

Expedited Renewal Process for Programs - Manual for Public and Private Organizations

Postsecondary Education Quality Assessment Board

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Introduction

At its best, external quality assurance supports and enhances continuous improvement in program delivery and is proportionate to an institution's ability to maintain and continuously improve the quality of its programs. Recognizing this, the Postsecondary Education Quality Assessment Board (PEQAB) seeks to acknowledge and encourage capacity for each organization's internal quality assurance processes.

PEQAB's regular external review process for quality assurance in the context of renewal of consent for degree programs has previously involved, for all such programs, a double examination of the programs and two site visits. The first is conducted by the organization itself through a Program Evaluation Committee (PEC) according to PEQAB's Internal Quality Assurance and Development Standard--typically more than a year prior to the end of the current consent. The second review and site visit are conducted by PEQAB after referral of the degree program. For some institutions' degree programs, this dual process can be reduced to a single, simplified and expedited process without risk to program quality.

An environmental scan of the Canadian quality assurance (QA) landscape has shown that QA agencies employ a number of processes for program renewal/program audit, many of which contain a recurring monitoring or auditing element reflecting the institution's internal QA processes. In addition, many Canadian and international QA agencies offer one of a variety of forms of expedited or partial reviews under certain circumstances. Based on these best practices, PEQAB has devised an Expedited Renewal process that focusses on the organizations' internal QA practices, with PEQAB staff attending the site visit of an organization's own PEC.

This simpler process eliminates approximately half of the current consent process for renewals, while preserving all the elements necessary for assurance of the quality of degree programs for mature organizations.

This *Manual* is directed to private and public out-of-province degree-granting organizations as well as to Ontario public organizations not empowered to grant degrees through other legislation and seeking to renew consent pursuant to the *Post-secondary Education Choice and Excellence Act, 2000* (the Act) via this, PEQAB's **Expedited Renewal** process. It addresses:

1. Eligibility Requirements
2. The Expedited Renewal Process
3. Submission Requirements
4. PEQAB's Review and Recommendations
5. Additional Support from PEQAB Secretariat
6. Appendices

Organizations should note that the Board may revise any/all of its *Manuals* including this one with new editions, normally in January of each year, and the onus is on the organization to ensure that it is using one of the current Board *Manual(s)*. This *Manual* addresses only the Board's requirements for applications under the Expedited Renewal process for consent. For an overview of the Board, and its assessment criteria and procedures, applicants should refer to the *Manual for Public Institutions (including Ontario Colleges)* or the *Manual for Private*

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

Postsecondary Education Quality Assessment Branch
315 Front Street West
16th Floor
Toronto, ON M7A 0B8
E-mail: pegab@ontario.ca
Web: <http://www.pegab.ca>

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 Postsecondary Education Division, Postsecondary Accountability Branch, Ministry of Colleges and Universities PostsecondaryAccountability@ontario.ca .

1. Eligibility Requirements

Ontario Colleges

Expedited Renewal Reviews can be considered by Ontario Colleges with degree programs that have received initial consent. A College wishing to undergo the Expedited Renewal process may do so by notifying the PEQAB Secretariat prior to the appointment of its PEC and prior to the initiation of the site visit according to PEQAB's Internal Quality Assurance and Development Standard. The PEQAB Secretariat may, in some circumstances, suggest the full PEQAB Renewal process. Ontario Colleges should also consider that if the PEQAB Board is not satisfied with the results and/or process of the Expedited Renewal, the Board may require additional information and processes, up to and including the full PEQAB Renewal process, prior to its making a recommendation to the Minister.

No College is required to use the Expedited Renewal process; a College may feel there are benefits to a comprehensive Renewal Review against the full set of PEQAB criteria by a PEQAB appointed External Expert Panel. The requirements for full Renewal Reviews are set out in the *Manual for Public Organizations (including Ontario Colleges)*. All applications for new programs undergo the full PEQAB Review processes and the requirements for new program submissions are also addressed in the *Manual for Public Institutions (including Ontario Colleges)*.

Private, Public or Out-of-Province Institutions

New as of this *2022 Manual* is the opportunity for private and out-of-province organizations to conduct a consent renewal as an Expedited Review. Any such organization wishing a program to undergo the Expedited Renewal process will notify the PEQAB Secretariat in advance; PEQAB, through a Board submission, will then determine eligibility of a program for the Expedited Renewal process based on the following criteria:

1. The size of the organization in terms of the number of its degree programs.
2. Its experience in offering degrees in Ontario i.e. the length of time that degree programs have been offered by that organization.
3. The track record of the program and organization with PEQAB i.e. past experience with commitments and conditions of consent.
4. The involvement of other external quality assurance agencies and processes that are required and their overlap with PEQAB's criteria and processes – including accreditation of programs in regulated professions as well as other external QA and accreditation agencies.

