

Submission Guidelines for Private Organizations

Applying for Renewal of Ministerial Consent under
the *Post-secondary Education Choice and
Excellence Act, 2000*

Postsecondary Education Quality Assessment Board

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Submission Guidelines for Private Organizations

Applying for Renewal of Ministerial Consent under the *Post-secondary Education Choice and Excellence Act, 2000*

These *Guidelines* are for private organizations seeking to renew consent of the Minister pursuant to the *Post-secondary Education Choice and Excellence Act, 2000* (the Act). The *Guidelines* outline the information to be submitted to the Postsecondary Education Quality Assessment Board (PEQAB) for review of applications for consent renewals.

PEQAB requirements for new program submissions are addressed in the *Submission Guidelines for Ministerial Consent*.

Applicants should note that the Board may revise its documents from time to time, and the onus is on the applicant to ensure that it is using either of the then current Board *Guidelines*.

Inquiries about the Board's criteria or procedures should be directed to:

Postsecondary Education Quality Assessment Board Secretariat
900 Bay Street
23rd Floor, Mowat Block
Toronto, ON M7A 1L2
Telephone: 416-212-1230
Fax: 416-212-6620
E-mail: peqab@ontario.ca
Web: <http://www.peqab.ca>

These *Guidelines* address only the Board's submission requirements for the review of applications for renewal of consent referred to it by the Minister. For an overview of the Board, and its assessment criteria and procedures, organizations should refer to the *Handbook for Private Organizations*. Inquiries about the application and consent process, the Act and its regulations, the activities subject to the Act, and the Minister's requirements should be directed to the Universities Unit of the Ministry of Training, Colleges and Universities.

The preparation of these *Guidelines* has benefited from the advice of stakeholders and the work of other accrediting and quality assurance bodies, including

- the British Columbia Degree Quality Assessment Board (DQAB)
- the Campus Alberta Quality Council (CAQC)
- the Maritime Provinces Higher Education Commission (MPHEC)
- these regional accrediting bodies of the United States:
 - Middle States Association of Colleges and Schools

- New England Association of Schools and Colleges
- North Central Association Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Western Association of Schools and Colleges
- Southern Association of Colleges and Schools.

We are also grateful to the many stakeholders who contributed their comments during the preparation of these *Guidelines*.

Submission and Mailing Instructions

All applications for consent are to be addressed and submitted to the Minister of Training, Colleges and Universities. There must be a separate submission prepared for each program for which the applicant is seeking the Minister's consent.

Private organizations applying for renewal of ministerial consent are required to submit the following materials:

- Three (3) paper copies of a letter of application to the Minister of Training, Colleges and Universities stating the program for which renewal is sought
- Three (3) paper copies of the signed "Applicant Acknowledgement and Agreement" form as provided in the *Directives and Guidelines for Applying for Ministerial Consent under the Post-secondary Education Choice and Excellence Act, 2000*
- A cheque or money order for \$5,000 CDN payable to the Ontario Ministry of Finance as an application fee
- An electronic file in PDF format for posting on the PEQAB website that contains the letter to the Minister, the program abstract and "Undergraduate Course Schedule 2" or "Graduate Course Schedule 2" (see pages 8 and 10 of these *Guidelines*)
- A submission for PEQAB review prepared in accordance with these *Guidelines*.

Send all materials to

The Minister of Training, Colleges and Universities
c/o The Universities Unit
900 Bay Street
7th Floor, Mowat Block
Toronto, ON M7A 1L2

The information submitted according to these *Guidelines* is collected pursuant to the *Freedom of Information and Protection of Privacy Act* and the *Post-secondary Education Choice and Excellence Act, 2000*.

