

**USE OF THE WORD
“UNIVERSITY”
Report Workbook**

FOR

**ALL PRIVATE POST-SECONDARY INSTITUTIONS AND
OUT-OF-PROVINCE PUBLIC INSTITUTIONS**

Proposed Name of Institution:	_____
Existing Name of Institution:	_____
Cross Referenced Applications:	_____
Review Panel Member(s):	_____

Date:	_____

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REPORT GUIDELINES

This workbook is intended to guide the review panel (the panel) through its assessment of whether an applicant institution meets the criteria for the use of the word “university” that have been established by the Degree Quality Assessment Board (the board). This Workbook provides a template for the panel’s report. If the board determines that an Organization Review is also necessary in conjunction with this review, the panel will complete and attach this workbook as an appendix to the Organization Review report workbook, according to the instructions of the service agreement.

Information about the Degree Quality Assessment Process can be found at:

<http://www.aved.gov.bc.ca/degree-authorization/welcome.htm>

Use of the word “University”

Under the *Degree Authorization Act*, the use of the word “university” or any derivation or abbreviation of the word “university” to indicate that an educational program is available is restricted unless authorized by the minister. The minister will provide consent to private and out-of-province public post-secondary institutions to use the word “university” if satisfied that the applicant has undergone a quality assessment process and found to meet the criteria established for use of the word “university.”

How does an Institution Qualify for Consent to use the Word “University”?

As a first step in the process of applying for ministerial consent to use the word “university”, an applicant must post a Notice of Intent via the Post-Secondary Institutions Proposal System (PSIPS). The Notice of Intent must present, in a succinct manner, the purpose of the application and an explanation of how the institution meets the criteria to use the word “university.”

The Notice of Intent is intended to provide the public with an opportunity to view and comment on the application and to meet board’s commitment to an open and accountable process. The Notice of Intent is then posted on the Degree Granting Authorization website while the application is under review, and open to public comment for 30 days from the date of posting. Comments from the public are directed to the submitting institution, and copied to the board secretariat.

A submission for the use of the word “university” must provide information and discussion in a format that adheres to the order and headings below. The length of the submission may vary, but should be approximately 5,000 words. (Additional information may be added to the proposal in the form of appendices). The submission will be assessed in the following categories against criteria described in this document:

1. Mission and Policies
2. Governance, Faculty, Services and Facilities
3. Accountability and Financial Capacity
4. Range of Programming
5. Commitment to Research and Scholarly Activity
6. Other.

Organization Review

For applications by all private post-secondary institutions and out-of-province public post-secondary institutions, the board will assess whether an organization review should be required, and if so, whether any prior accreditations can be recognized as satisfying all or part of British Columbia's organization review criteria. With respect to an application to make use of the word "university," any organization review will address criteria listed in the document "Organization Review Criteria," as well as the submission criteria listed below.

De Novo Organizations

The board recognizes that for de novo organizations, it may be difficult to provide information required to satisfy the criteria for the use of the word "university." In this situation, the board will look for a thorough planning process and evidence that the organization will have in place the policies, resources, facilities and personnel to meet the standards and criteria of the review.

In the case of de novo organizations, the board may recommend that specific terms and conditions be attached to ministerial consent to ensure that the organization develops appropriately.

Previous Assessments

Private and out-of-province public institutions that have successfully undergone a previous quality assessment, such as institutional or program accreditation, and have authority to operate programs and confer degrees outside British Columbia, may choose to submit this documentation to the board for consideration. In making its determination of whether any previous assessment can satisfy all or part of its requirements, the board will consider how recent the review is, the credibility of the reviewing body, the criteria, standards and procedures used in the review, and the qualifications, standing and objectivity of the external reviewers involved.

The board has sole discretion to recognize the findings of another reviewing body in conjunction with all applications. If the board determines that a successful previous assessment satisfies part of its requirements, the panel will not be required to consider all of the criteria for the use of the word "university"/ organization review criteria. In such cases, the board will advise panelists of the scope of the review through the service agreement.

