The CANQATE Pre-Conference Workshop and Conference will provide an interactive platform for practitioners, researchers, policy makers, educators, quality assurance professionals, and industry personnel to share experiences, best practices, practical strategies, case studies, literature reviews, research findings, and disseminate information on developments in quality assurance in tertiary education. This year marks CANQATE’s 10th year of advancing quality assurance in tertiary education throughout the Caribbean. For a stimulating intellectual and social experience join us for the celebration in Antigua and Barbuda.

Conference Sub-Themes

- Innovative Approaches to Internal Quality Assurance
- Cross Border/Distance and Online Provisions
- Governance and Leadership in Tertiary Education Institutions
- Addressing Diversity in Tertiary Education
- Assessment and Recognition of Qualifications
- Assuring Quality: The Accreditation Process

Pre-Conference Workshop
November 19, 2013
Jolly Beach Resort & Spa, Bolans Village, St. Mary’s Antigua

Internal Quality Assurance and Self-Assessment

For Information Contact:
CANQATE Conference 2013 Secretariat, Antigua and Barbuda National Accreditation Board
Prime Minister’s Office Drive, St. John’s ANTIGUA
Tel: 268-562-8173 | Fax: 268-562-8173 | Email: canqate2013@gmail.com
Attention: Eloise Hamilton or Peecheeta Spencer

Registration Rates
Pre-Conference Workshop: US$100
Conference Registration
Members: US$450  Non-Members: US$500
Early Bird Deadline: August 12, 2013
Members: US$400  Non-Members: US$450
See Conference Registration Form for additional registration options and hotel rates.
Call for Papers

Sub-Themes

The Conference accepts papers or posters on the following sub-themes:

1. Innovative Approaches to Internal Quality Assurance
2. Cross Border/Distance and Online Provisions
3. Governance and Leadership in Tertiary Education Institutions
4. Addressing Diversity in Tertiary Education
5. Assessment and Recognition of Qualifications
6. Assuring Quality: The Accreditation Process

See Explanations for Sub-themes

Requirements for Submission

A. Paper, poster, or case study proposals should cover topics with relevance to one of the sub-themes and contain a 250 word abstract in Word format.

The Abstract

Your abstract should be NO MORE THAN 250 words and formatted as follows:

1. Sub-theme
2. Title of Paper/Poster
3. Author(s): List each author’s full first name and surname.
4. Institution(s)
5. Email Address (include all corresponding authors)
6. Text: Maximum 250 words prepared in 12-point Times New Roman font

B. Your submission should also include a biography of the author(s) of NOT MORE THAN 100 words and specify audio-visual equipment requirements.

Confirmation: Please allow up to 10 working days for e-mail confirmation of your registration.

Note: The conference organizers will provide poster boards. Presenter(s) will be responsible for transporting the poster presentation to the conference and fitting it to the poster board, and for being present at the board during breaks and the special poster session.

All elements of the proposal must be emailed to the CANQATE 2013 Secretariat at canqate2013papers@gmail.com by July 15, 2013. Contributors will be notified if their papers have been accepted by July 31, 2013. The final version of the paper must be submitted by October 8, 2013. All presenters will be expected to register for the conference by October 18, 2013 or their abstract will be withdrawn.

For more information contact:

CANQATE Conference 2013 Secretariat
C/o Antigua and Barbuda National Accreditation Board, Prime Minister’s Office Drive, St. John’s ANTIGUA
Tel: 268-562-8173 | Fax: 268-562-8173
Email: canqate2013papers@gmail.com
Attention: Eloise Hamilton
EXPLANATION FOR SUB-THEMES

Innovative Approaches to Internal Quality Assurance

Tertiary institutions must take a sustained approach to the attainment and maintenance of quality standards. As part of its quality mandate, tertiary institutions are expected to implement internal quality assurance (IQA) systems and procedures in order to develop and improve its educational and administrative capacities on an on-going basis. IQAs should support institutional planning, promote improved quality, and work towards the creation of a culture of quality assurance across the entire institution.

Proposals presented under this sub-theme should address the innovative approaches used by institutions to develop, implement, and monitor IQA systems; lessons learnt from IQA systems implemented; impact, issues, and challenges associated IQA systems; innovative methods used to control quality in teaching and learning; aims and features of IQA systems; quality manuals; and self-assessment.

Issues to be covered could include:
- Approaches used to promote and build a quality assurance culture
- Mechanisms for lean, effective and development-oriented IQA systems
- Implementation of IQA systems: Issues and challenges
- Case studies of how institutions developed and monitored their IQA systems
- Developing a quality manual

Cross Border/Distance and Online Provisions

Cross-border tertiary education is fueled in part by the growing worldwide demand for higher education and is characterized by increased mobility of students, programmes, and institutions across national borders. At the same time, the use of technology in delivering programmes online and through other distance education modalities has also increased. The offering of distance programmes requires specific designs of instruction that is different from the traditional classroom face-to-face based learning environment. Aspects such as the learning facilitators, teaching and learning, assessment and evaluation, physical and IT infrastructure, learning materials and students’ support will need to be carefully planned and executed to ensure that students achieve the learning outcomes and academic award for the programme.