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Instructions

- Prepare the Organization Review submission consisting of the following sections:
 1. Organization Evaluation
 2. Report: Context, Changes, and Developments
 3. Policies
 4. Additional Materials
- Prepare the Program Review submission consisting of the following sections:
 1. Program Abstract
 2. Course Schedules
 3. Program Self-Study
 4. Report: Program Context, Changes, and Developments
 5. Course Outlines
 6. Faculty Curriculum Vitae (CV)
 7. Academic Calendar
 8. Policies
 9. Additional Materials
- Provide paper and/or electronic files as specified in the following pages for each section. The program abstract and "Undergraduate Course Schedule 2" or "Graduate Course Schedule 2" will be posted on the PEQAB website.
- Clearly indicate which information requested in a particular section is not applicable to the submission or is not available. For example, if advanced standing is not offered, then include in the relevant section a statement that the policies on advanced standing are not applicable to this program.
- The submission will contribute to the review of the organization and the program against the related Board's standards and benchmarks, articulated in Chapters 5 and 7 of the *Handbook for Private Organizations: Applying for Ministerial Consent under the Post-secondary Education Choice and Excellence Act, 2000*. The *Handbook* should be consulted to clarify any questions regarding the review process and the assessment criteria. **Please note:** Samples of student work will be reviewed by the expert panel.
- Only complete submissions will be processed. Submissions that do not follow these *Guidelines* or are incomplete will be returned to the applicant to be completed.

Organization Review

Section 1: Organization Evaluation

(4 paper copies and 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*).

This section should include

- a copy of the self-study that was submitted to the Organization Evaluation Committee
- CVs of the members of the Organization Evaluation Committee
- the report of the Organization Evaluation Committee
- the organization's action plan that responds to the issues identified in the report.

Section 2: Report: Context, Changes, and Developments

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

This section is expected to be 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.

Section 3: Policies

(1 searchable, electronic copy in PDF format)

Provide the following policies and procedures. Indicate any policies and/or procedures which have been updated since the last Board review.

The policies must either be searchable by name, or include a table of contents. Indicate whether each policy submitted is draft or has been formally approved by the applicant's governing body. For each approved policy, identify the date that the policy was adopted and the approving body. (Note: Policies marked with an asterisk are expected to be readily available to the public.)

Policy/Procedure/Document	Name of Policy/Procedure/Document (please insert extra lines as required)
Administrative Capacity Policies and procedures pertaining to	
<ul style="list-style-type: none"> the development of academic policies, standards, and curriculum. 	
Academic Freedom and Integrity Policies and procedures pertaining to	
<ul style="list-style-type: none"> academic freedom* 	
<ul style="list-style-type: none"> academic honesty* and the organization's plan for informing faculty and students about, and ensuring their compliance with, policies pertaining to academic honesty 	
<ul style="list-style-type: none"> the ownership of intellectual products of its employees and students* 	
<ul style="list-style-type: none"> research involving humans and/or animals, and the management of research funds.* 	
Financial Stability Policies and procedures pertaining to	
<ul style="list-style-type: none"> the regular audit of the organization's financial methods, performance, and stability 	
<ul style="list-style-type: none"> the format of annual internal financial reporting. 	
Dispute Resolution Policies and procedures pertaining to	
<ul style="list-style-type: none"> academic appeals, complaints, grievances and/or other disputes of students, faculty, staff, and administration.* 	

Policy/Procedure/Document	Name of Policy/Procedure/Document (please insert extra lines as required)
Organization Evaluation	
Policies and procedures pertaining to	
<ul style="list-style-type: none"> internal periodic review of the organization. 	

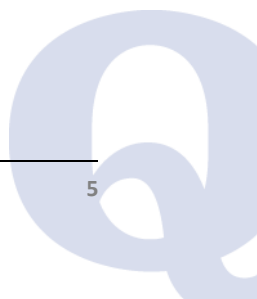
Section 4: Additional Materials

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

Complete the checklist provided below to assist the Board and any reviewers appointed to review the submission to locate relevant materials and to identify any addenda to the Organization Review. Include in an addendum any item identified in the table that is not included in the organization self-study.