Completing the Report Workbook

The panel's report to the board will consist of the completed Use of the Word "University" Report Workbook. The final reports are to be completed by the panel Chair in consultation with other panel members. All panel members must review and sign the final Report Workbook before the signed portions are faxed to the Secretariat and the reports are submitted electronically.

The Report Workbook begins with the Overall Assessment Worksheet, which is followed by Assessment Worksheets for each of the six categories of criteria. The format for completing the worksheets is as follows:

Overall Assessment Worksheet

The Overall Assessment is intended to convey, in a brief manner, the determination of the panel as to whether the organization satisfies the criteria.

The Overall Assessment Worksheet consists of five parts:

1) *Applicant Information*

Enter the existing and proposed names of the applicant Institution. If the organization has submitted any concurrent applications for consideration along with its application for use of the word “university”, please indicate the names of these applications.

2) *Assessment Summary Table*

Check the box or boxes that correspond to the panel’s determination in each area of criteria. The panel may determine:

- that the applicant meets the criteria;
- that the applicant fails to meet the criteria; or,
- that the applicant may meet the criteria, on the condition that a specific action is undertaken.

3) *Determination of the Panel*

State the panel’s findings as to whether the applicant institution’s organizational capacity satisfies the board’s criteria for the use of the word “university”. If it is found that the institution will meet the criteria if the applicant undertakes a specific action, indicate the conditions that must be satisfied.

4) *Rationale for Determination*

Provide the rationale for the panel’s overall assessment. Indicate the extent to which the criteria are satisfied. Where the criteria are not satisfied, please explain the panel’s determination.

In addition to providing the reasons for the Panel’s findings, the rationale should:

- a) list what types of evidence were considered (interviews with staff or students, documents, materials); and,
- b) briefly comment on the strengths and weaknesses of the evidence presented.

The rationale should be guided by, but not limited to the listed criteria. Any other consideration that informs the panel’s determination should be noted and explained in the rationale.

5) *Signature*

Include the signature and printed name of each panelist.

Assessment Worksheets

The criteria in the Assessment Worksheets are taken directly from the use of the word “university” criteria that guide an institution’s applications and/or preparation for assessment. There are six Assessment Worksheets, each containing a group of criteria relating to an area of assessment. The Assessment Worksheets consist of the following elements:

1) *Determination of the Panel*

State the panel’s findings as to whether the organization meets the criteria. In some cases, the organization may fail to meet the criteria unless specific improvements or revisions are addressed. In other cases, the panel may find that criteria have been met although areas for improvement have been identified. If areas for improvement are identified, the extent and the significance of the deficiency should be indicated.

2) *Rationale*

Provide the rationale for the panel’s determination. In addition to providing the reasons for the panel’s findings, the rationale should:

- a) list what types of evidence were considered (interviews with staff or students, documents, materials);
- b) briefly comment on the strengths and weaknesses of the evidence presented; and,
- c) identify and explain any significant divergence in the opinion of panelists in coming to a determination.

3) *Criteria for Assessment*

Complete the table by commenting on how well the evidence presented to the panel addresses each criterion.

Submitting the Report Electronically

The Report Workbook is designed to be completed and submitted electronically to the Degree Quality Assessment Board Secretariat. The Workbook is available in Microsoft Word format or in Adobe Portable Document Format (.pdf). The signed portion of the Report Workbook, the Overall Assessment, is to be faxed to the Secretariat at the time of the electronic submission. It is not necessary that the preceding instructional pages be submitted along with the Report Workbook.