As with the Ontario Colleges, please note that the Board may require additional information or processes, up to and including the full PEQAB Renewal process, prior to making a recommendation to the Minister.

All applications for new programs by private or out-of-province organizations continue to undergo the full standard PEQAB Review process as per the *Manual for Private Institutions*.

2. Expedited Renewal Process

Any program which PEQAB approves for Expedited Renewal process need only conduct its self-study and evaluation as per the PEQAB Internal Quality Assurance and Development Standard. A PEQAB Senior Policy Advisor will attend the site visit with the organization's own Program Evaluation Committee (PEC) to provide the PEC and organization with advice and expertise in the interpretation of the relevant PEQAB Standards.

The Expedited Renewal process will follow these steps (for more detail see narrative sections below)

1. The Organization
 - Informs PEQAB of its wish for an Expedited Renewal process.
2. PEQAB
 - Determines the eligibility of the program to undergo the Expedited Renewal process.
3. The Organization
 - Selects, appoints and orients PEC members
 - Plans a PEC site visit
 - Invites PEQAB to attend the PEC site visit and shares with PEQAB staff all relevant information and documentation.
4. The PEC
 - Conducts a site visit and writes a report which is shared with the organization.
5. The Organization
 - Completes the internal program evaluation process
 - Submits to the Ministry an application for Expedited Renewal.

6. Minister
 - Refers the program to PEQAB for quality assurance.
7. PEQAB
 - Posts the application on the PEQAB website
 - Reviews the Expedited Renewal application at its next meeting and makes a recommendation to the Minister
 - Shares the PEQAB Final Report with the organization
 - Posts the recommendation date on its website.
8. Minister
 - Considers PEQAB's recommendation and any public policy or financial issues that may flow from the renewal of a consent
 - Communicates the decision about consent to the organization.
9. PEQAB
 - Following the Minister's communication of the decision to the organization, posts the Board's recommendation and the Minister's decision on the PEQAB website.

PEC Review

The program conducts its normal self-study and evaluation according to its own institutionally approved policy and procedure and within the benchmarks in the PEQAB Internal Quality Assurance and Development Standard. The organization then:

- **Informs PEQAB** of its wish for an Expedited Renewal Review.
- **If approved** for the Expedited Renewal process **selects, appoints and orients PEC members** (see criteria for PEC members below).
- **Plans a PEC site visit** approximately 18 months prior to the expiry of a current consent and includes the PEQAB Secretariat in the planning to ensure PEQAB staff are available to attend the site visit, which can be either in person or virtual.
- **Invites PEQAB to attend the PEC site visit.**
- **Shares with PEQAB staff all relevant information and documentation** as provided to the PEC.

If an accreditation review applies to the program, the role of the PEC may be played by a panel from a professional accreditation agency (such as the Canadian Engineering Accreditation Board or the Council for Interior Design Accreditation) if

- the accreditation review is sufficiently similar to that of PEQAB and
- it covers most areas typically addressed in a PEC review.

In such cases the organization supplements the self-study, tailored toward the professional accreditation, with a self-study against any relevant PEQAB criteria not sufficiently addressed through the relevant accreditation review.

Composition of PECs for Expedited Reviews

During an Expedited Renewal, the applicant organization is responsible for selecting an external Program Evaluation Committee (PEC) qualified to provide an authoritative review of the program(s) while providing constructive, thorough and reliable advice. The applicant's appointed PEC members should, hence, possess qualifications, professional qualities, current subject-matter expertise and a

reputation that engender the confidence of the PEQAB Board, the Minister, the public, accrediting bodies, relevant regulatory bodies and other degree granting institutions. In addition, all members should be free of conflict of interest, in accordance with conflict of interest guidelines. It is also recommended that the organization strive for diversity in the composition of PEC members.

Required

- Two external subject-matter experts** who are senior academics with strong track records in their fields—one of whom serves as the PEC Chair.
- Each of whom holds an advanced academic credential (normally at the terminal level in the field) closely related to the subject area under review.

