Record of Changes – Submission Guidelines

From 2010 to present

Throughout this record of changes, italics indicate an addition and strike through a deletion.

- Revision to Section 4: Program Content of the Submission Guidelines for New Programs (March, 2014 – effective June, 2014)

  The following revisions were made to Section 4: Program Content of the Submission Guidelines for new programs for all applicants.

  **Course Outlines**
  Attach course outlines for all core courses and non-core courses (and outlines of all other requirements for graduation where applicable) in the format used at your institution. Assemble the outlines in distinct sections for core and non-core. Each outline should include the following elements. *If any of the following information is not contained in your institution’s standard course outlines, please append as additional sections:*
  - course title
  - year and semester
  - course/subject description
  - method(s) of instruction
  - a content outline by topic
  - length in actual contact hours
  - method(s) and frequency of evaluation of student performance (e.g., assignments, presentations, term papers, exams)
  - resources to be purchased/provided by students (e.g., course kits, equipment, software)
  - textbook requirements (for new programs, indicate illustrative textbooks and other course materials)
  - learning outcomes
  - a list of the faculty qualified to teach the course and/or the statement “faculty to be hired”
  - faculty qualifications required to teach/supervise the course (include academic credentials and professional experience)
  - classroom and equipment requirements.

  *Please assemble the course outlines in two groups: one for core and the other for non-core courses.*

- Revision to Sections 3 and 4 of the Submission Guidelines for Renewal of Consent (March, 2014 – effective June, 2014)

  The following revisions were made to Sections 3 and 4 of the Submission Guidelines for renewal of consent for all applicants.
Section 3 will be limited to requiring the applicant to submit differentiating/additional features.

Section 3 will be shared with the assessors.

Section 3 switches places with Section 4: Program Self-Study.

The revised Section 4 reads as follows.

**Section 3: Report: Assessment Against PEQAB Standards and Benchmarks**

(4 paper copies and 1 electronic copy in PDF format)

The report should be brief. It is not meant to repeat the self study. The report is not expected to be more than 50 pages (although this will vary depending on the commitments made during the last review, and special challenges or developments over the period of consent).

This section should include at least the following.

**Executive Summary**

Include a brief executive summary to summarize the report highlights and any changes and developments in the program since the last Board review.

**Report on Commitments**

List any commitments made during the last Board review, and report on how these were addressed. Include commitments made in the submission (e.g., to deliver a particular curriculum, to set a particular admission standard) and also those made during the Board’s review. Address significant changes made to the program during consent.

**Assessment Against Board Standards**

Include a thorough, frank and accurate analysis of the program against the Board’s standards and benchmarks. Identify the data that contributed to the analysis (which must be available to the assessors should they wish to review it), the strengths and weaknesses of the program and the actions that will be undertaken to address any weaknesses or areas for improvement. Include 11 subsections, one corresponding to each of the Board’s standards:

- Degree Level
- Admissions, Promotion and Graduation
- Program Content
- Program Delivery
- Capacity to Deliver
- Credential Recognition
- Regulation and Accreditation
- Nomenclature
- Program Evaluation
- Academic Freedom and Integrity
- Student Protection

**Section 4: Report: Program Context, Changes, and Developments**

This section is expected to brief (although this will vary depending on the commitments made during the last review, and special challenges or developments over the period of consent).
consent). It is not meant to repeat the self-study. This section should include at least the following.

**Executive Summary**
Include a brief executive summary of the report highlights and any changes and developments in the program since the last Board review.

**Report on Commitments/Status of Program Action Plan**
List any commitments made during the last Board review, and report on how these were addressed and provide an update (if applicable) on the status of the institution’s action plan that responds to the findings of the self-study.

**Additional Information/Context**
Provide any information pertinent to the assessment of the program that has not been divulged in other sections. This could include

- institutional or program context
- information on future plans or developments of the institution or program
- information on special challenges or developments over the period of consent
- any additional (proposed) program changes (e.g., a new pathway or nomenclature) that have not been addressed in the report on commitments, the self-study, or the program action plan and the rationale for these changes (e.g., changes prompted by modifications to the regulatory framework for a profession).

- The following minor additions were made to Section 3: Program Self-Study to improve clarity and usability.

**Section 3: Program Self-Study**
(4 paper copies and 1 electronic copy in PDF format)
*The self study should be conducted in accordance with Benchmarks 1 a) to k) of the PROGRAM EVALUATION STANDARD (see PEQAB Handbooks).*

- **Revision to Section 9 of the Submission Guidelines for Renewal of Consent (March, 2014 – effective June, 2014)**
The following revisions were made to Section 9: Additional Materials of the Submission Guidelines for renewal of consent for all applicants to improve clarity and usability.

**Section 9: Additional Materials**
For each item below, indicate by entering the page number(s) in the column(s) to the right where the assessment panel can locate the information can be located. If additional row are required, please add them.

- **Revision to Sections 1 and 2 of the Submission Guidelines for Renewal of Consent for Private Applicants (May, 2014 – effective June, 2014)**
The following revisions were made to Sections 1 and 2 of the Submission Guidelines for renewal of consent for private applicants undergoing organization reviews.
Section 1 will be limited to requiring the applicant to submit differentiating/additional features.
Section 1 will be shared with the assessors.
Section 1 switches places with Section 2: Organization Evaluation.
The revised Section 2 reads as follows.

