

**Minutes of the Sixty-first Council Meeting – 10 February 2017
Commerce Place, Edmonton**

Council

Present: Peter Mahaffy (Co-Chair), Art Quinney (Co-Chair), Gurston Dacks, Judy Eifert, Paul Gooch (for agenda items 1, 2 and 3 only), Gord Nixon, Janet Paterson-Weir, Robert Woodrow

Secretariat Marilyn Patton (Director), Guy Germain (Manager), Alex Makar (Research Officer)

Guests Heather Zwicker (for agenda item 2 only – via teleconference)
Colin Neufeldt, Neil Querengesser, Edgar Schmidt, Cecilia Bukutu (for agenda item 2 only – via teleconference)
Rod Skura (for agenda item 3 only – in person)

Members were welcomed to the sixty-first meeting of the Campus Alberta Quality Council.

1. Approval of minutes – 12-13 December 2016

It was MOVED and SECONDED that the 12-13 December 2016 minutes be adopted.

CARRIED

2. Concordia University of Edmonton organizational evaluation (doctoral programs)

Concordia University of Edmonton is seeking approval to offer a Doctor of Psychology program. According to Council's procedures, the proposal is subject to a full review (organizational and program evaluation), as this would be Concordia's first doctoral program.

Dr. Heather Zwicker, Chair of the organizational evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and the institution's response to it. Prior to the end of the teleconference, Council's Chair thanked Dr. Zwicker for the team's report. Subsequently, Dr. Colin Neufeldt (Dean of Graduate Studies), Dr. Neil Querengesser (Dean of Arts), Dr. Edgar Schmidt (Interim Associate Dean of Education), and Dr. Cecilia Bukutu (Director, Institutional Research and Program Development), joined the meeting via teleconference to discuss the institution's response to the report.

Following further discussion of both the team's report and Concordia's response to it, it was MOVED and SECONDED that Concordia's Doctor of Psychology proposal be moved to the program evaluation stage.

CARRIED

It was further AGREED that Council will direct its Doctor of Psychology program evaluation team to address several issues relating to the organizational review.

3. Discussion with Deputy Minister Rod Skura

At Council's invitation, Deputy Minister of Advanced Education Rod Skura, met with members to discuss a variety of issues relevant to Council's mandate.

4. CAQC Chair and Secretariat report

The Co-Chairs and Secretariat Director briefly reviewed their report and responded to members' questions of clarification.

5. Follow-up

After discussion of proposed changes to the *Handbook*, it was MOVED and SECONDED that changes to the following sections be adopted.

- s. 3.5 - Organizational Evaluation Framework
- s. 4.3.3 - CAQC Expectations for Design and Structure of Undergraduate Degrees
- s. 4.3.4 - CAQC Standards on Academic Staff for Baccalaureate Programs
- s. 5.1.2 - Institutional Self-study Guidelines for Comprehensive Evaluations
- s. 3.8 - Institutional Self-study Guidelines for Organizational Evaluations
- Appendix G - Undergraduate Program Evaluation Framework

CARRIED

In addition, members discussed possible *Handbook* changes relating to scholarly activity, institutional cyclical program evaluations, and eligibility for expedited reviews, and agreed to refer these to Council's standing committees, as appropriate, for further review.

Members also agreed to defer discussion of other proposed changes.

In addition, members discussed membership issues, including transition planning.

6. Committees and task forces

(a) Proposal Review Standing Committee

The Proposal Review Standing Committee reported it had taken the following actions on behalf of Council since the previous meeting:

- agreed to a request from the University of Calgary for a fully expedited review of its proposal for a 4-year Bachelor of Science (Mathematics) and, after conducting a desk review, agreed to recommend to the Minister that he approve the program. The program was subsequently approved.
- after reviewing additional information received in response to its review of Concordia University of Edmonton's 4-year Bachelor of Arts (General Studies) program, conveyed its observations in a feedback letter.
- after reviewing further information it had requested from the institution, agreed to a request from Athabasca University for a fully expedited review of its Master of Business Administration (Hockey Management) and, after conducting a desk review, agreed to recommend to the Minister that he approve the program.

- after reviewing further information it received from the institution, continued its consideration of a request from the University of Alberta for a fully expedited review of its proposal for a Doctor of Philosophy (Indigenous Studies).
- agreed to a request from the University of Calgary for a fully expedited review of its proposals for a Master of Arts (Languages, Literatures and Cultures) and Doctor of Philosophy (Languages, Literatures and Cultures) and, after conducting a desk review, agreed to recommend to the Minister that he approve the program.
- continued its consideration of a request from Concordia University of Edmonton for a fully expedited review of its proposal for a Master of Education in School Leadership.

(b) *Monitoring Standing Committee*

The Monitoring Standing Committee reported it had taken the following actions on behalf of Council since the previous meeting:

- continued its consideration of the results of SAIT's cyclical review of its 4-year Bachelor of Business Administration (Accounting) program.
- after concluding its consideration of the results of Mount Royal University's cyclical review of its 4-year Bachelor of Arts (Policy Studies), conveyed its observations in a feedback letter.
- after concluding its consideration of the results of Mount Royal University's cyclical review of its 4-year Bachelor of Business Administration (Accounting), conveyed its observations in a feedback letter.
- after concluding its review of the information provided by 18 institutions in their 2015-2016 annual reporting to Council, and after considering the comments of members at the December 2016 and February 2017 meetings, began writing to each institution indicating Council's commendations and requests for further information, as applicable.

(c) *Audit Criteria Committee*

The Co-chairs provided a verbal report on the work of this newly constituted committee, including the outcomes of the first meeting held on 13 December 2016.

Council accepted the reports from its subcommittees.

7. Learning outcomes

As part of their continuing discussion on learning outcomes, members discussed draft definitions for possible inclusion in the glossary section of the *Handbook*. Members agreed to form a small subcommittee to work on the draft definitions and to continue discussion at a subsequent meeting.

Members also discussed the Alberta results of a survey on learning outcomes commissioned by the Council of Ministers of Education, Canada.

The next meeting of Council is scheduled for 19 April 2017.