Proposal for Collaborative Degree Delivery Template

# Submission Guidelines

Collaborative delivery arrangements do not require Advanced Education approval; however, institutions are required to submit a draft of the collaborative agreement to Advanced Education and to CAQC for comment, and to advise when there is a change in the status of the agreement. See PAPRS Guideline: Collaborative Programs and consult with both Advanced Education and CAQC early for advice.

Before CAQC considers a collaborative arrangement for an existing program, the credentialing institution must submit a notification of proposed change using this Template.

The credentialing institution should initiate communication with CAQC early in the process and include the draft agreement or memorandum of understanding with the host institution for review by Council’s PRSC. While Council is receptive to innovative approaches to collaboration, the onus is on the credentialing institution to satisfy Council that quality standards will be maintained in the collaborative delivery of the program.

Collaborative Degrees are subject to Monitoring by Council per the expectations placed on the credentialing institution.

Institutions with Delegated Review Status are not required to submit this proposal form but are required to submit the draft MOU to Council per the PAPRS Guideline on Collaborative Programs.

See the ***CAQC Degrees Handbook*** for more information and email [CAQC@gov.ab.ca](mailto:CAQC@gov.ab.ca)

# Proposal for Collaborative Degree Delivery

Please refer to the following when preparing information for CAQC regarding Collaborative Degrees:

## Rationale for collaborative delivery of a newly approved degree

When providing notification to Council, the credentialing institution must include the rationale for establishing a collaborative arrangement.

## Implementation Plan & MOU/Agreement

Provide an overview of the implementation plan for the proposed Collaborative Degree. Include the draft or signed MOU with the host institution and summarize key points.

## Original understandings and commitments

Provide an overview of how the credentialing institution is meeting the expectations of Council as conveyed in Outcomes letters and the application of these to the collaborative degree.

* Any conditions, recommendations, or expectations conveyed to the credentialing institution in Council’s letter announcing its recommendation or in Council’s response to Monitoring Reports, or any undertakings given by the credentialing institution in its proposal or in response to the CAQC Site Visit Team’s report, or during Monitoring/Review, apply to a program that is subsequently delivered collaboratively. Changes to those conditions, recommendations, expectations, or undertakings would be considered by Council to ensure that the new collaborative arrangement does not compromise the quality of the original program.

## Staffing plan

A credentialing institution proposing to deliver a CAQC-recommended degree in a collaborative format must submit a staffing plan outlining the specifics of the academic staff who will be teaching in the program at the host campus.

* Council looks to ensure that students at the host institution have learning experiences which are similar, though not necessarily identical, to those of students at the credentialing institution.
* In all cases, any original staffing conditions or requirements agreed to by the credentialing institution will be applicable to the delivery of the program in collaboration with a partner. As an example, Council requires details on credentials and experience of the academic staff teaching in the program at the host institution as well as how those staff will be engaged in scholarly activity appropriate to the level of program.

## Facilities and information resources

Provide a detailed overview of the facilities and information resources.

* Council needs assurance that access to program specific facilities and information resources on the host campus is comparable to access at the credentialing institution. If specialized facilities, such as labs, were required on the campus of the credentialing institution, Council would expect comparable facilities on the campus of the host institution. Access to information resources and facilities does not need to be identical since institutions may propose creative ways to provide facilities and information resources for the program.

## Program feedback

Provide the program feedback plan for the Collaborative Degree, including any variations from the process used at the credentialing institution. The credentialing institution is responsible for the quality of the collaborative degree and including it in all review processes and reports to Council as required for the original program.

* Council expects credentialing institutions to provide student and, when relevant, employer feedback on the original CAQC-recommended program before it launches that program in a collaborative format. If the program has already convocated its first graduates, Council would welcome their feedback.