

## **Overview of Changes Organization Review Self-Study Criteria**

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To improve clarity and ease of use, the Organization Profile and Organization Review Criteria have been combined into one document, as a self-study format. In addition to strengthening criteria related to quality standards for faculty, facilities and student learning resources, organizations will be required to provide a business plan. Also included are policies and procedures for the collection and use of personal information.

### **General Information**

- All first-time applicants by private post-secondary institutions and out-of-province public post-secondary institutions will be required to go through an Organization Review Self-Study.
- Enhanced information on external experts' characteristics and the selection of experts has been provided.
- Expanded criteria on branch locations and collaborative partnerships with an emphasis on maintaining quality of the home jurisdiction.
- New section has been added on the collection and use of personal information.
- To facilitate review, information and discussion must be provided in the format that corresponds to the order and headings indicated in the criteria.

### **Organization Overview**

Organization Overview now includes:

- Identification of the name, qualifications of the institution's senior educational and/or administrative officer.
- Written confirmation of the authorization of (1) the representative of the applicant to enter into a binding application and (2) the institutional contact person to represent the institution throughout the application process.
- Expanded criteria to provide the Board with the authority to enter into communication with third parties (i.e. accreditation / approval bodies identified by the applicant).

### **Mission**

- Strengthened the criteria to link academic policies and standards to the mission and academic goals of the institution.
- Expanded criteria regarding institutional evaluation policy and procedures for internal review and external evaluations.

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### **Governance and Administrative Capacity**

- Expanded criteria relating to compliance with any applicable policies or legislation such as the British Columbia Student Assistance Program (BCSAP), Private Career Training Institutions Agency (PCTIA), *Society Act*, *Company Act*, and *Securities Act*.
- Strengthened criteria relating to institutional conduct and dispute resolution.

### **Financial Capacity, Facilities and Learning Resources**

- Expanded criteria for business plan requirements to include financial information / statements that would indicate how the institution would survive a worst-case scenario.
- Strengthened criteria to protect student financial investment.

### **Faculty**

- Expanded criteria relating to full-time faculty.

### **Academic Policies and Standards**

- Expanded criteria for transfer arrangements, including advertisement.
- Expanded criteria for academic freedom, including managing research funds.

### **Student Policies and Services**

- Expanded criteria to ensure the security of academic records of students and the repayment of unearned funds (prepaid tuition and fees owing to students).
- Strengthened criteria for student withdrawal, dismissal and refund policies.