Program Evaluation Site Visit Schedule Template

This template contains the regular schedule of meetings with topics for a Standard Program Evaluation Site Visit. The order of sessions may vary. Applicants are advised to consult with CAQC for Site Visit Schedule details and alternate templates 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
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| **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 – 8:30 AM | **Team preparation (in camera)** |
| **1****Meeting Room** | 8:45 – 9:45 AM | **Senior Administration** | **Topics:*** Introduction to senior administration and intellectual leadership of Institution
* Mission and mandate
* Governance and administrative capacity
* Strategic planning
* Institutional commitment to and support (financial, physical resources, faculty) for 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
 |
| Meeting Room | 9:45 –10:00 AM | **Break / Team meeting in camera** |
| **2****Meeting Room** | 10:00 – 11:45 AM | **Program Administration / Program Curriculum** | **Topics:*** 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
 |
| Meeting Room | 11:45 – 12:45 PM | **Lunch / Team meeting in camera** |
| **3****Meeting Room** | 12:45 – 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
 |
| Meeting Room | 2:15 – 2:30 PM | **Break / Team meeting in camera** |
| **4****Meeting Room** | 2:30 – 3:30 PM | **Tour / Physical Plant and Information services**  | **Campus Tour to View and Discuss:*** 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
* Facilities available at other areas on campus and main campus development plans
* Issues with respect to library resources, technology, and support for the program
* Areas supporting academic staff and students
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| **5****Meeting Room** | 3:30 – 4:30 PM | **Students and Alumni** **(No Admin or Faculty)** | **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
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| Meeting Room | 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 – 8:30 AM | Team preparation (in camera) |
| **6****Meeting Room** | 8:45 – 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
 |
| Meeting Room | 9:15 – 9:30 AM | **Break / Team meeting in camera** |
| **7****Meeting Room** | 9:30 – 10:45 AM | **Faculty Research and Scholarly Activity and Student Experiential Learning** | **Topics:*** 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
 |
| Meeting Room | 10:45 – 11:00 AM | **Break / Team meeting in camera** |
| **8****Meeting Room** | 11:00 AM – 12:00 PM | **Academic and Student Support / Learner Support Services for Program and Institution** | **Topics*** 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
 |
| Meeting Room | 12:00 – 1:30 PM | **Lunch / Team meeting in camera****To prepare for exit meeting and begin drafting the report** |
| **9** **Meeting Room** | 1:30 – 2:30 PM | **Exit Meeting**TBD (e.g., Provost, Dean, Program Representatives, Others.) | **Topics:*** 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
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| Meeting Room | 2:30 PM – TBD | **Team Debrief Meeting (in camera)** | **Topics:*** **Continue drafting the report**
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