

## Admission to the Alberta Transfer System Questionnaire

Applying institutions should refer to the document entitled “Admission to the Alberta Transfer System” for information regarding eligibility and the process for application for membership. In making application the required cover letter to the Chair of the Alberta Council on Admissions and Transfer (ACAT) requesting admission to the Alberta Transfer System should reflect how membership will be a benefit to learners and the system as a whole.

Application for admission to the Alberta Transfer system may be strengthened by sponsorship from an ACAT member institution. A sponsored application must include a letter of support for the applicant from the Vice-President (Academic) or equivalent of the sponsoring institution and documentation from the sponsoring institution outlining the criteria and process used to determine support for the applicant’s membership. Applicants would then respond only to those questions not already addressed by the sponsoring institution’s submission.

If the applying institution has been recommended by the Campus Alberta Quality Council (CAQC) and approved by the Government of Alberta to offer degree programs, in lieu of the Questionnaire, pertinent sections of the CAQC application should be submitted along with responses to section #3 of the Questionnaire regarding evidence of transfer agreements and transferring students. Please refer to the “Process” document for further details.

Please provide the following information in your package to the ACAT Chair.

### 1. Governance, Incorporation

- ◆ Method of incorporation (e.g. Societies Act, Private Bill, legislative authority in Alberta)
- ◆ Date of incorporation in Alberta
- ◆ Incorporation history
- ◆ Governance structure
- ◆ Institutional or program accreditation or licensing status

### 2. History

Give a brief history of the institution in Alberta

- ◆ What is the current total student enrollment figure (based on headcount)?
- ◆ What is the relationship with other post-secondary institutions?
- ◆ Describe any connections to the K-12 system.
- ◆ Describe the relationship with and benefit to the community.

### 3. Track Record in Alberta

Demonstrate an established track record in Alberta with:

- ◆ Evidence of existing transfer arrangements with ACAT members and other accredited post-secondary institutions.

- ◆ The numbers of students admitted to your institution within the last year who had previously attended another post-secondary institution.
- ◆ Evidence of the retention and success rate of students who have transferred into your institution from an ACAT member institution.
- ◆ The number of students per year from your institution who transfer to another institution or other institutions.
- ◆ The success of students who have transferred from your institution to an ACAT member institution.
- ◆ Other evidence of the success of students (e.g., depending on the program - evidence of the employability of and employer satisfaction with those students).

## 4. Academic Policies

Provide a copy of the latest institutional published calendar, and other relevant documents, highlighting the following:

- ◆ Statement of academic freedom for students and staff
- ◆ Student rights and responsibilities
- ◆ Policies or procedures pertaining to the awarding of transfer credit
- ◆ Published admission, continuation and graduation policies and the capacity to ensure that academic records of students are secure.

## 5. Physical Plant

- ◆ Describe the main Alberta campus facilities: laboratories, classrooms, technology and specialized equipment.
- ◆ Include the number, descriptions and addresses of any other sites in Alberta
- ◆ Include the number, descriptions and addresses of sites outside of Alberta

## 6. Organizational policies, strategic planning and periodic review

Provide evidence that your institution has appropriate policies and processes in place to assess the effectiveness, continuous growth and improvement of your educational programs and services. Include evidence of the use of external experts.

## 7. Faculty and Staff

Provide evidence that the institution retains a core of continuing and appropriately qualified faculty and instructional staff.

- ◆ Provide CVs for all continuing staff
- ◆ Using the attachment on page 4, provide information on all instructional staff for each program.

## 8. Information Systems and Services

What information services and learning resources does your institution have to support the academic programs for students and faculty (e.g., library, computing facilities).

## 9. Transfer Agreements or Arrangements

Provide the following:

- ♦ List any current course or program transfer agreements with an ACAT-member institution.
- ♦ List any course or program for which your institution is seeking transferability. If these courses or programs are similar to, or are modeled after an ACAT-member institution, name the institution.

## **10. Enrolments**

Using the attachment on page 5, indicate the recent enrolments (headcount) for your institution. Complete for each course/program.

## **11. Appropriate Documentation of Student Achievement**

Provide a “sample” transcript or academic record with the student name deleted. If your institution has other campuses or branches with different transcripts, also provide a “sample” of these.

## **12. Financial Stability**

Provide indication of your institution’s financial stability, such as financial statements or proof of bonding.

# Alberta Council on Admissions and Transfer

**Attachment**

**Question 7 – Faculty & Staff: Instructional Staff by Program**

(Reproduce as required)

**Program Name:** \_\_\_\_\_

Instructor credential level required: Please indicate: \_\_\_\_\_

Diploma \_\_\_\_\_

Bachelor's \_\_\_\_\_

Master's \_\_\_\_\_

Doctorate \_\_\_\_\_

\_\_\_\_\_ # of individuals (head count):

# Total Instructional Staff: \_\_\_\_\_

# Continuing Staff \_\_\_\_\_

:# Temporary Staff: \_\_\_\_\_

Credentials of Continuing Staff: \_\_\_\_\_

Diploma \_\_\_\_\_

Bachelor's \_\_\_\_\_

Master's \_\_\_\_\_

Doctorate \_\_\_\_\_

Credentials of Temporary Staff: \_\_\_\_\_

Diploma \_\_\_\_\_

Bachelor's \_\_\_\_\_

Master's \_\_\_\_\_

Doctorate \_\_\_\_\_

