

Frequently Asked Questions on the Triennial Review Process

1. What information do we need to submit?

Each submission must contain the following information:

- Letter of Introduction signed by a Senior Administrative individual.
- Updated Program Information Form
- Section A - provides general information about the Educational Agency
- Section B - provides detailed information about the program
- Section C - include a copy of the previous CTAB report and identify actions taken to address any findings
- Samples of Technology Reports/Capstone Projects (six required)
- Triennial Review = Tables (1-2-3)
- Full Accreditation Review = Tables (1-2-3-4-5)
- Minutes from the last two Program Advisory Committee meetings held

2. How do we submit the information?

Schools are strongly encouraged to use secure online servers to store and manage their accreditation related data; by providing CTAB with a secure id and password the information is easy to access for all those involved in the review.

3. How do I fill-in Table 1?

Table 1 is a self-assessment of how the program meets the *National Technology Benchmarks*® V2014. Indicate where individual courses cover the outcome statements listed. The Indicators of Performance are "such as" statements only and should not be considered a checklist. Identify all pre-requisites (as listed in Course Outlines) for each program strength.

4. Why do we need to submit Technology Reports?

CTAB will examine the Technology Reports for all technologist level programs to ensure compliance with the NTB. The capstone projects clearly demonstrate evidence of advanced student learning.

5. The program name has changed since our last submission. What does CTAB require?

In addition to the items listed in Question 1, please include a copy of the **new Diploma** along with the new Course Calendar.

6. Our program is undergoing change in 2016. What do we submit?

The submission should be based on where the program was on January 1, 2016 along with an explanation of the proposed changes. Include a copy of the **new** program outline.

7. What is the ten-year accreditation model?

In April 2008, CTAB adopted a ten-year maximum term for accreditation in Canada. All programs that have reached the ten-year limit will be required to start over. In essence, this means a complete new submission followed by a one-day site visit. The **Triennial Review Cycle** hence the reference to the (4 +3 +3) model.

8. Most of the documentation we have is based on a single course reflecting the areas of strength – there are a couple of issues with this. In the first case, we have a number of areas where the strength is built from many courses and none of the courses really reflect the area that well – we will need to attempt to come up with something but I'm afraid that it will appear that so much is missing from any one of the courses that any review team will have many questions – how can we avoid this?

You **can** show **two courses** to "justify" one program strength. However, you will need to collect student work from **two courses** as evidence of compliance. If selected for an audit, you must be able to explain/show the reviewers a reasonable amount of student work.

9. Can we use one course to represent two program strengths? An example of this is the case where the Technology Report component is being made up mainly by a design project integrated directly into another program strength.

CTAB expects to see **one** course identified for each program strength. An exception to this may be at the Technologist level whereby once course **could** represent the Technology Report (Capstone Project) and a DESIGN specialty area. Examples of this may occur in Architectural, Civil or Electronics Engineering Technology.

10. Can we send files saved using Microsoft Office 2010?

Since we are dealing with over 100 volunteer reviewers across Canada, and knowing that not everyone has the latest software available, we ask that all files be saved to: **Microsoft Office 2010**.

11. What if we have a Program Advisory Committee scheduled for March 17, 2016?

Simply make a note in your submission that the PAC Minutes will be submitted via email no later than March 31, 2016.

12. A number of staff members have changed and we can't seem to find the date of the original CTAB accreditation?

Simply go to: www.ctab.ca, select Accreditation and then go to List of Programs (by province). The dates listed are the original dates according to the CTAB database.

13. What if we can't make the submission deadline?

Submissions are due no later than March 1, 2016. That also depends on which method you choose: a) posting to a secure website, or b) shipping USB flash drives. This year, CTAB encourages all schools to post their submissions via secure server with secure access for Program Evaluators.

14. How do we include a "new" Program Strength that is not in the NTB?

CTAB recognizes that a program may wish to include a **new** program strength. Simply insert a detailed statement at the bottom of Table 1-Program Matrix and identify it with a custom number (i.e. College ABC-01)

15. Do we have to list all courses across the top of Table 1?

Yes. CTAB needs to see the complete picture of program delivery, including electives and/or General Education courses.

16. What level of math is required for a Computer Engineering Technology program?

Part 1-General Skills of the NTB describes the four levels of math based on the discipline. GC 2.1 is basic math, GC 2.2 is advanced math, GC 2.3 is statistics and GC 2.4 is discrete math for Information Technology programs. CTAB issued a Bulletin in 2008 clarifying that any program that contained the word "Engineering" in its title would require Math GC 2.2 and GC 2.3.

17. We are currently gathering student work. Could you please explain what we should be collecting?

CTAB requires that you retain the **last two years'** worth of student work (i.e. 2014 and 2015). As you collect 2016 material, then you can discard 2014. Start by identifying **five Program Strengths** (selected from the Program Outcomes in the National Technology Benchmarks[®] Discipline-specific program criteria, **plus**, for Technologist Level programs, **Technology Report** – GC01 from the General criteria), and highlight the **one course** that best represents each Program Strength.

For each course identified, collect **three sets** of student work to be kept on file at the school, in case there is an audit. This "evidence" may include lab reports, drawings, mid-term, models and final exams as described in the course outlines.

The three samples of student work must represent the **highest, middle, and lowest passing graded assignments taken from the courses identified on Table 1.**

In the case of multiple assignments, (ex: 15 lab reports) CTAB is looking for a sample (of a sample) to demonstrate compliance, such as highest, midpoint and lowest passing for the start, midpoint through the year and end of school session.
