

EXEMPT STATUS

Assessment Report Workbook

Institution:	_____
Proposed Degree Level for Exempt Status:	_____
Quality Assessment Review Panel Member(s):	_____ _____ _____
Date:	_____

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Overall Assessment Worksheet

Applicant Information:

Applicant _____

Degree Level for Exempt Status: _____

Assessment Summary Table:

Criteria	Fails	Meets	Conditional
1. Mission and Policies			
2. Governance, Faculty, Services and Facilities			
3. Accountability			
4. Other			

Summary:

Signed:

Chair of the Exempt Status Quality Assessment Panel:

_____	_____
(Signature)	(Date)

(Printed Name)	

Quality 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>To ensure degree quality and relevance, the institution has in place:</p> <ul style="list-style-type: none">• an approved, clearly articulated and published mission statement reflecting goals that are appropriate to an academic institution of high standard;• appropriate policies and processes concerning academic integrity and standards, including the admission and recruitment of students and the evaluation and awarding of academic credit;• policies and processes to ensure that the institution conforms to principles of academic freedom and responsibility; and,<ul style="list-style-type: none">○ 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:<ul style="list-style-type: none">- notifies staff and students as an initial step in the employment or admission process; 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.	
The institution publishes the policies noted above and makes them available to students in an academic calendar or other publication.	

2. Governance, Faculty, Services and Facilities
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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, services and facilities sufficient to ensure the quality of the degree programs for which it has consent/approval.	
The institution has appropriate internal processes for developing and approving new degree programs.	

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 can demonstrate that it has a policy and process for the quality development of new programs that require peer / external review by appropriate experts.	
The institution can demonstrate that it has rigorous, ongoing program and institutional quality assessment processes, both internal and external. <ul style="list-style-type: none">○ Program review usually includes:<ul style="list-style-type: none">- A self-study undertaken by faculty members and administrators of the program based on evidence relating to program performance, including strengths and weaknesses, desired improvements, and future directions;- An assessment conducted by a panel consisting of experts external to the institution that normally includes a site visit;- A report of the expert panel assessing program quality and recommending any changes needed to strengthen that quality; and,- A formal institutional response to the recommendations in the report.○ Exempt Status implies that <u>all</u> of an institution's operating degree programs have been reviewed periodically by a panel	

of independent experts, the majority of whom are senior academics. The Board expects such a program review process to be in place in institutions applying for Exempt Status, and may request to review associated documentation for any of the programs to be offered by the institution in British Columbia.	
The institution can demonstrate that it has an established and ongoing institutional and program planning cycle and process to assess the effectiveness of its educational programs and services, and for continuous growth and improvement.	
The institution can demonstrate that it has appropriate accountability mechanisms functioning for both the academic programs and research activities.	

4. 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
Where there are partnerships or collaborative arrangements with other institutions, the institution has clearly articulated and appropriate policies and processes in place.	
The institution has in place programs that can be appropriately integrated with the provincial post-secondary system in program transfer and	

articulation.	
The institution has the financial stability and resources appropriate for an institution seeking Exempt Status.	
Any other information or condition the board deems necessary to determine the organizational capacity of the institution.	