Proposals for this subtheme should address the issues and challenges regarding the provision of cross border/distance and online programmes; role of institutions in ensuring quality in cross border/distance and online programmes; blended learning models effective for delivering tertiary education programmes; quality assurance and recognition of cross border/distance and online programmes; and student and faculty satisfaction in cross border/distance and online programmes.

Issues to be covered could include the following:
- Models for ensuring quality in cross-border/distance and online learning
- Issues and challenges in assuring quality for cross border/distance and online learning
- The quality of teaching and learning in cross border/distance and online learning
- Assessing learning outcomes for distance/online programmes
- Systems and mechanisms for sustainable development of distance/online programmes
- Recognition of qualifications for programmes delivered entirely via distance/online learning

Governance and Leadership in Tertiary Education Institutions

Tertiary education institutions must now adapt to a more complex environment with new and rapidly changing demands facing educational managers. Effective leadership and governance is now critical for institutions to attain excellence in its provision of educational services and to maintain competitive advantage and for sustainability.

Papers for this theme should explore good practices in leadership and governance that have enabled the inculcation of a quality culture within institutions; principles of ethical and responsible governance; development of the strategic mindset to succeed in a changing environment; and adoption of higher standards that will contribute to improving institutional quality.
Issues to be covered include:

- Role of leadership in developing a quality culture in institutions
- Effective ways to improve the quality and management of tertiary education institutions
- Methods for increasing productivity
- Developing a strategic mindset
- Managing multiculturalism, pluralism, diversity, and integration in tertiary education
- Building an ethical organizational culture

Addressing Diversity in Tertiary Education

One of the enduring challenges for tertiary education during the 20th century is dealing with the varying dimensions of diversity. Some say it is a crisis. There is diversity in the student population; increasing diversity in teaching and learning including developments in distance learning technology; cultural diversity draws attention to the need for institutions to achieve equity by recruiting and retaining people of different gender, heritage, or ability; and then there is diversity in the structures and systems of tertiary institutions. It is on this basis that there is need for discussion on quality assurance to include diversity. Tertiary institutions must make a conscious effort to build healthy and diverse learning environments appropriate for their missions.

Papers are invited to address issues such as:

- Importance and analysis of diversity in tertiary education
- Learning diversity and implications for teaching and management of diversity
- Role of faculty and educational managers in promoting diversity
- Case studies of diversity efforts and initiatives in tertiary institutions
- Diversity and quality assurance in tertiary education

Assessment and Recognition of Qualifications

A fair system for the assessment and recognition of qualifications gained overseas is now even more important given the increase in the mobility of students, academics, and workers across borders. The recognition of qualifications makes it possible for qualifications from one country to be used in another country without losing the real value of those qualifications. The strengthening of qualifications recognition cooperation and transparency provides many benefits for the Caribbean. Clear systems and processes are necessary so that individuals and economies can benefit from accessing tertiary education and engaging in professional activity and employment.

The issues to be covered could include:

- Good practices in the assessment and recognition of foreign qualifications
- Combating credential fraud
- Prior learning assessment and recognition
- Case studies in foreign qualification recognition
- Recognition and quality assurance
- Promoting cooperation for recognition of qualifications in the Caribbean

Assuring Quality: the Accreditation Process

Accreditation is a primary mode of quality assurance and is generally accepted as a good indicator that institutions are providing quality higher education. As a mechanism for quality assurance, accreditation assures the educational quality within the context of the institution's programme's statement of scope and purpose. In practice, accreditation determines whether an institution or programme meets specified academic standards.

Papers and practical case studies are invited to address issues such as:

- Case studies of engagement in the accreditation process
- Experiences and good practices in preparing the self-study report
- Strategies for Achieving Accreditation
- Dimensions of quality: The elements of accreditation
- Strategies for Maintenance of Accreditation
1. REGISTRATION FEES

<table>
<thead>
<tr>
<th>Event</th>
<th>By August 12, 2013</th>
<th>After August 12, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Conference Workshop***(Nov. 19)</td>
<td>Resident* US$100</td>
<td>Non-Resident** US$165</td>
</tr>
<tr>
<td>Member Rates (Conference Nov. 20 - Nov. 21)</td>
<td>Resident US$400</td>
<td>Non-Resident US$450</td>
</tr>
<tr>
<td>Non-Member Rates (Conference: Nov. 20 - Nov. 21)</td>
<td>Resident US$450</td>
<td>Non-Resident US$500</td>
</tr>
<tr>
<td>Conference Day Rate</td>
<td>US$250</td>
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<tr>
<td>Student Rate</td>
<td>US$250</td>
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</tbody>
</table>

* Residents are delegates being accommodated at the conference hotel, Jolly Beach Resort & Spa.
** Non-residents are those delegates who make their own accommodation arrangements outside the conference hotel. The cost for hotel day pass is included in the registration fee for non-resident delegates.
*** Rates for the Pre-Conference Workshop apply to both members and non-members.