For each item below, indicate where the expert panel can locate the information (or assessment of the information).	Self-Study	Addendum
Mission Statement and Academic Goals		
<ul style="list-style-type: none"> Mission Statement 		
Administrative Capacity		
<ul style="list-style-type: none"> CVs of the individuals currently in senior administrative roles. Confirm that the organization has on file and available for inspection, from all faculty and staff whose CVs are included in this submission, signatures that attest to the truthfulness and completeness of the information contained in their CV and agreeing to the inclusion of their CV in any documents/websites associated with the submission, review, and final status of the application. 		
<ul style="list-style-type: none"> Documents (e.g., articles of incorporation, partnership agreements, statutory authority, other documents) that identify the organization’s legal status and any relationship to parent, subsidiary, or other corporate groups 		
<ul style="list-style-type: none"> An organization chart of the organization’s governance and administrative structure 		
<ul style="list-style-type: none"> Academic Plan (at least five years) for Ontario operations 		
Ethical Conduct		
<ul style="list-style-type: none"> The governing board’s statement of ethical standards 		
Student Protection		
<ul style="list-style-type: none"> The current academic calendar and promotional material 		
<ul style="list-style-type: none"> The instrument used to ensure that, prior to registration, students are provided with, and confirm in writing their awareness of, all relevant policies and procedures 		

For each item below, indicate where the expert panel can locate the information (or assessment of the information).	Self-Study	Addendum
Financial Stability		
<ul style="list-style-type: none"> 5-year business plan 		
<ul style="list-style-type: none"> Audited financial statements for each year of consent, prepared by an accountant licensed under the <i>Public Accountancy Act, 2004</i> 		
<ul style="list-style-type: none"> Audited financial statement(s) for all parent, partner, and subsidiary organizations for their most recent year of active operation, prepared by a qualified independent accountant 		
<ul style="list-style-type: none"> Most recent annual internal report of the organization’s finances 		
Optional Materials		
<ul style="list-style-type: none"> Any material pertinent to the organization review not captured in any other section 		



Program Review

Section 1: Program Abstract

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

Include an abstract of approximately 100–200 words that summarizes the program outcomes, employment opportunities for graduates, and/or opportunities for further study.

Section 2: Course Schedules

(See pages 7–10 for sample course schedules.)

(4 paper copies and 1 electronic copy in PDF format of "Undergraduate Course Schedule 1" or "Graduate Course Schedule 1", 1 electronic copy in PDF format of "Undergraduate Course Schedule 2" or "Graduate Course Schedule 2")

Undergraduate Course Schedule 1

For undergraduate programs, attach a course schedule stating for each academic year, and by semester, the following information:

- the title of each course/other requirement
- the type of course/other requirement (core or non-core)
- hours per course
- course prerequisites, co-requisites, and restrictions
- proposed instructors and their highest earned qualifications. Do not include qualifications in progress. If faculty is to be hired, indicate required credentials.

Undergraduate Course Schedule 2

For undergraduate programs, attach a second course schedule that is identical to "Undergraduate Course Schedule 1", with the exception that it does not identify the names of instructors.

Graduate Course Schedule 1

For graduate programs, attach a course schedule stating for each academic year, and by semester, the following information:

- the title of each course/other requirement
- hours per course
- course prerequisites, co-requisites, and restrictions
- proposed instructors and their highest, earned qualifications. Do not include qualifications in progress. If faculty is to be hired, indicate required credentials.

Graduate Course Schedule 2

For graduate programs, attach a second course schedule that is identical to "Graduate Course Schedule 1", with the exception that it does not identify the names of instructors.

