

E-MAIL MESSAGE CONTENT

Auditor Confirmation of Commitment

Hello,

This email is to confirm your interest in participating in upcoming college quality assurance audits.

You are receiving this message because you have been vetted through the OCQAS application process and are an approved candidate for immediate selection as an auditor.

Please complete the attached **Confirmation Form** and return it to me by **Friday, September 12, 2025**.

Thank you,

Karen

AUDITOR CONFIRMATION FORM FOR CQAAP AUDITS

Please provide all of the information requested in this form. Thank you.

Name:	
Organization (if applicable):	
Current e-mail address:	
Telephone #:	Cell:

Confirmation of continued interest:

I would like to continue being an auditor:

- Yes**
- Not at this time, but please keep me on the list for future audits
- No. Please remove my name from the list of potential auditors.

➤ If you answered **YES**, please review and complete Sections A, B, & C below.

A. Declaration of conflict of interest:

Auditors must not have an employment, advising, or contract relationship with the college under review, or any other connection that could create a conflict of interest perceived or real.

I **have** a conflict of interest with the following college(s) under review (*check applicable boxes*):

- | | | |
|----------------------|------------------------------|-----------------------------|
| Algonquin | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Confederation | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| George Brown | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| St. Clair | <input type="checkbox"/> yes | <input type="checkbox"/> no |

B. Dates for auditor audit package assessment training:

Select a **maximum of three (3)** colleges:

- Algonquin College
 - *Submission of audit package documents: February 17, 2026*
 - *Auditor audit package assessment: March 3, 2026*
 - *Virtual audit visit: April 27- May 1, 2026*

- Confederation College
 - *Submission of audit package documents: March 2, 2026*

- *Auditor audit package assessment: March 17, 2026*
- *Virtual audit visit: May 11-15, 2026*

- George Brown College
 - *Submission of package documents: March 16, 2026*
 - *Auditor audit package assessment: March 31, 2026*
 - *Virtual audit visit: May 25-29, 2026*

- St. Clair College College
 - *Submission of audit package documents: March 30, 2026*
 - *Auditor audit package assessment: April 14, 2026*
 - *Virtual audit visit: June 8-12, 2026*

C. Auditor biography (please provide a brief description in the box provided – see example below)

Example:

Karen oversees the self-regulatory mechanisms for the public colleges in Ontario and is responsible for the operation of the Credentials Validation Service and the College Quality Assurance Audit Process. Prior to joining OCQAS, Karen was Dean of the Centre for Instructional Development and Applied Research at Vancouver Community College (VCC), a unit responsible for college-wide instructional development, program review, curriculum development, educational technology and applied research. She was also responsible for the School of Instructor Education, Centre for Business Studies, and the School of Arts and Science – University Transfer and College Foundations. As an Educational Consultant for the British Columbia Institute of Technology (BCIT), University of British Columbia (UBC) and Technical University of British Columbia (TechBC), her focus was the design and implementation of new educational approaches and technologies to enhance the teaching and learning process.