

## Micro-Credential Quality Assurance Process

Micro-Credential: A Micro-Credential is a small program that allows the learner to gain relevant skills and competencies that are needed in today's workforce. All Micro-Credentials offered by Carleton University should be aligned with 21st-century workforce demands, including critical thinking, intercultural fluency, digital technology, and more. These small programs are specifically designed to equip professionals with the skills that employers want, in order to stay at the leading edge of their disciplines.

eCampus Ontario considers a Micro-Credential as a certification of assessed learning associated with a specific and relevant skill or competency. Micro-Credentials enable rapid retraining and augment traditional education through pathways into regular post-secondary programming. Micro-Credentials are institutional acknowledgements of academic work that results in professional skills that may or may not be directly awarded university credit.

The Carleton University Micro-Credential Quality Assurance Process follows the Carleton Minor modification process with additional vetting steps at the beginning of the process. The steps, in order, are as follows:

1. To access initial guidance on the creation of a Micro-Credential and information on what other Micro-Credentials have been created or are in the works, please contact the Future EDge administrator (see point 2). Faculty Deans are also aware of this information and are useful contacts to explore ideas for a Micro-Credential before a full application is made.
2. Each application for the creation of a Micro-Credential should be sent to Future EDge Talent Ecosystem as Future EDge will be the administrator (Emily Mantha <Emily.Mantha@carleton.ca>) of the Micro-Credential application. The administrator is responsible for vetting the Micro-Credential, to review if there are any existing duplications and gather the required information for step 2 as follows:

A Micro-Credential application must include at least the following:

- Name of unit offering the Micro-Credential.
- Description of the target audience (e.g., grad students, professionals, people seeking professional employment, etc.).
- A description of the learning outcomes and goals for the Micro-Credential.
- A description of the tasks required of the student (e.g., workshops, writing assignments, quizzes, etc.).
- A description of how the student's accomplishments will be evaluated (e.g., presentation, online quiz, faculty review, etc.).
- Each Micro-Credential will be deemed graduate and undergraduate Micro-Credentials—level (ug or g)—based on what requirements students will need to take the Credential and how we decide to market the Credential itself.

- Total time required to complete the Micro-Credential. Less than 12 weeks in duration and between five (5) and 300 hours long.
- Suggested tuition.

3. Once vetted, Micro-Credential applications are sent to the Cross Faculty Steering Committee, for review. The committee is chaired by Dana Brown and consists of the Deans and Associate VP (Teach & Learning).

4. The Cross Faculty Steering Committee considers the request to create each Micro-Credential and refer it to the appropriate Faculty Curriculum Committee and Faculty Board for vote as required.

5. Micro-Credential approved by the relevant Faculty Curriculum Committees and Faculty Boards are submitted to SCCASP for final approval and then to Senate for information.