For these two, strongly recommended:

- Demonstrated strength and experience in teaching and learning, which may include teaching recognition, affiliation or work with teaching and learning centres, curriculum design, and/or quality assessment experience (e.g., as appraisers for accrediting bodies or as reviewers of degree programs) and/or senior administrative experience.
- A record of active scholarship in their disciplines and/or in the scholarship of teaching & learning.
- Currently or recently associated with the same kind of program and with an organization offering credentials at least at the same level as that under review.

And that the two

- Not be from the same institution and
- At least one be new to the review of the program (i.e. an individual who has not reviewed the program in the past seven years).

Optional/Desirable:

- One student or recent graduate** from the degree program under review or from another program at the same institution or from a comparable program at a different institution.
- One senior academic peer** internal to the organization but outside the program or a member of the Private and Out of Province Degree in Ontario Group (POPDOG) external to the organization or the College Degree Operating Group (CDOG).

Orientation of PEC Members

It is expected that organizations orient their PEC members; each organization may have its own orientation materials as suitable to the program. The PEQAB Secretariat can, however, be involved in the orientation at the organization's request. In addition, the PEQAB Secretariat can make its Panel Orientation materials as well as its PEC Guidelines available to any organization.

The student or recent graduate PEC member would require an orientation similar to the one provided to the other PEC members, with additional information on quality assurance in Ontario and the role of students in QA. It is suggested their compensation be comparable to that of other PEC members. The PEQAB Secretariat can--at the organization's request--be involved in the orientation of the student PEC member. The PEQAB Secretariat can also make its student orientation materials as well as its PEC Student Guidelines available to any organization wishing to adapt or use them.

Payment of PEC Members

PEQAB's per diem for External Expert Reviewers is \$800, and these are typically compensated for 3-4

days. It is recommended that organizations pay their PEC members at the same, or a similar rate.

Review of Expedited Renewal Application

1. Once the internal program evaluation process is completed, the organization submits to the Ministry for quality assurance review
 - The program self-study¹
 - The Program Evaluation Committee (PEC) report²
 - The organization's response to the program self-study and the PEC report³
 - Course Outlines
 - Faculty CVs
 - Anything additional required by the Ministry for its policy review
 - The Program Abstract and Course Schedule (see details below).
2. The Ministry then refers the program to PEQAB for quality assurance.
3. The PEQAB Board reviews these materials at its next meeting and may
 - a) Recommend to the Minister re-review after 7 years and renewal of consent.
 - b) Recommend another duration of consent and/or conditions of consent.
 - c) Request further materials or further review processes of the organization's program.

For more detail, see Section 3. and 4. below.

3. Submission Requirements

Submission and Mailing Instructions

As with new programs and full PEQAB Renewal Reviews, an organization can bundle closely related study programs in a cluster. For example, Bachelor of Commerce programs with different concentrations (such as Human Resources, Supply Chain Management or Accounting) could be submitted as one application. All programs within the cluster can be reviewed by the same PEC members if, collectively, the PEC has expertise in each of the programs or program areas.

All applications for Expedited Renewals are to be addressed and submitted to the Minister of Colleges and Universities.

Organizations applying for Expedited Renewals are required to submit the following materials electronically:

- A copy of a letter of application to the Minister of Colleges and Universities stating the program/programs for which Expedited Renewal is sought

¹ Or the self-study, tailored toward the professional accreditation, supplemented with a self-study against any PEQAB criteria not sufficiently addressed through the relevant accreditation review

² Or a report of the appropriate accreditation agency

³ Or a response to the recommendation from the accreditation report

- A copy 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 completed Ministry [Summary of Application Form](#) (Appendix C or D)
- The program self-study⁴
- The Program Evaluation Committee (PEC) report⁵
- The organization's response to the program self-study and the PEC report⁶
- Any update on the institution's action plan that resulted from the self-study or PEC report
- Information on future plans or developments of the institution or program
- Information on special challenges or developments over the period of consent
- A brief report on how any condition(s) or commitment(s) from the last Board review and report were addressed.
- 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).
- Course Outlines
- Faculty CVs
- **For posting on the PEQAB website:** The Program Abstract and a Course Schedule that shows for each academic year, and by semester
 - the title of each course/other requirement
 - the type of course/other requirement (core or non-core)
 - the modes of delivery: (in person, distance learning)
 - hours per course
 - course prerequisites, co-requisites, and restrictions
 - the highest earned qualifications of proposed instructors and required credentials for faculty to be hired.⁷

Course outlines and faculty CVs can be submitted as separate, searchable files. All other submission documents for PEQAB should be provided as a single, searchable electronic file saved in PDF format including any supporting documentation (e.g., CVs of the PEC).

