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 & Applicant PSI Response

|  |
| --- |
| **Standard 2: Criteria for Assessment and SVT Comments** |
| 1. The program, whether disciplinary or interdisciplinary in nature, is anchored by suitably and highly qualified academic faculty, normally with terminal degrees in their field of study, and instructional staff who are primarily responsible for the development, delivery, and continuity of the graduate degree program and the supervision of graduate students.

*Refer to Part B for Academic Staffing Plan, Implementation Plan, and Part B Appendices for Faculty CVs.* |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. The creation of graduate degrees must not compromise the quality of existing undergraduate degree programs in the field and the faculty complement must be sufficient to support the quality of both undergraduate and graduate levels of programming.

*Refer to Part B for Academic Staffing Plan, Implementation Plan, and Part B Appendices for Faculty CVs.* |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. Faculty will be active scholars in their field and have an appropriate level of scholarly output and research or creative activity for the graduate program involved with current scholarship that supports supervision of graduate students.

*Refer to Part B for Academic Staffing Plan, Implementation Plan, and Part B Appendices for Faculty CVs.* |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. The proposed program specifies graduate supervisory loads for faculty, advising and monitoring practices for graduate students, and procedures for the monitoring and evaluation of students that will provide adequate feedback to the program administrators and to the student.

*Refer to Part B for Academic Staffing Plan, Implementation Plan, and Part B Appendices for Faculty CVs.* |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. Faculty have robust procedures to assess students in the graduate program.

*Refer to Part B for Curriculum Mapping, Academic Staffing Plan, Implementation Plan.* |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. Faculty are mentored specifically in how to supervise graduate students.

*Refer to Part B for Academic Staffing Plan, Implementation Plan.* |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |

## Standard 3: Research & Scholarship

|  |
| --- |
| 1. **A robust and active culture of research and scholarship linked to graduate programming and student development.**
 |
| 1. A robust research culture supports individual scholarly performance of faculty and students in graduate programs.
2. The institution is clearly committed to research which promotes the depth and breadth of knowledge, both within the field or discipline, and in a cognate field or discipline when necessary.
 |

**The Program:**

\_\_\_\_\_\_ 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 & Applicant PSI Response

|  |
| --- |
| **Standard 3: Criteria for Assessment and ERT Comments** |
| 1. A robust research culture supports individual scholarly performance of faculty and students in graduate programs.

*Refer to Part B and faculty CVs.* |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. B. The institution is clearly committed to research which promotes the depth and breadth of knowledge, both within the field or discipline, and in a cognate field or discipline when necessary.

*Refer to Part B and faculty CVs.* |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |

## Standard 4: Policy and Governance

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| --- |
| **(4) Policy-based processes for recruitment, admissions, support, and participation in governance appropriate for superior students undertaking graduate studies.** |
| 1. The proposed program will have a systematic and effective process for recruiting high-quality graduate students to balance between different types of students in the program area as a whole (e.g., part time/full time, levels of students within the discipline such as the breakdown of master's/PhD/undergraduate, etc.), and the critical mass of graduate students necessary to provide students with an excellent program and to maintain program viability.
2. The extent and nature of financial support available to students and the financial resources dedicated to support the proposed size, scope, and nature of the program and a critical mass of students will be described.
3. Normally graduate students are involved in the academic governance of the institution such as through program advisory boards or as representatives on the Graduate School/Faculty Council or equivalent.
 |

**The Program:**

\_\_\_\_\_\_ 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 & Applicant PSI Response

|  |
| --- |
| **Standard 4: Criteria for Assessment and SVT Comments** |
| 1. The proposed program will have a systematic and effective process for recruiting high-quality graduate students to balance between different types of students in the program area as a whole (e.g., part time/full time, levels of students within the discipline such as the breakdown of master's/PhD/undergraduate, etc.), and the critical mass of graduate students necessary to provide students with an excellent program and to maintain program viability.