Sample Undergraduate Course Schedule 1

Year and Semester	Course Title	Total Core Course Semester Hours	Total Non-Core Course Semester Hours	Course Prerequisites and Co-requisites	Instructor(s)	Instructor's Highest Qualification Earned and Discipline of Study
YEAR 1						
Semester 1	Biology 101	48		Not applicable	Prof. Lee	PhD Biology
	Contemporary Canadian Literature (Liberal Arts)		56	Not applicable	Prof. Cooper Prof. Chan	PhD English PhD English
Semester 2	Biology 102	48		Biology 101	Prof. Rinaud Faculty to be hired	PhD Biology MA minimum, PhD preferred
	Ethical Practices in Genetic Research		46	Philosophy 101	Prof. Andrews	PhD Biochemistry
YEAR 2						
Semester 1	Biology 200	48		Biology 102	Prof. Patel	MSc Biology
Semester 2						
<i>Subtotal Course Hours</i>		144	102			
<i>Total Program Hours</i>		246				

Sample Undergraduate Course Schedule 2

Year and Semester	Course Title	Total Core Course Semester Hours	Total Non-Core Course Semester Hours	Course Prerequisites and Co-requisites	Instructor's Highest Qualification Earned and Discipline of Study
YEAR 1					
Semester 1	Biology 101	48		Not applicable	PhD Biology
	Contemporary Canadian Literature (Liberal Arts)		56	Not applicable	PhD English PhD English
Semester 2	Biology 102	48		Biology 101	PhD Biology
	Ethical Practices in Genetic Research		46	Philosophy 101	PhD Biochemistry
YEAR 2					
Semester 1	Biology 200	48		Biology 102	MSc Biology
Semester 2					
<i>Subtotal Course Hours</i>		144	102		
<i>Total Program Hours</i>		246			

Sample Graduate Course Schedule 1

Year and Semester	Course Title	Course Semester Hours	Course Prerequisites and Co-requisites	Instructor(s)	Instructor's Highest Qualification Earned and Discipline of Study
YEAR 1					
Semester 1	Social Theory and Method I	48	Not applicable	Prof. Wong	PhD Anthropology
	Evolutionary and Ecological Theory and Method I	48	Not applicable	Prof. Smith	PhD Anthropology
	Descriptive Linguistics	48	Not applicable	Prof. Li	PhD Linguistics
Semester 2	Social Theory and Method II	48	Social Theory and Method I	Prof. Wong	PhD Anthropology
	Evolutionary and Ecological Theory and Method II	48	Evolutionary and Ecological Theory and Methods I	Prof. Smith	PhD Anthropology
	Semiotics and Communication	48	Descriptive Linguistics	Prof. Li	PhD Linguistics
YEAR 2					
Semester 1	Critical Issues in Ethnology	48	Not applicable	Prof. Patel	PhD Anthropology
	Forensic Anthropology	96	Not applicable	Prof. Williams	PhD Anthropology
Semester 2	M.A. Thesis			Faculty to be hired	PhD Anthropology
<i>Total Program Hours</i>		432			

Sample Graduate Course Schedule 2

Year and Semester	Course Title	Course Semester Hours	Course Prerequisites and Co-requisites	Instructor's Highest Qualification Earned and Discipline of Study
YEAR 1				
Semester 1	Social Theory and Method I	48	Not applicable	PhD Anthropology
	Evolutionary and Ecological Theory and Method I	48	Not applicable	PhD Anthropology
	Descriptive Linguistics	48	Not applicable	PhD Linguistics
Semester 2	Social Theory and Method II	48	Social Theory and Method I	PhD Anthropology
	Evolutionary and Ecological Theory and Method II	48	Evolutionary and Ecological Theory and Methods I	PhD Anthropology
	Semiotics and Communication	48	Descriptive Linguistics	PhD Linguistics
YEAR 2				
Semester 1	Critical Issues in Ethnology	48	Not applicable	PhD Anthropology
	Forensic Anthropology	96	Not applicable	PhD Anthropology
Semester 2	M.A. Thesis			PhD Anthropology
<i>Total Program Hours</i>		432		

Section 3: Program Self-Study

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

The self-study should be conducted in accordance with Benchmark 1 a) to k) of the Program Evaluation Standard (see *PEQAB Handbook for Private Organizations*).

