

EXPEDITED REVIEW PROCESS DESCRIPTION – NON-RESIDENT INSTITUTIONS

Types of Reviews

Reviews by Council may proceed in one of three ways:

- a. Full Review – when Council determines that both an organizational review and a program review using external evaluators are necessary. Normally, non-resident institutions proposing a first degree program in Alberta (e.g., first baccalaureate), a first degree at a new level (e.g., first graduate degree), or other precedent-setting degree (e.g., first BSc when only BA programs are offered), will be subject to a full review.
- b. Partially Expedited Review – when Council determines that it can omit the organizational review but will conduct a program review using external evaluators. In certain cases, Council reserves the right to include elements of an organizational review within the program review.
- c. Fully Expedited Review – when Council determines that neither an organizational review nor program review using Council-appointed external evaluators is needed. Council members and the Secretariat will do a desk review.

Expedited Review

A non-resident applicant institution may formally request a partially or fully expedited review and is expected to make its case based on Council's criteria for such a review. If the case presented is not accepted, the application will be subject to a full review (or partially expedited review) where the Council will appoint external evaluators. Applicants considering seeking partially or fully expedited reviews are encouraged to consult the CAQC Secretariat prior to making the request.

A. Partially Expedited Review

A request from a non-resident institution for a partially expedited review will be considered if the following criteria are met:

1. an institution has had approval in its home jurisdiction to offer the same degree program in its own name for at least five years;
2. an institution has been appropriately recognized (either at the program or institutional level) by an accrediting body or quality assurance agency acceptable to the Council, where such a body or agency exists, and/or by the appropriate public authority for at least five years; and
3. an institution has been successfully enrolling students in approved degree programs at that level in its home jurisdiction for at least five years.

A recent completion of a successful organizational review conducted by an accrediting body, quality assurance agency or appropriate public authority acceptable to the Council strengthens the case for a partially expedited review.

B. Fully Expedited Review

A request for a fully expedited review from a non-resident institution will be considered on its own merits: an institution should not assume that Council's willingness to conduct a fully expedited review in the same discipline at one level (e.g., a concentration in a 3-year B.A.) entitles it to a fully expedited review at another level (e.g., a major in a 4-year B.A.). An institution will not normally be eligible for a fully expedited review if the degree is considered precedent-setting for the system.

The following are the criteria to be met:

1. The proposal is for
 - a new major/specialization/concentration (e.g., History) in an already approved degree program (e.g., BA, BSc, etc.) that has been offered by the same institution across a range of disciplines in Alberta (i.e., the institution has a successful track record in implementing new programs and has experience in offering that level of degree in Alberta), or
 - a new degree program that is building on an existing major/specialization currently offered by the same institution under another program in Alberta and is at the same level (e.g., Bachelor of International Studies where a Bachelor of Arts with a major in International Relations exists).
2. An appropriate number of permanent, qualified faculty are in place in the department/discipline.
3. Degree nomenclature of the proposed program is widely recognized.
4. Program scale is well within the capacity and the resources of the institution to implement and sustain the program.
5. Evidence of risk assessment both with respect to risks to existing programs and to the program under review (i.e., unexpected enrolment, inability to procure staff) is presented and no financial concerns are apparent.
6. Internal vetting and assessment practices, including those for post-implementation review, are well established and clearly documented. The use of external assessment and consultation with stakeholders in the initial proposal strengthens the case for an expedited review. Normally, this external assessment and the institution's response to it must accompany the proposal and request. In engaging external experts, institutions should be guided by Council's guideline on *Independent Academic Experts*.