



## **ACTT's COVID-19 INSTITUTIONAL MONITORING PROJECT GUIDELINES FOR ENGAGEMENT**

### **ELIGIBILITY FOR PARTICIPATION**

1. You must have Institutional Status with ACTT, that is, your institution is presently registered/accredited/recognised;
2. Your programmes must have current approval and/or recognition with ACTT;
3. You must have made adaptations to your programmes and are currently offering them in ERTLA mode OR working towards ODOL;
4. You must be currently modifying your institutional resources and systems towards ODOL. This includes, but is not limited to, re-working or having reworked your business/educational strategy, enrolment and financial projections, educational and business/administrative policies and procedures, technologies and student services; and
5. If you have a range of ACTT approved and/or recognised programmes you should be ready to present a representative sample of these programmes in the report.

## SUBMISSION OF PROGRAMME MONITORING REPORTS

- The Institutional Liaison, who is the bonafide quality assurance/management representative, is the individual to whom ACTT will send the form and from whom ACTT expects to receive the completed form/documentations;
- Registered/accredited/recognised institutions should complete the Approval-Recognition of ODOL Programme form provided;
- Institutions are required to submit one form ONLY;
- Institutions are to document their responses to the questionnaire for approved programme(s) or recognised programme(s) or both, wherever applicable. Where no information applies to your institution, you may enter N/A on the sections of the form.
- In addition to the completed questionnaire, institutions are to ensure that they provide programme data for each programme they are required to submit. Programme data should be submitted and evidence properly coded. This data can be all programmes up to a maximum of four programmes or representative samples for five or more programmes;
- One may wish to adopt a suitable coding system when submitting evidence. For example, keys such as the following could be used:

<b>Document</b>	<b>Code Sample</b>
Programme Approval	PA
Transnational Recognition	TR
Criterion 1	C1
Standard 2.1	S 2.1
Programme Sample 1	PS1

If you wish to submit sample programme data for criterion 1 for programme approval of ODOL/ERTLA, you may refer to this as PAC1PS1, PAC1PS2, etc.

If you wish to submit sample programme data for standard 2.1 for transnational recognition of ODOL/ERTLA, you may refer to this as TRS2.1PS1, TRS2.1PS2, etc.

- All completed questionnaires must be validated by the chief academic officer of the institution prior to submission to ACTT; and
- All completed questionnaires and evidence submitted to ACTT must be sent no later than December 14, 2020 and emailed to [ertla@actt.org.tt](mailto:ertla@actt.org.tt).

## SELECTION OF PROGRAMME SAMPLES

1. Where an institution is offering one to four indigenous and/or transnational programmes, responses to the questionnaire should provide information related to all of the programmes that are being submitted. All one to four programmes should be provided as evidence.
2. Where an institution is offering five or more indigenous and/or transnational programmes, responses to the questionnaire should provide answers/information related to a sample of all of the programmes that are being submitted. The sampling method should be determined by the institution using the following criteria:
  - The number of programmes offered by the institution;
  - The breadth of programmes offered in terms of levels of complexity, qualifications and awards;
  - The range of subjects or disciplines offered at the institution or by the awarding body; and
  - The diversity of stages in the development and implementation process for programmes being changed from emergency remote teaching, learning and assessment towards ODOL modes. *ACTT recognises that institutions may still be updating, adapting and converting programmes from one modality to another and that, given the current scenario, this is a continuous process of change. As such, ACTT will accept a range of programmes in the sample from those recently approved by the institution to those undergoing different stages of development.*

*NB: A convenient sampling method can be applied using the above characteristics. For example, an institution offering the following programmes can use a method such as:*

<b>Programme Level (Number)</b>	<b>Number of Disciplines</b>	<b>Subject/Discipline Types</b>	<b>ERTLA/BL/Online</b>
<i>Diploma</i>	<i>6</i>	<i>Business, Computer Science, Psychology, Data Science</i>	<i>3 ERTLA 2 BL 1 Online</i>
<i>Bachelors</i>	<i>4</i>	<i>Business, Computer Science</i>	<i>4 ERTLA</i>
<i>Masters</i>	<i>2</i>	<i>Business, Computer Science</i>	<i>1 ERTLA 1 BL</i>

*From the above institutional sample, one may consider selecting a sample of four out of twelve programmes as reflected by the following:*

- Diploma in Computer Science in ERTLA mode
- Diploma in Psychology in online mode
- Bachelors in Business in ERLTA mode
- Masters in Computer Science in BL mode

Large institutions with more levels and types of programmes should attempt to have a statistically relevant sample across programme levels, disciplines and modalities. A convenient sample could represent between 10-15% of all programmes.