Send all materials to

The Minister of Colleges and Universities
 c/o The Universities Unit
PostsecondaryAccountability@ontario.ca

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

⁴ Or the self-study, tailored toward the professional accreditation, supplemented with a self-study against any PEQAB criteria not sufficiently addressed through the relevant accreditation review

⁵ Or a report of the appropriate accreditation agency

⁶ Or a response to the recommendation from the accreditation report

⁷ Please ensure that these two electronic files are compliant with the Accessibility for Ontarians with Disabilities Act (AODA).

4. PEQAB's Review and Recommendations

While all programs are still expected to meet or exceed all relevant PEQAB standards, the Expedited Renewal alters the way in which alignment with PEQAB Standards is demonstrated and reviewed and the nature of PEQAB's involvement in the program review processes. PEQAB follows the principle that the review of the PEC should focus on the sufficiency of mechanisms that an organization has chosen to secure the quality of its degree programs. Of course, individual targets set by the organization in the self-evaluation report should also be taken into consideration.

After referral, the PEQAB Board will normally review at its next Board meeting

- the program self-study
- the Program Evaluation Committee (PEC) report
- the organization's response to the program self-study and the PEC report.

The Board may then

- a) Recommend to the Minister re-review after 7 years and renewal of consent.
- b) Recommend another duration of consent and/or conditions of consent.
- c) Request further materials or further review processes of the organization program, which may include commitments, conditions, report backs on modifications, and others up to and including a second site visit with an External Expert Panel selected in conjunction with the organization according to the full PEQAB Review processes.
 - If c) the organization's additional submissions would be considered at a subsequent Board meeting, at which the full current options available to the Board, in terms of duration of consent, conditions of consent and others would be recommended to the Minister.
 - If c) were to include a second site visit with an External Expert Panel or any materials or information provided by a third party, the current PEQAB process of seeking the organization's response in advance of Board consideration would also apply.

PEQAB's Reconsideration process is also available to the organization for any of the Board's conditions or duration of consent recommendations.

In rare circumstances, PEQAB may resort to a full PEQAB Renewal Review instead of or in addition to considering the Expedited Renewal process, e.g. if

- requested by the Minister during the referral and/or through specific instructions and/or
- major weaknesses in process or content were apparent from the PEC site visit or other.

5. Additional Support from PEQAB Secretariat

In addition to attending the site visit and at the request of the organization, the PEQAB Secretariat

may provide

- support in identifying potential External Expert Reviewers as a part of the Program Evaluation Committee,
- support in orienting the Panel, interpreting the Standards and benchmarks
- a template for the Review in the form of Review Panel Guidelines
- a list of all benchmarks and Standards that can be excluded from Review, if PEQAB has determined through previous Reviews that the organization satisfies these
- any other similar supports which the program requests
- support to the organization in choosing assessment tools or evaluations of student work that demonstrate student achievement.

6. Appendices

a) Suggested PEC Member COI

This guideline is intended as a suggestion or reference point for organizations wanting to draft a Conflict of Interest (COI) policy for PEC members and it is similar to the COI that PEQAB employs for the recruitment of its External Expert Review Panels.

PEC members must not reveal or divulge confidential information received in the course of their duties and confidential information must not be used for any purpose outside the duties. PEC members must not make public comments concerning any evaluation.

PEC members are expected to avoid conflicts of interest or the appearance of conflict of interest between their duties as PEC members and their personal or business interests. An actual or potential conflict of interest arises when an individual is placed in a situation in which his or her interests and experience appear to conflict with his or her responsibilities to the organization, PEQAB, the Ministry and the public interest.

Definition of Conflict of Interest

Excluding the members of the PEC that are recruited from inside the organization or that are current or former students of the organization, PEC members appointed by the organization should not have any connection to the organization or program partner(s) under review within the previous five years, or for a period of up to six months following the completion of their duties in connection with the evaluation/review process. Some examples of an unacceptable connection include:

- Preparing or providing expert advice used in developing the program self-study or other expects of the program
- Making public comment for or against a program or organization that might result in the apprehension of bias
- Being currently or having previously been employed by the institution
- Being a student or graduate of the organization (with the exception of the student PEC member)
- Working as a consultant for the organization
- Serving in an advisory capacity or on a board or committee at the organization

- Having financial or other business interests with the institution
- Supervising students or employees of the institution
- Collaborating regularly with the organization and/or
- Teaching at the organization.