Section 1: Report: Assessment Against PEQAB Standards and Benchmarks for Organization Review
(4 paper copies and 1 electronic copy in PDF format)
The report should be brief. It is not meant to repeat the organization evaluation. The report is not expected to be more than 50 pages (although this will vary depending on the commitments made during the last review, and special challenges or developments over the period of consent).
This section should include at least the following,
Executive summary
Include a brief executive summary to summarize the report highlights and any changes and developments in the organization since the last Board review.
Report on commitments
List any commitments made during the last Board review of the organization, and report on how these were addressed. Include commitments made in the submission (e.g., to execute a particular academic plan) and also those made during the Board’s review. Address significant organizational changes during consent.
Assessment against Board standards:
Include a thorough, frank and accurate analysis of the organization against the Board’s standards and benchmarks. Identify the data that contributed to the analysis (which must be available to the Organization Review Panel should they wish to review it), the strengths and weaknesses of the organization, and the actions that will be undertaken to address any weaknesses or areas for improvement. Include 8 subsections, one corresponding to each of the Board’s standards:
- Mission Statement and Academic Goals
- Administrative Capacity
- Ethical Conduct
- Student Protection
- Academic Freedom and Integrity
- Financial Stability
- Dispute Resolution
- Organization Evaluation

Section 2: Report: Context, Changes, and Developments
This section is expected to brief and is not meant to repeat the self-study. This section should include at least the following.
Executive Summary
Include a brief executive summary of the report highlights and any changes and developments in the last 5 years and/or since the last Board review.
Report on Commitments/Status of Action Plan
List any commitments made during the last Board review of the organization, and report on how these were addressed. Include commitments made in the submission (e.g., to execute a particular strategic plan) and also those made during the Board’s review. Address significant organizational changes and provide an update (if applicable) on the status of the institution’s action plan that responds to the findings of the self-study.

Additional Information/Context
Provide any information pertinent to the assessment of the program and the institution that has not been divulged in other sections of the organization review submission. This could include
- institutional or program context
- information on future plans or developments of the institution or program
- information on special challenges or developments over the period of consent
- any additional (proposed) changes that have not been addressed in the report on commitments, the self-study or the action plan and the rationale for these changes.

- The following revisions were made to Section 1: Report: Assessment against PEQAB Standards and Benchmarks for Organization Review to improve clarity and usability.

Section 1: Organization Evaluation
(4 paper copies and, if available, 1 electronic copy in PDF format)
The self-study should be conducted in accordance with Benchmark 1 a) to g) of the ORGANIZATION EVALUATION STANDARD (see PEQAB Handbook for Private Organizations).

- Revision to Section 4 the Submission Guidelines for Renewal of Consent for Private Applicants (May, 2014 – effective June, 2014)
The following revisions were made to Section 4: Additional Materials to improve clarity and usability.

Section 4: Additional Materials
For each item below, indicate by entering the page number(s) in the column(s) to the right where the assessment panel can locate the information (or assessment of the information) can be located. If additional row are required, please add them.


- Guidelines for Compiling, Selecting and Distributing Samples of Student Work for Renewals (March, 2016)
Guidelines for Compiling, Selecting and Distributing Samples of Student Work to assess programs at the renewal stage against the Board’s Degree Level standard were included as Appendix A of the Submission Guidelines for Renewals.

- **Compliance with the Accessibility for Ontarians with Disabilities Act (March, 2016)**
  A reminder was added to the introduction section of all Submission Guidelines that the electronic submission files must be compliant with the *Accessibility for Ontarians with Disabilities Act (AODA).*

- **Changes to documentation and information required for the assessment of Distance and Online Education (July, 2016)**
  Minor modifications were made to reflect changes to the method and criteria for assessing distance and online education as outlined in the Program Delivery and Capacity to Delivery standard.

- **Changes to documentation and information required for the assessment of financial stability for private organizations (July, 2016)**
  The following revisions were made to Section 7: Financial Stability of the Submission Guidelines for renewal of consent for private organizations:

  **Business Plans**
  - Include short- and long-term business plans (at least five years) for Ontario operations, including
    - a best case/worst case scenario
    - forecasts of expenditures and revenue
    - contingency plans.

  *The applicant will provide the following documentation for operations in Ontario:*
  - A most likely and worst case business plan/budget for five years. The business plan/budget will include the revenue and expense sources by category.
  - The assumptions embedded in the plan/budget for those years.
  - The (attached) budget template incorporates the above but is not a required format.

  **Budget Template**
  *Specifically in regard to the (attached) Budget Template:*
  - Treat the specific budget lines as general indications only: ignore non applicable lines (e.g. “rent” if you own the facility), and replace these with alternate lines which make sense; add sub-categories as necessary. Expand the “Other” lines to illuminate the situation.
  - Do the most likely as well as the worst case scenario.
  - Deal with the most likely as well as the worst case scenario in both the assumptions and the budget format.
- Project Student Enrolment Numbers, the first line, as this will drive the tuition and other fee amounts.
- The more detailed calculations driving other numbers can be presented either in pivot tables or attached at the end as Notes/Schedules as you deem necessary.
- It will be particularly important to provide more detail in either an attached Schedule or a pivot table of the compensation for “Academics” i.e. the instructors for the program.
- The Balance sheet inclusion in this Template is to assess the current and expected level of debt to ensure they will not impair the operations nor create an unaddressed liability.

**Budget Narrative**
The Budget Narrative should cover the following:
- The relationship of the budget to the attainment of the institutional strategic/academic plan/s;
- the full detail of the budget plan and projections;
- the realistic achievability of the base plan;
- the major risks to the most likely scenario and mitigation plans for the risks; and
- the likelihood of the worst case scenario;
- the risk discussion could cover risks in the context of likelihood, consequences, causes and mitigation. Concentrate on the few risks that could materially affect the budget.