Internal Quality Assurance System at Bethlehem Moravian College

A quality assurance committee was established in 2011 with oversight of the quality management system. The committee consists of twelve members: Vice Principal (Academic Affairs), Registrar, Senior Lecturer w/r quality assurance, Senior Lecturer w/r research, five academic representatives, Student Services Manager, Placement Officer and a student representative. It is chaired by a senior lecturer who reports to the Principal. The activities of the committee are governed by its terms of reference which includes term limits for academic representatives.

As recommended by the external accrediting body the QAC has been evaluating the systems and processes in the institution using internally designed evaluation instruments. Analyses of data are done internally and with the assistance of an external researcher. Feedback to stakeholders is done at meetings and other specially organized fora. In 2012 a specially designed notice board was used to provide timely feedback to students.

Other internal quality assurance activities to date include the evaluation of the systems and process associated with the library and the registry. At the registry, which is responsible for students' academic records, transcripts, status letters and issuance of degrees, processes such as selection, interview and registration have been mapped. Flow charts of the steps required to obtain status letters and transcripts have also been created.

The QAC continues to establish processes for the review of the institution's vision and mission as well as evaluation of assessment methodologies related to field experiences.