

# Comprehensive Institutional Plan (CIP) Guidelines 2019-2022

## Frequently Asked Questions

### General

**Question: *What's new in this year's CIP Guidelines?***

**Answer:** The ministry made a number of changes to this year's CIP Guidelines.

- Like last year, institutions are not expected to submit new goals, priority initiatives, expected outcomes and performance measures for the 2019-2022 CIP. Institutions only need to submit new goals, priority initiatives, expected outcomes and performance measures if significant changes have been made to the institution's plans. If the information from the 2017-2020 or 2018-2021 CIP is still relevant, institutions should re-produce it. Any new information in this section is required to be highlighted in red ink.
- There is a new template developed in the Guidelines for institutions to use to submit their goals, priority initiatives, expected outcomes and performance measures (even those previously submitted). Failing to use this template may risk the CIP being returned for revision and resubmission.
- The Executive Summary now includes the Accountability Statement, signed by the Board Chair, the Mandate Statement (except for Independent Academic Institutions), and the Mission Statement. These are no longer required to be separate sections. Please ensure that the Mandate Statement submitted is the Minister-approved version; the CIP will be returned for resubmission if a revised Mandate Statement is submitted without the Minister's approval.
- We have also split the previous Appendix D: Community Outreach and Underrepresented Learners into two new appendices, Appendix D: Underrepresented Learners and Appendix E: Community Initiatives and Stewardship.
- There is a new Appendix F developed to host information on government's priorities. In next year's CIP, we continue to expect institutions to provide information on sexual violence initiatives, and require institutions to submit information on their student mental health initiatives, in Appendix F. We have also made a few changes to Appendix I: Information Technology. Details on these changes are included in the Appendix I section (page 6) of this document.

**Question: *How do we reproduce previous year's goals under the new template?***

**Answer:** Institutions are asked to do their best to present previous year's goals, priority initiatives, expected outcomes, and performance measures using the new template. Institutions can also contact ministry staff to help them determine the best approach to do so.

**Question: *What if a goal addressed multiple principles?***

**Answer:** Institutions are asked to determine the principle to which the goal most closely aligns, and list it in the template under that principle.

**Question: Goals related to Affordability have to be exclusively about student affordability and not institutional affordability? What if we don't have much to say about student affordability?**

**Answer:** While all institutions are expected to address student affordability to some extent, the ministry recognizes that not all principles can be acted upon equally, and that student affordability is not as foundational to institutions' mandates as other principles. Only having one or two goals related to student affordability is permitted.

**Question: Has the deadline for submission changed?**

**Answer:** No, institutions are required to submit the CIPs (uploading CIPs on CAPS and mailing hard copies to the ministry) by June 30, 2019, which is the same date as last year. Extensions will only be granted in highly exceptional circumstances, and all institutions are expected to submit on time.

**Question: We have new staff help with the CIP preparation. How can we gain access to CAPS?**

**Answer:** If you have new staff prepare your CIP, please email Tom Roach at [Tom.Roach@gov.ab.ca](mailto:Tom.Roach@gov.ab.ca) with the full name and email address of the staff you would like us to grant CAPS access to.

## **Appendix A: Financial and Budget Information**

**Question: What should our Budget assumptions be for the Campus Alberta Grant?**

**Answer:** As in previous years, the overall amount of funding available to post-secondary institutions, and specifically individual allocations for the Campus Alberta Grant, will not be available until the announcement of the provincial Budget. Once the Budget is announced, Advanced Education will work closely with institutions to provide timely information on individual grant allocations.

We know that institutions start their planning prior to the Budget announcement, and are trying to plan for possible scenarios. As messaged in recent years, Alberta has a number of revenue challenges. The province is taking steps to respond to these challenges, including by looking at our own discretionary spending and recommending agencies do the same. As such, and as in previous years, please consider the province's fiscal context and government's fiscal situation when contemplating scenarios for budget planning purposes.

**Question: What should we plan for tuition?**

**Answer:** Tuition and mandatory non-instructional fees (MNIFs) will continue to be frozen for the 2019-2020 academic year. The freeze on tuition does not apply to Independent Academic Institutions and Banff Centre.

The MNIF freeze, which has been implemented through the Campus Alberta Grant, continues to apply to all institutions, including Independent Academic Institutions, and the Banff Centre.

For the 2020-2021 academic year, and beyond, institutions should plan for a return to an inflation based-tuition model, as outlined in the recently-passed amendments to the *Post-secondary Learning Act*. More details about the new tuition framework will be released soon.

## **Appendix B: Programming Reporting Requirements**

### ***Question: How should we complete Appendix B related to reporting enrolments?***

**Answer:** Realistic, three-year Full-Load Equivalent (FLE) enrolment projections based on current and anticipated budgets and physical capacity should be outlined by program and program specialization within credential categories, including apprenticeship programs (where applicable). The ministry also expects that actual or preliminary enrolment data from the two years preceding the CIP cycle (that is, 2017/2018 and 2018/2019) be included for comparison purposes.

Enrolment projections should be based on FLEs and not headcounts.

Please note, Independent Academic Institutions only need to report on Ministry-approved programming.

### ***Question: Why do we need to report international enrolments over 15%? Is this a ceiling that the ministry has set for international students?***

**Answer:** No, 15% is not a ceiling set by the ministry. It was selected as the reporting point for international enrolment in programs to reduce the reporting burden for institutions that do not have a high number of international students. This threshold was also selected so that the ministry has a better understanding of international enrolment patterns across institutions, and the implications for domestic student access to certain programs. That is why we also request that institutions report international student enrolments as a percentage of total projected enrolment.

