STATEMENT OF INSTITUTIONAL ATTESTATION FOR DELEGATED PROGRAM EVALUATION

# INTRODUCTION AND INSTRUCTIONS

This form may only be used by institutions with Delegated Review Status.

Institutions approved by the Campus Alberta Quality Council (CAQC or Council) for Delegated Review Status (DRS) have demonstrated to Council that they have robust internal Quality Assurance processes and may choose to submit a new or revised Degree Proposal under Delegated Program Evaluation.

This process requires the submission of:

1. the Degree Proposal (Part A) to the Ministry of Advanced Education through PAPRS **and**,
2. the Institutional Attestation Form, below, to Council.

The Institutional Attestation (page 2) may be submitted to Council following recommendation of the Degree to Council (or at any time following submission of the Degree Proposal to PAPRS). Forms received prior to referral will be held by Council pending referral.

Organizations should ensure they have completed and retained the completed Part B for degree proposals, using the most recent Part B Template available in PAPRS, including the reports of Independent Academic Experts, as part of the Quality Assurance Process Audits (QAPA) as Council may request these as part of QAPA.

See Section 6.6 of the *Organizations Handbook* and Section 5.3 of the *Degrees Handbook* for additional information on Delegated Review Status, Quality Assurance Process Audits, and Delegated Program Evaluations.

# INSTITUTIONAL ATTESTATION FOR DELEGATED PROGRAM EVALUATION

A signed Institutional Attestation must accompany each program proposal (or revised program proposal) to the Campus Alberta Quality Council from institutions that have been granted Delegated Review Status and are proposing a degree for approval under Delegated Program Evaluation.

**PROGRAM PROPOSAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I attest that this proposal satisfies the following criteria:

1. The institution has fully-developed and reliable quality assurance policies and procedures, as recognized in a record of successful new program proposals and in successful institutional audits.
2. The program has been developed in consultation with relevant stakeholders, including faculty, students, applicable accreditation and professional bodies, and appropriate communities of interest.
3. The institution agrees to use the CAQC Proposal Template (Part B) as the standard format for presenting evidence to support assessment of the quality of proposed programs across the Campus Alberta system.
4. The institution’s policies and practices require at least 2 independent academic expert reviews of program proposals, including an overall positive recommendation on the proposal, with specific attention paid to program learning outcomes and curriculum, academic staffing and resources, degree requirements including admission standards, student support, and other relevant conditions.
5. The recommendations of the Independent Academic Experts’ review have been accepted or satisfactorily addressed.
6. The program proposal has been approved according to institutional governance processes.
7. The institution agrees to retain all documentation related to the Program Proposal and Approval, and any subsequent Cyclical Program Reviews, and to make these available to CAQC during Quality Assurance Process Audits or on request.
8. The institution agrees that, if substantial weaknesses in its processes are disclosed in a Quality Assurance Process Audit, this status may be suspended for a period of time or revoked.

On behalf of I attest that, to the best of my knowledge, the above criteria have been fulfilled, and the information presented in this application is complete and accurate and reflects the highest standards of institutional integrity.

**Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vice President Academic/Provost or equivalent**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**