GUIDE FOR THE PREPARATION OF AN

ANNUAL REPORT FOR POST-SECONDARY INSTITUTIONS

OPERATING IN NEW BRUNSWICK

UNDER THE

DEGREE GRANTING ACT

To be submitted to:

Department of Post-Secondary Education, Training and Labour
Post-Secondary Affairs Branch
500 Beaverbrook Court
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1

June 2013

DEPARTMENT OF POST-SECONDARY EDUCATION, TRAINING AND LABOUR

GUIDE FOR THE PREPARATION OF THE ANNUAL REPORT

Institutions designated under the *Degree Granting Act (DGA)* must comply at all times with the requirements established under the *Act*, regulations and the applicable policies of the Government of New Brunswick.

Under section 4 of the Department's *DGA* policy available on our website, institutions are required to submit an annual report within 90 days of the end of their fiscal year. This document is a guide for the preparation of the annual report by designated institutions. If an institution is unable to provide all of the information, it must document the omission.

The Department reserves the right to require additional information over and above what is listed in this guide.

Please submit your annual report to:

> Department of Post-Secondary Education, Training and Labour
> Attention: Post-Secondary Affairs Branch
> 500 Beaverbrook Court, Suite 400
> P.O. Box 6000
> Fredericton, New Brunswick   E3B 5H1

Section 1.0: Introduction

1.1   Name of the institution, address, and contact information

1.2   Summary of designated programs
        a) Program name and level
        b) Identify Honours, Majors, or areas of specialization
        c) Date of designation
        d) Method of program delivery
        e) Date of first enrolment
        f) Date the first cohort graduated

1.3   Additional accrediting information, if applicable (accrediting agency, status, most recent review data)

1.4   Report on the requirements of the Student Protection Agreement:
        a) FTP upload of student transcripts

1.5   Report on legal or administrative actions against the institution or any of its owners, officers or administrators, started or active during the year, if applicable

Section 2.0: Institutional Information

2.1   Governance and compliance (development during the year)

        2.1.1   Ownership and company governance
                a) Board members
                b) Summary of activity and policy decisions
                c) Append new policies approved during the year
                d) Append list of Senior Management

        2.1.2   Academic governance (e.g. Senate)
                a) List of members
                b) Summary of activity and policy decisions
                c) Append new policies approved during the year
                d) Append minutes of meetings

        2.1.3   Other by-laws and policies

2.2   Quality Assurance
        a) Internal reviews held during the year
        b) External reviews held during the year
        c) Student surveys
        d) Other

2.3   External recognition
        a) Articulation, transfer, and collaboration agreements
        b) Recognition and acceptance of program by other post-secondary institutions, employers, professional and licensing bodies

2.4   Staffing
        a) Number of full-time and part-time employees; indicate if administration/ staff/faculty, current year versus previous year change
        b) Geographical distribution of employees
        c) Student services and support
        d) Operational support
        e) Provide an organizational chart

2.5   Infrastructure developments (online or in-class classrooms; library; other)

2.6   Marketing activity (samples of institutional publications)

2.7   Tuition and other fees summary

2.8   Update on business plan

Section 3.0: Program Information (for each designated program)

3.1   Legal and regulatory compliance
      a) Report on the conditions attached to the designation, if applicable

3.2   Changes to designated program (even if these have already been submitted to PETL)
      a) Describe any modifications to the program and why they were necessary

3.3   Profile of faculty members

    3.3.1   Overview
        a) Number of faculty members
        b) Number and % with Ph. D
        c) Number and % "research active"
        d) Number and % "professionally active"

    3.3.2   Faculty recruitment and training

    3.3.3   Scholarly and professional activity during the year (research grants, refereed publications, other scholarly activity)

3.4   Enrolment and activity metrics:

    3.4.1   Enrolments
        a) Course-by-course
        b) Total per program
        c) Field placements
        d) Theses/graduating essays supervised and completed

    3.4.2   Number of credentials granted

    3.4.3   Student cycle
        a) Number of applicants
        b) Number/proportion of applicants who were deemed qualified
        c) Number/proportion of qualified applicants admitted
        d) Number/proportion of admitted students who complete
        e) Average time to completion
        f) Attrition, drop down, drop out rates

    3.4.4   Admissions profile
        a) Average entering GPA
        b) ESL proficiency data
        c) Conditional admissions data

3.4.5　Student demographics
- a) Average age and gender
- b) Country/province of residence
- c) Part-time/full-time

3.4.6　Grade distribution, average grade, standard deviation

3.4.7　Advisory Council
- a) List of members
- b) Summary of activity during the year

Section 4.0: Finances

4.1　Audited Financial Statements (to be included)

4.2　Student Financial Security Fund (recalculated and included, if applicable)

Section 5: Plans, Projections, Challenges for the coming year

5.1　Academic
- a) New programs
- b) Modifications to existing programs

5.2　Students
- a) Enrolment
- b) Support services

5.3　Staff

5.4　Infrastructure

5.5　Other