Employment or previous employment by a competitive or potentially competitive institution does not, in and of itself, constitute a conflict of interest.

PEC members who have any interest by virtue of a past or current connection, or who make public statements about the organization/program under consideration must decline acceptance of PEC membership or withdraw from the PEC panel. Individuals who make public statements or who participate in the preparation of public statements concerning the organization and/or any aspect of a program, before or during an external evaluation, are considered to be in a conflict of interest by reason of a potential apprehension of bias.

Disclosing a Conflict of Interest

To assist in determining whether a conflict exists, all PEC members shall make full disclosure to the organization of any potential conflict of interest, within the terms of this policy, as soon as they become aware of the potential conflict of interest. Similarly, if an organization discovers a real or perceived conflict of interest between itself and a PEC members, the conflict shall be disclosed to the PEC member or PEC candidate. In accordance with these guidelines, the organization should then exercise its discretion in determining whether a conflict exists and notify the parties accordingly.

b) Draft PEC Site Visit Agendas (on-site or virtual)

**ON-SITE
NAME OF ORGANIZATION, SCHOOL and
PROGRAM
PEC Site Visit Agenda Site
Visit: DATE & LOCATION**

PEC Members:
PEQAB Observer:

8:00 – 8:30am	Welcome and Coffee	
8:30 – 9:00	Overview of the Agenda, Organization, Centre, School and Program Review (Self-Study) Process	<ul style="list-style-type: none"> • Senior organization administration • Program coordinator and/or chair • Dean of the relevant faculty • Program Development and Quality Assurance
9:00 – 10:30	<p>Academic Program Overview/ Overview of Program Development, Content, Outcomes, and Delivery</p> <p>Including e.g., detailed discussion of curriculum, course outlines, work integrated learning experiences and bridge pathways (if applicable), organization’s research capacity and academic pathways for degree graduates</p>	<ul style="list-style-type: none"> • Program coordinator and/or chair, i.e. person(s) responsible for the oversight of the program • Dean(s) Maybe: <ul style="list-style-type: none"> • Research Services, Program Development and Quality Assurance

10:30 – 10:45	Break	
10:45 – 11:45	Meeting with current and past Students	<p>Opportunity to meet with</p> <ul style="list-style-type: none"> • current students and graduates (for program renewals) • current students and graduates from related programs (for new programs)
11:45 – 12:30	Working Lunch (panel only)	
12:30 – 1:15	Tour of Campus Facilities	This tour may include a visit to the library, computing facilities, student support services and some classrooms and labs
1:15 – 2:15	Program Content and Delivery and Capacity to Deliver	Meeting with Faculty
2:15 – 3:15	Program Currency and Relevance to the Field(s) of Practice	Representatives of the Program Advisory Committee
3:15 – 3:30	Break	
3:30 – 4:15	Institutional Support for Program and Program Policies Including capacity to deliver supports to students and potential questions about the institution's policies as they pertain to the program	<p>Participants may include representatives from 'enabling areas'/ 'support areas' such as</p> <ul style="list-style-type: none"> • Student Services & Organization Resources/ Student Affairs • Co-op Education and Career Services • Enrolment Services • Financial Aid and Student Awards • Marketing
4:15 – 4:45	Panel Caucus (panel only)	
4:45 – 5:00	Concluding Meeting/ Exit Interview	The same participants as in the first session

**VIRTUAL
NAME OF ORGANIZATION, SCHOOL and
PROGRAM
PEC Site Visit Agenda Site
Visit: DATE
URL of Meeting and Password**

**PEC Members:
PEQAB Observer:**

Time	Topics/Areas of Focus/Session	Participants
8:00 – 9:00	Panel Welcome and Introduction	
9:00 – 10:00	Overview of the Agenda, Organization, Centre, School and Program Review (Self-Study) Process	<ul style="list-style-type: none"> • Senior organization administration • Program coordinator and/or chair • Dean of the relevant faculty • Program Development and Quality Assurance
10:00 – 11:30	Academic Program Overview/ Overview of Program Development, Content and Outcomes Including e.g., detailed discussion of curriculum, course outlines, work integrated learning experiences and bridge pathways (if applicable), organization’s research capacity and academic pathways for degree graduates	<ul style="list-style-type: none"> • Program coordinator and/or chair, i.e. person(s) responsible for the oversight of the program • Dean(s) Maybe: • Research Services • Program Development and Quality Assurance
11:30 – 11:45	Break	
12:00 – 1:00	Institutional Support for Program and Program Policies Including capacity to deliver supports to students and potential questions about the institution’s polices as they pertain to the program	Participants may include representatives from ‘enabling areas’/ ‘support areas’ such as <ul style="list-style-type: none"> • Student Services & Organization Resources/ Student Affairs • Co-op Education and Career Services • Enrolment Services • Financial Aid and Student Awards • Marketing
End of first day		

