



## Institutional Standards

### 1. System Alignment

**The program clearly fits into the existing post-secondary education system and the strategic direction of the Northwest Territories (NWT).**

The evidence to be submitted should include:

- a. How the program fits with the institution's mandate and strategic plan; if a new institution, how is the mandate and strategic plan being developed?
- b. Alignment with the Government of the Northwest Territories' strategic priorities
- c. Relationship to existing programs at the institution (learning outcomes and program elements)
- d. Similarity or relationship to other programs (in the region, territory and country)
- e. Evidence of consultation with other NWT institutions
- f. How this proposed program fits into the NWT post-secondary education system

### 2. Accessibility

**All Northwest Territories residents wanting to attend post-secondary education have access.**

The evidence to be submitted should include:

- a. Recognition of unique obstacles and how they can be overcome
- b. Guidance for students to make informed decisions that will keep them on track for education and employment success
- c. Targeted individual student supports that focus on bridging education and employment gaps
- d. Required education and skills before being accepted into the post-secondary education system
- e. Guidance to ensure financial stability
- f. Guidance to housing and family support
- g. A description of how the institution supports inclusion and accessibility
- h. A description of how the institution provides equality of opportunity
- i. A description of the physical access to the institution and course locations that supports persons who identify as having a physical disability
- j. A description of how the institution monitors and improves accessibility for those with a permanent, temporary or situational disability

### 3. Learner Demand

**The post-secondary education system is responsive to local needs.**



The evidence to be submitted should include:

- a. Quantitative data relating to learner demand and how it was analyzed to anticipate this demand, including:
  - i. the source of the demand
  - ii. the geographic makeup of the demand (local, regional, national, etc.)
  - iii. the characteristics of the likely cohort (high school graduates, mature learners etc.)
  - iv. the anticipated duration of the demand
  - v. other evidence (surveys of high school students, wait lists, trends in the region, number of student inquiries, etc.)
- b. The process that supports the flow of ideas and inclusion of traditional knowledge and Indigenous perspectives
- c. A description of how there will be community involvement and how it is proposed to continue
- d. An explanation of how economic development at the local level was considered

#### 4. Industry/Market Need

**The program is clearly supported by the industry and labour market demand in the Northwest Territories.**

The evidence to be submitted should include:

- a. Industry activity relevant to the application
- b. Key occupational needs and requirements
- c. Current economic conditions, projections, and changes in the economy; how they impact the labour market
- d. Geographic source of demand
- e. Employment forecast to determine if demand is predicted to increase, decrease, or stay the same
- f. Connection between proposed program and employment industry/market
- g. Possible challenges and/or barriers that a graduate of this program may encounter with securing employment
- h. Anticipated duration of the demand
- i. Consultation with industry
- j. Support from industry, employers or market proposed to be affected
- k. Regulatory requirements (if applicable)

#### 5. Program Development

**Programs are developed with the emphasis on the learner and what will be learned.**

The evidence to be submitted should include:



- a. The program structure and course descriptions
- b. Curriculum loads and length
- c. Projected enrolment plan
- d. Financially viable budget plan, including anticipated impact on internal resources
- e. Capacity (staffing considerations)
- f. Program distinctiveness and/or program duplication considerations

#### 6. Outcomes

**Students leaving the post-secondary education system will have all the foundational skills necessary for continuing post-secondary education or moving into the workforce.**

The evidence to be submitted should include:

- a. Evidence of transferability and portability of credits earned in a program (transfer agreements)
- b. A graduate profile
- c. Employment outcomes of graduates from similar programs
- d. Evaluation plan, including performance measures and targets
- e. Placement (availability of places for work-integrated learning elements)

#### 7. Regulated Professions

**The program is clearly supported by the relevant regulatory body or professional organization**

The evidence to be submitted should:

- a. Demonstrate that the program meets all necessary requirements

#### 8. Operations

**All institutions must have clear overview of operations (business plan)**

The evidence to be submitted should include:

- a. The institution's mandate (public) or mission (private)
- b. The goals approved by the governing body, and
  - i. The process that supports the progress to meeting the goals
- c. Description of the governance and administrative capacity
- d. Explanation of the atmosphere in which academic freedom exists
- e. An outline of institutional policies, strategic planning and periodic review
- f. An outline of financial planning and resources to provide a stable learning environment
- g. Description of how ethical conduct is upheld
- h. The process for the hiring and management of faculty and staff
- i. Description of information systems and services



- j. Student protection policies or processes
- k. Description of student services
- l. Dispute resolution policies or processes
- m. Description of the physical facility

### **APPEAL**

Upon receiving the Education, Culture and Employment Minister's signed decision, the applicant has 30 days to undertake a formal appeal.

### **UPDATES**

This process is subject to updates as required. Applicants are responsible for ensuring that they are using the current version. The current version is located on the Department of Education, Culture and Employment (ECE) website or from the Labour Development and Standards division.

### **PROCESS ACCOUNTABILITY INDICATORS**

- 1) Institutions reviewed and approved are finding success in the NWT post-secondary education system (data to be reviewed every three years).
- 2) Reviewers have a clear picture of the institution and program criteria to carry out a fulsome review.
- 3) The Minister is receiving the necessary information from the criteria responses to decide if an application should be rejected or forwarded for a quality assurance review.
- 4) System Coordination Review applications must be processed within 45 days.