Provide the organization's program self-study documentation, including

- a copy of the self-study that was submitted to the Program Evaluation Committee
- CVs of the members of the Program Evaluation Committee
- the report of the Program Evaluation Committee
- the organization's action plan that responds to the issues identified in the report.

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

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

This section is expected to be brief (although this will vary depending on the commitments made during the last review, and special challenges or developments over the period of 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).

Section 5: Course Outlines

(1 searchable, electronic copy in PDF format)

Submit all course outlines.

Submit course outlines in three (3) categories. The first should include the core courses, the second should include the non-core courses, and the third should include any bridging courses.

Submit all course outlines for each course, i.e., if there are three sections of a particular course that each use a different course outline, include all three.

The outlines must either be electronically searchable by name or course code (as identified in the Course Schedule), or include a table of contents.

Submit course outlines in the format used at your institution. 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.

Section 6: Faculty CVs

(1 electronic copy in PDF format)

Submit CVs of all faculty members. Confirm that the organization has on file and available for inspection, for all faculty and staff whose CVs are included in this submission, signatures that attest to the truthfulness and completeness of the information contained in their CV and agreeing to the inclusion of their CV in any documents/websites associated with the submission, review, and final status of the application.

For undergraduate programs, submit faculty CVs in three (3) categories. The first should include CVs of faculty assigned to teach the core courses, the second should include CVs of faculty assigned to teach non-core courses, and the third should include CVs of faculty assigned to teach any bridging courses.

For graduate programs, submit copies of the CVs of all faculty responsible for teaching, curriculum development, or supervision of students.

The CVs must either be searchable by name, or include a table of contents.

CVs are expected to contain at least the following:

- name

- earned degrees (Specify discipline area. Label degrees in progress for fewer than 7 years “in progress”. Do not include degrees that have been in progress for longer than 7 years.)
- employment history
- scholarly and professional activities¹
- research funding
- publications.

Section 7: Academic Calendar

(1 electronic copy in PDF format)

Provide the current academic calendar that includes information on the degree program or a URL for that calendar.

Section 8: Policies

(1 searchable, electronic copy in PDF format)

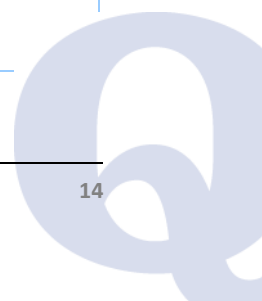
Provide the following policies and procedures. Indicate which policy(ies) and/or procedure(s) has been updated since the last Board review.

The policies must either be searchable by name, or this section should include a table of contents. Indicate whether each policy submitted is a draft or has been formally approved by the applicant’s governing body. For each approved policy, identify the date that the policy was adopted and the approving body. (Note: policies marked with an asterisk are expected to be readily available to the public.)

Policy/Procedure	Name of Policy/Procedure (please insert extra lines as required)
Admission, Promotion and Graduation Policies and procedures pertaining to	
<ul style="list-style-type: none"> • admission of mature students (for undergraduate programs)* 	
<ul style="list-style-type: none"> • the level of achievement required of students in the program for promotion within the program and for graduation* 	

¹ Please see benchmark 8c of the Capacity to Deliver standard in the *Handbook for Ontario Colleges* for an elaboration of activities considered by the Board as evidence of scholarly, professional, or creative activities sufficient to ensure currency in the field.