### ***Question: What sort of information should we provide about new programming initiatives?***

**Answer:** We expect that in the majority of cases, the CIP will identify plans for new programs that increase access, and serve learner and labour market needs. Depending on the planning stage in which your institution is currently engaged, the ministry expects to see the name of the program, its credential category, how it addresses labour market considerations, proposed development time horizons, and a high level program description. The ministry also expects that information will be provided on program delivery methods.

We ask that programs being planned as ministry-approved initiatives be distinguished from programs that are non-credit, or Board-approved-only, at your institution.

### ***Question: Where should we include information on program terminations or suspensions? Does this information need to be included?***

**Answer:** We ask that you identify programs and/or program majors/specializations that you are planning to suspend or terminate over the course of the next 3 years. This information may be included as notes accompanying your enrolment projections and plans in Appendix B.

### **Appendix C: Research, Applied Research and Scholarly Activities**

***Question: How should we report on our institutional research activities?***

**Answer:** We expect institutions to include information on how your institution's research priorities relate to existing capacity, institutional goals, and current provincial innovation targets and outcomes as articulated in the Alberta Research and Innovation Framework.

### **Appendix D: Underrepresented Learners**

***Question: What is the purpose of breaking the previous Appendix D into two new appendices, and what do we need to include in the new Appendix D (Underrepresented Learners)?***

**Answer:** The split of the former Appendix D aims to provide institutions opportunities to present the information separately for the ministry to better understand your activities and efforts in these areas.

In the new Appendix D, please continue submitting information on initiatives that are designed to support Indigenous learners, learners with disabilities, rural learners, learners from low-income backgrounds, and any other under-represented groups, as increasing enrolments for learners who face social and/or economic barriers is essential to achieving government's vision of an accessible adult learning system.

This section is also where institutions can provide information on their Indigenization efforts. We ask institutions to identify any Indigenous initiatives or policies being undertaken with a specific reference to culturally relevant wrap-around services for Indigenous learners. The definitions of these services are provided in the guidelines.

### **Appendix E: Community Initiatives and Regional Stewardship**

***Question: What information is needed in Appendix E?***

**Answer:** We continue to expect institutions to provide information in this appendix on their activities working with communities to enhance access to learning opportunities, including demonstration of efforts made in collaboration with other institutions and organizations to identify and address local learning needs.

For Comprehensive Community Colleges, we continue to expect information about plans relating to regional stewardship, including work with Community Adult Learning Program-funded organizations and other adult learning system providers to increase access to foundational and other adult learning opportunities.

## **Appendix F: Government Priorities**

***Question: What is the purpose of the new appendix?***

**Answer:** The ministry's priority initiatives can vary, or the scope of individual initiatives can change. A new appendix has been created to explore the information on institutions' activities on current ministry priorities.

In the CIP 2019-2022, the ministry remains interested in understanding institutions' programs and initiatives planned to address sexual violence on campus, and mental health funding.

## **Appendix G: Internationalization**

***Question: Do I have to fill out Appendix G?***

**Answer:** Yes. Direction from the Auditor General and ministry accountabilities require the ministry to understand institutional engagement in off-shore activities. It should be noted that this section is a planning document relating to work and initiatives planned or being considered for future implementation within the narrow scope of: Alberta credentials and programming delivered offshore (in whole or in part); off-shore activities having a regular presence of staff and/or infrastructure; and off-shore activities that are linked to the institutional budget.

The ministry is not seeking explicit details or information as to the initiative or participants in the response and would seek additional information and details as required. Acceptable responses could include consideration of a potential double degree in business with a foreign institution being considered, or of presence in a science research park outside of Canada, and the institutional budget or in-kind contribution/all external funding/full cost-recovery plan for these sorts of activities.

## **Appendix H: Capital Plan**

***Question: What is the requirement for prioritization and business cases for capital projects in Appendix H (Capital Plan)?***

**Answer:** In order to be consistent and help with planning, institutions are required to align their CIP priority capital projects to their Building and Land Information Management System BLIMS submissions.

Business Cases are not required as part of the CIP submission. However, should institutions wish for their top three priority projects to be taken into consideration by the ministry, up-to-date Business Cases are expected to be developed and included in the annual BLIMS submission process.

For more information, please contact John Ferguson ([john.ferguson@gov.ab.ca](mailto:john.ferguson@gov.ab.ca) or 780.422.1209) or Mike Majeed ([mike.majeed@gov.ab.ca](mailto:mike.majeed@gov.ab.ca) or 780.644.2251) with further questions, or for more clarity.

***Question: What are the two new tables for in Appendix H?***

**Answer:** While institutions are required to include a general capital plan review in the CIP, they are welcome to directly send a separate detailed review of their capital plan to the ministry, if they wish to

do so. The two new tables in Appendix H are developed to assist institutions in presenting detailed information of their capital projects.

**Appendix I: Information Technology**

***Question: Can we make a funding request for IT infrastructure through this section of the CIP?***

**Answer:** No. The ministry will not consider funding requests for IT infrastructure through the CIP. While the guidelines do direct institutions to identify proposed funding sources for IT projects in this section, this is primarily so that the ministry has a better understanding of each institution's IT priorities. Advanced Education continues to expect that institutions will co-ordinate with each other to share IT expertise and resources.

***Question: What are the changes that have been made to this appendix?***

**Answer:** In your next year's CIP, the ministry will expect institutions to provide information on the progress of the institutions' information security policy and framework, as well as updates on the status of institutions' major IT systems (see examples in the guidelines).