The exchange rate for the Conference is US$1.00 = XCD$2.70

2. CANQATE MEMBERSHIP FEES

- Individual: US$50
- Associate: US$75
- Full: US$100

The Conference Secretariat will not be accepting payment for membership fees. Please contact Nicole Manning at canqate@gmail.com to confirm your membership status and make arrangements for payment of your fees.

3. CONFERENCE HOTEL

Jolly Beach Resort & Spa, Bolans Village, St. Mary's, Antigua | Tel: 268-462-0061 | Fax: 268-562-2302 | Email: reservations@jollybeachresort.com | Web: www.jollybeachresort.com

Participants are required to make their own hotel reservations. Use Code “CANQATE13” to obtain the group rate.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Single</th>
<th>Double</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost per day</td>
<td>US$155</td>
<td>US$198</td>
</tr>
</tbody>
</table>

Third person Charge (additional children / adult in room):
- Children 5 & under: Free
- Children 6 - 17 years: US$65 per day
- Extra person adult 18+: US$95 per day

Reservation forms may be obtained from the hotel. Tel: 268-462-0061 | Fax: 268-562-2302
Email: reservations@jollybeachresort.com
Web: www.jollybeachresort.com
Participants are required to pay for their hotel accommodation in full by September 30, 2013, after which rooms will be subject to availability.

4. AIRPORT TRANSFERS

Roundtrip airport transfers are NOT included in hotel reservation costs. This payment is NOT to be included in credit card payment to hotel. Cost for roundtrip airport transfer is US$48 for one to four persons from the V.C. Bird International Airport.

5. ADDITIONAL INSTRUCTIONS

When registering please use one form per person. If you should have problems registering, please contact the Conference Secretariat at canqate2013@gmail.com.

Payment Information: Registration forms must be accompanied by full payment in order to be processed. Incorrect credit card numbers and declined credit are considered non payments and registration will not take place. No registrations will be accepted by telephone.

Refund policy: The Conference Secretariat should be notified of cancellations in writing. If the Conference Secretariat receives cancellations on or before October 11, 2013, the total conference fee will be refunded, less US$50 administration costs. After October 11, 2013 no refunds will be made. Please note that refunds will only be made after the conference. “No shows” are non-refundable and are liable for the full registration. If you cannot attend, you may send a substitute person. The original registrant must submit a written authorization for such a change.
1. PARTICIPANT INFORMATION
Print or Type
Name: __________________________________________________________________________________________
Prof.|Dr.|Mr.|Mrs.|Ms.  First Name   Last Name
Organization: _______________________________________ Email  ____________________________________
Mailing Address: __________________________________________________________________________________
                                                                 __________________________________________________________________________________
Country:  ___________________________   Telephone  (        )________________   Fax  (        )_________________
Membership Status:  Member  Non-member

2. PAYMENT SUMMARY (See Conference Information and Guidelines)
Pre-Conference Workshop Registration:  US$ ________________________
Conference Registration:   US$ ________________________
TOTAL PAYMENT:    US$ ________________________

3. PAYMENT METHOD (See Conference Information and Guidelines)
☐ Credit Card  ☐ Visa  ☐ MasterCard
Forms containing credit card information should NOT be emailed. Kindly fax to: 268-460-9476 or 268-562-8173.
I authorize ANTIGUA STATE COLLEGE to charge my credit card for the full amount in total:
Card Number ____________________________________________ Expiration Date ________________________
Name of Cardholder _______________________________________ Signature ___________________________
☐ Manager’s Cheque, Bank Draft or Money Order (make payable to ANTIGUA STATE COLLEGE)
☐ Wire Transfer (Wire Transfer Information below)
Wachovia Bank, New York; Swift Code: PNBPUSS3NNYC; ABA CODE: 026005092
For Credit: FirstCaribbean International Bank; SWIFT Code: FCIBAGAG; Acct.# 2000192005487
For Further Credit to: Account Name: ANTIGUA STATE COLLEGE ; Acct.#1787524
Please be sure to include CANQATE 2013 and the conferee’s name on the wire transfer. Also, fax a copy of
the funds transfer document to 268-460-9476 or 268-562-8173.

4. HOTEL INFORMATION (See Conference Information and Guidelines)
Accomodation arrangements
☐ Staying at conference hotel  ☐ Not staying at conference hotel

Conference Hotel: Jolly Beach Resort & Spa, Bolans Village, St. Mary’s, Antigua
Tel: 268-462-0061 | Fax: 268-562-2302 | Email: reservations@jollybeachresort.com | Web: www.jollybeachresort.com

By sending in this registration form, I acknowledge that I commit myself to the immediate payment of the full conference fee. I
have also taken notice of the Conference Information and Guidelines and accept the conditions outlined.

Signature _________________________________________           Date _______________________