Policy/Procedure	Name of Policy/Procedure (please insert extra lines as required)
<ul style="list-style-type: none"> academic remediation, sanctions, and suspension for students who do not meet minimum achievement requirements* 	
<ul style="list-style-type: none"> credit transfer/recognition (including any bridging requirements for certificate/diploma to degree laddering)* 	
<ul style="list-style-type: none"> entrance examinations and advanced placement based on prior learning assessments for “life experience.”* 	
Program Delivery Policies and procedures pertaining to	
<ul style="list-style-type: none"> quality assurance of program delivery method(s) 	
<ul style="list-style-type: none"> mechanisms and processes for student feedback regarding program delivery 	
<ul style="list-style-type: none"> technology-, computer-, and web-based learning modes of delivery 	
<ul style="list-style-type: none"> professional development of faculty including the promotion of curricular and instructional innovation as well as technological skills. 	
Capacity to Deliver Policies and procedures pertaining to	
<ul style="list-style-type: none"> academic/professional credentials required of present and future faculty teaching courses in the program 	
<ul style="list-style-type: none"> academic/professional credentials required of present and future faculty acting as research/clinical/exhibition supervisors in the program 	
<ul style="list-style-type: none"> the requirement to have on file evidence, supplied directly to the organization by the granting agency, of the highest academic credential and any required professional credential claimed by faculty members 	
<ul style="list-style-type: none"> the regular review of faculty performance, including student evaluation of teaching and supervision 	
<ul style="list-style-type: none"> the means for ensuring the currency of faculty knowledge in the field 	
<ul style="list-style-type: none"> faculty teaching and supervision loads 	
<ul style="list-style-type: none"> faculty availability to students. 	



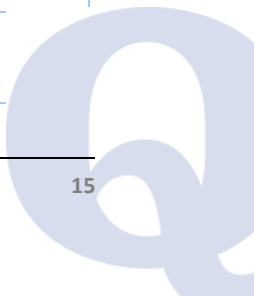
Policy/Procedure	Name of Policy/Procedure (please insert extra lines as required)
Program Evaluation Policies and procedures pertaining to	
<ul style="list-style-type: none"> internal periodic review of the program. 	

Section 9: Additional Materials

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

Complete the checklist provided below to assist the Board and any reviewers appointed to review the submission to locate relevant materials and to identify any addenda to the submission. Include in an addendum any item identified in the table that is not included in the self-study or academic calendar.

For each item below, indicate where the expert panel can locate the information.	Self-Study	Academic Calendar	Addendum
Admission, Promotion, Graduation and Enrollment			
Direct entry admissions requirements			
Admissions statistics for direct entry: enrollments in the most recent four years of the program, average and range of achievement level for entry into the program for each of the four years			
Requirements for advanced standing in the program			
Admissions statistics for advanced standing: percentage of students admitted at an advanced level in the program for each basis of entry (PLAR, credit/credential recognition)			
Retention statistics for the most recent four years of the program (and the method used to calculate them)			
In cases where the program provides degree completion arrangements for holders of other credentials (or completion of a portion of those credentials) the gap analyses that identify gaps in knowledge and skills and how those are addressed			
Level of achievement required for promotion within and graduation from the program			
Curriculum			
Program Advisory Committee members and minutes			
Learning Outcomes <ul style="list-style-type: none"> degree outcomes 			



For each item below, indicate where the expert panel can locate the information.	Self-Study	Academic Calendar	Addendum
• program outcomes			
• breadth outcomes (for undergraduate programs)			
Work-integrated Learning Experience (where relevant)			
• requirements			
• learning outcomes			
• evaluation strategies			
• supports			
Credential Recognition			
Employer recognition			
Recognition for further study			
Accreditation status (where relevant)			
Physical and Learning Resources for the Program			
Library resources			
Computers, printers, other applicable technologies			
Classroom space			
Laboratory space, workstations, studios			
Specialized equipment			
Plan and schedule for the renewal and upgrading of resources			
Faculty			
Faculty/student ratio currently and for each year of delivery during consent			
Program Delivery Methods and Resources			
Administrative, professional, and technical staff involved in delivery			
Consortial agreements where applicable			
Hardware, software, and other technological resources to support online delivery			
Optional Materials			
Any material pertinent to the program review not captured in any other section			

