

Institutional and Programme Quality Assurance Standards

INSTITUTIONAL QUALITY ASSURANCE STANDARDS

STANDARD 1: MISSION AND GOALS

The Institution must have a clearly defined statement of the mission and purpose of the Institution. Include the vision, core values, and Institutional goals in regards to students, faculty, staff, community educational programs, technology, partnerships, infrastructure, funding activities, and other activities...etc. Provide a copy of the Institution's mission statement that clearly defines its purpose of the Institution, which it serves and what it intends to accomplish in the field of education.

STANDARD 2 – INSTITUTIONAL GOVERNANCE AND ADMINISTRATION

The Institution must have a clearly defined structure of governance which is the final authority with respect to the formulation and implementation of basic policies that govern the Institution. Governance policies must clearly define the selection process, policy development and review process, decision-making roles and responsibilities assignments, and remuneration, if any, associated with board members.

STANDARD 3 – EDUCATIONAL PROGRAMMES

The Institution must have clearly defined objectives, evidence-based content, and academic rigor in the educational programmes offerings and congruent with the Institution's mission and goals. Educational programme standards are reviewed under the following sub-standards: (i) Programme Mission and Goals, (ii) Programme Governance and Administration, (iii) Academic Programme Resources and Support, (iv) Programme Effectiveness, and (v) Quality Assurance and Enhancement.

STANDARD 4 – LEARNING RESOURCES

The Institution must own or have access to sufficient learning resources, services, infrastructures, and technologies to adequately support the proposed educational programmes and reflect the capacity to support Institutional mission and goals.

STANDARD 5 – PHYSICAL RESOURCES & INFRASTRUCTURE

The Institution must demonstrate that it has adequate accommodation in terms of space, physical facilities, lighting, and safety provisions. Present a thorough description of physical facilities available that are in support of the Institutions missions and goals. Master plan of facilities, workplace safety information, Occupational Safety and Health Administration (OSHA) compliance or a similar entity...etc.

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STANDARD 6 – HUMAN RESOURCES

The Institution has sufficient instructional, administrative, and support staff with the requisite qualifications and experience appropriate for their tasks that fulfills the Institution's mission and goals.

STANDARD 7 – FINANCIAL RESOURCES

The Institution must present a financial plan for at least 3-years, including future budget projections. Present the Institution's two (2) most recent independently audited financial statements in the support of the Institution missions and goals outlined. Assess and evaluate the efficiency and effectiveness of how Institutional resources are used in support of the mission.

STANDARD 8 – STUDENT SERVICES & CO-CURRICULAR ACTIVITIES

The Institution must present evidence based data and information on the student population that highlights how the Institution's mission and goals supports their student body through academic services and co-curricular activities from the point of enrolment to graduation, as well as with alumni services.

STANDARD 9 – STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS

The Institution must have a comprehensive Institutional-wide strategic plan linked to mission that outlines all ongoing organizational management activities based on Institutional mission and goals. Include operational plans at all units/departments, as well as academic, financial, and other quality assurance plans. Assessment and evaluation activities for Institution effectiveness should also be outlined

STANDARD 10 – PROGRAMME & INSTITUTIONAL OUTCOMES (ANNUAL REPORT)

The Institution must submit a comprehensive annual report outlining evidence-based data and information concerning programme and Institutional data, organizational activities, and financial performance from the preceding year.

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PROGRAMME QUALITY ASSURANCE STANDARDS

STANDARD 1: PROGRAMME MISSION AND GOALS

The Institution must have a concise description about the purpose of the programme, as well as the guiding principles and values specific to it. It highlights the philosophical position behind the programme goals in broad terms, the stakeholders or audience the programme targets, what those who train in it will achieve educationally and career wise, as well as how the training will contribute to the community or country on a whole. Programme goals list the content of the programme specific to the parameters of what students will understand (knowledge), apply (psychomotor skills) and appreciate (affective).

STANDARD 2: PROGRAMME GOVERNANCE AND ADMINISTRATION

The Institution must define the people, policies, and procedures, associated with the planning, development, implementation, monitoring & evaluation of each academic programme. It speaks to the framework(s) in which programme development decisions are made, as well as the quality assurance mechanisms that are in place that guides the governing and administering of each academic programme.

STANDARD 3: ACADEMIC PROGRAMME RESOURCES AND SUPPORT

The Institution must demonstrate that it has the necessary resources, infrastructure, and support to successfully deliver the programme's mission and goals in its entirety; that is, the physical resources, learning resources, human resources, and financial resources.

STANDARD 4: PROGRAMME EFFECTIVENESS

The Institution must present evidence-based data and information that proves market demand and relevancy for academic programmes offered by the Institution. As well as documents and demonstrates the mechanisms in place to measure, monitor, and evaluate programme effectiveness throughout the planning and delivery life-cycle of a given programme.

STANDARD 5: QUALITY ASSURANCE AND ENHANCEMENT

The Institution must have embedded quality enhancement policies and procedures throughout the life of the programme. Further, the Institution should demonstrate forward thinking and planning that continuously measures and evaluates the need for programme resources and support mechanisms.