*See Part A and Part B for admission and implementation plans.*  |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. The extent and nature of financial support available to students and the financial resources dedicated to support the proposed size, scope, and nature of the program and a critical mass of students will be described.

*Refer to Part B Implementation Plan and Academic Staffing Plan,* |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. Normally graduate students are involved in the academic governance of the institution such as through program advisory boards or as representatives on the Graduate School/Faculty Council or equivalent.
 |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |

## Standard 5: Resource Capacity

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| --- |
| **(5) Resource capacity ensuring the viability and sustainability of quality within graduate programming.**  |
| 1. The program is supported by the physical and financial resources, both start-up and continuing, needed to assure its quality and maintain the quality of existing programs in the same discipline.
2. Physical Resources include, where applicable, space for graduate students, specialized equipment, additional library and learning resources (physical and electronic), laboratories, computing facilities, shops, specialized equipment, and sufficient (in terms of number and quality) work placements such as clinical or practicum placements.
3. There is an institutional commitment to maintaining and supplementing resources and equipment as needed to meet standards applicable to the field.
4. Resource Capacity also includes appropriate academic staffing resources so that
	1. existing programs are not compromised by the introduction of graduate level programming, and
	2. graduate students receive an education from academic staff who have the time and resources to maintain the required scholarly activity and supervisory duties required for graduate degrees.
 |

**The Program:**

\_\_\_\_\_\_ 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 & Applicant PSI Response

|  |
| --- |
| **Standard 5: Criteria for Assessment and SVT Comments** |
| 1. The program is supported by the physical and financial resources, both start-up and continuing, needed to assure its quality and maintain the quality of existing programs in the same discipline.
 |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. Physical Resources include, where applicable, space for graduate students, specialized equipment, additional library and learning resources (physical and electronic), laboratories, computing facilities, shops, specialized equipment, and sufficient (in terms of number and quality) work placements such as clinical or practicum placements.
 |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. There is an institutional commitment to maintaining and supplementing resources and equipment as needed to meet standards applicable to the field.

*Refer to Part B.* |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. Resource Capacity also includes appropriate academic staffing resources so that
	* existing programs are not compromised by the introduction of graduate level programming, and
	* graduate students receive an education from academic staff who have the time and resources to maintain the required scholarly activity and supervisory duties required for graduate degrees.

*Refer to Part B* |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |

## Independent Academic Expert Reports

With Part B, Applicants provide two (2) reports from Independent Academic Experts who review the Program and provide their expert assessment based on the criteria in the Handbook. The Applicant also provides their response to both IAE Reports and indicates what, if any, changes they have made to the Program based on these reports.

**The Program:**

\_\_\_\_\_\_ 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 & Applicant PSI Response

|  |
| --- |
| **IAE Reports: Criteria for Assessment and ERT Comments** |
| 1. The Applicant has provided 2 (two) Independent Academic Expert reports and a description of each expert’s qualifications for each 4-year program proposal (CV provided for each).
 |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. The Reports of the IAEs (minimum 2) address all requirements of Council and provide insight into the quality and sustainability of the program/endorsement for the program. See IAE Report Template and Terms of Reference (Appendix) for full expectations.
 |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |
| 1. The Applicant has provided evidence of thoughtful responses to the issues and recommendations raised in the reports of the independent academic experts.
 |
| **Site Visit Team Comments** |
| **Applicant PSI Response** |

# Appendix A: CONDITIONS AND RECOMMENDATIONS

***Include a collated list of all Conditions/Recommendations***

* ***Note any Conditions that must be met prior to program approval or program implementation***
* ***Note whether it is feasible for the Conditions to be met prior to the proposed Program Implementation Date***
* ***A significant number of Conditions may result in an overall recommendation of “Not Met” given timelines, resource implications, etc.)***
* ***Please ensure numbering is consistent with the Report and there are no duplicated Conditions or Recommendations***

## CONDITIONS:

1. xx

## RECOMMENDATIONS:

1. xx

# Appendix B: Site Visit Schedule

***Insert the Site Visit Schedule here.***