Degree Quality Assessment Board Secretariat

Email: AVED.DQABsecretariat@gems3.gov.bc.ca

Fax: 250-356-8851

Overall Assessment

Applicant Information:

Applicant: _____

Proposed Name (if different from above):

Cross- referenced Applications:

Assessment Summary Table:

Criteria	Meets in the Organization Review	Fails	Meets	Conditional
1. Mission and Policies				
2. Governance, Faculty, Services and Facilities				
3. Accountability				
4. Range of Programming				
5. Commitment to Research				
6. Other				

Summary:

Signed:

Chair of the Assessment Panel:

_____	_____
(Signature)	(Date)

(Printed Name)	

Assessment Panel Members:

_____	_____
(Signature)	(Date)

(Printed Name)	
_____	_____
(Signature)	(Date)

(Printed Name)	

Assessment Worksheets

1. Mission and Policies

Determination of the Panel

The Applicant:

- fails to meet criteria
- meets or exceeds criteria
- meets criteria on the condition that the following requirements are addressed:

Rationale for Determination:

Criteria for Assessment

Criteria	Comment
<p>The institution has in place:</p> <ul style="list-style-type: none"> • an approved, clearly articulated and publicly stated mission statement reflecting goals that are appropriate to an academic institution of high standard; • appropriate policies concerning academic integrity and standards; • policies to ensure that the institution conforms generally to the principles of academic freedom and responsibility. 	
<p>When students or staff are asked to sign or adhere to a statement of faith and/or a code of conduct that might constitute a constraint upon academic freedom, a policy in which the applicant:</p> <ul style="list-style-type: none"> ➤ notifies staff and students prior to employment or admission; and, ➤ has adequate procedures in place to ensure the principles of natural justice are followed, in the event of alleged violations of any contractual arrangement concerning such required statement of faith and/or code of conduct. 	
<p>The institution publishes the policies noted above and makes them available to students in an academic calendar or other publication.</p>	

2. Governance, Faculty, Services and Facilities

Determination of the Panel

The Applicant:

- fails to meet criteria
- meets or exceeds criteria
- meets criteria on the condition that the following requirements are addressed:

Rationale for Determination:

Criteria for Assessment

Criteria	Comment
The institution has a governance structure and administrative capacity appropriate to that of an academic institution of high standard, with an acceptable level of faculty involvement in governance.	
The institution has appropriate faculty, library and other services, and facilities to support degree programs for which it has consent.	
The institution's policies and practices on the type of academic appointment of faculty are appropriate to sustain its degree programs.	
Faculty teaching graduate courses normally have the terminal academic degree credential in the field in which they are teaching.	

3. Accountability

Determination of the Panel

The Applicant:

- fails to meet criteria
- meets or exceeds criteria
- meets criteria on the condition that the following requirements are addressed:

Rationale for Determination:

Criteria for Assessment

Criteria	Comment
The institution has demonstrated rigorous, ongoing program and institutional quality assessment processes, both internal and external.	
The institution can demonstrate that it has an established and ongoing institutional and program planning cycle and process.	

4. Range of Programming

Determination of the Panel

The Applicant:

- fails to meet criteria
- meets or exceeds criteria
- meets criteria on the condition that the following requirements are addressed:

Rationale for Determination:

Criteria for Assessment

Criteria	Comment
The institution offers degree programs that are characterized by breadth and depth in the traditional areas of the liberal arts and/or sciences or are of a professional nature (such as business/management, engineering, law, medicine, or teacher education).	
Undergraduate programs include a significant breadth component.	
The institution offers programs at both undergraduate and graduate levels.	

5. Commitment to Research and Scholarly Activity

Determination of the Panel

The Applicant:

- fails to meet criteria
- meets or exceeds criteria
- meets criteria on the condition that the following requirements are addressed:

Rationale for Determination:

Criteria for Assessment

Criteria	Comment
The institution's mission and practice include the creation and extension of knowledge through research and scholarly activity, and the dissemination of knowledge through teaching, publication and presentation.	
The institution demonstrates active faculty involvement in research activity, and provides the time, facilities and resources necessary to support such research activity.	

6. Other

Determination of the Panel

The Applicant:

- fails to meet criteria
- meets or exceeds criteria
- meets criteria on the condition that the following requirements are addressed:

Rationale for Determination:

Criteria for Assessment

Criteria	Comment
The institution has in place programs that can be appropriately integrated with the provincial post-secondary system in program transfer and articulation.	
The institution provides adequate information for the Board to determine that the organizational capacity of the institution merits university status.	
Any other information or condition the board deems necessary to determine the organizational capacity of the institution.	