**Virtual Site Visit: DATE
URL of Meeting and Password**

Time	Topics/Areas of Focus/Session	Participants
8:00 – 8:30	Panel Welcome and Recap of Previous Day	
8:30 – 9:30	Meeting with current and past Students	Opportunity to meet with <ul style="list-style-type: none"> current students and graduates (for program renewals) current students and graduates from related programs (for new programs)
9:30 – 9:45	Break	
9:45 – 11:00	Program Content and Delivery and Capacity to Deliver	<ul style="list-style-type: none"> Faculty
11:00 – 11:15	Break	
11:15 – 12:15	Program Currency and Relevance to the Field(s) of Practice	<ul style="list-style-type: none"> Representatives of the Program Advisory Committee
12:15 – 1:15	Panel Caucus	

URL of Meeting and Password

Time	Topics/Areas of Focus/Session	Participants
2:00 – 3:00	Concluding Meeting/ Exit Interview	The same participants as in the first session
End of Virtual Site Visit		

c) Review of Samples of Student Work

Collecting and Providing Samples of Student Work

To facilitate the PEC's review of samples of student work for evidence that the expected learning outcomes related to the Degree Level Standard have been achieved, the following is suggested:

That

- the organization select and sort student work into what it considers exemplary, average, and minimally acceptable performance categories allowing PEC members to select samples from among these three categories,
- samples be from the terminal stage (3rd and/or 4th year) of the program,
- samples are from a range of courses and a variety of instructors and ideally include the capstone project and that they be representative of the program being reviewed,

- all personal identifiers be removed from the samples of student work,⁸
- organizations provide the details of the assignments (i.e., a copy of what the student receives) and, where available, the rubrics against which the assignments were graded,
- if possible, samples be unmarked (i.e. void of grading and instructor comments),
- the sample size be large enough to randomly select from (i.e. that the samples size from the core courses in the program be at least 20% (or a minimum of 15 samples, whichever is greater) of the total number of students in the program (e.g., 20 samples if 100 students are enrolled in the program under review)
- the organization distribute samples to the PEC (and the PEQAB Secretariat) prior to the site visit to allow for a desk review in advance of the visit. Where that is not possible, a minimum of 60-90 minutes will have to be found somewhere in the agenda for the PEC to conduct this task.

Reviewing Samples of Student Work

The PEC is responsible for randomly selecting samples of student work from the collection that the organization provides. The objectives of this requirement are to assess

- whether the Degree Level Standard has been met (i.e., whether the samples of student work reflect the anticipated outcomes of the program)
- whether the applicant has appropriately assessed the level of student performance. PEC members are asked to confirm in the Panel Report that a review of samples of student work was undertaken, indicate how many samples were reviewed, and provide details around their findings. PEC members may use the following chart to document this process.

Please complete the following table regarding samples of student work.

	Exemplary	Average	Minimally Acceptable
Number of samples available (if too many to count, indicate ample)			
Number of samples reviewed			
Number without personal identifiers removed (if all or majority, indicate such)			
Examples of assessment methods used			
Number of students enrolled in program (if available):			
Additional comments:			

⁸ Anonymizing the samples of student work is a suggestion. PEQAB would have no objections to personal identifiers being included if an organization has an internal policy or appropriate disclosures making students aware and ensuring their consent to share samples of student work, with their personal identifiers included, with an external QA panel.

d) Other assessments of the learning outcome achievements of students/graduates

As a supplement to the PEC marking random samples of student work that reflect exemplary, average, and minimally acceptable performance from the terminal years of the degree program (as per PEQAB's current *Guidelines for Samples of Student Work, Appendix c*), student achievement can also be demonstrated through

- a) Recognized, comparable, or scalable evaluations of critical thinking, problem-solving, communication skills of students graduating from the program, and/or
- b) Other learning outcomes assessment models/management systems, as proposed by the institution.

If assessments in addition to reviewing samples of student work are chosen to demonstrate student achievement, PEC members should be instructed to review/comment on the learning outcome achievements of students/graduates based also on the option chosen.