

Minutes of the Sixtieth Council Meeting – 12-13 December 2016
Sothern Alberta Institute of Technology, Calgary
University of Calgary, Calgary

Council

Present: Peter Mahaffy (Co-Chair), Art Quinney (Co-Chair), Gurston Dacks, Paul Gooch
Gord Nixon, Janet Paterson-Weir, Robert Woodrow
Absent: Judy Eifert

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

Guests Brad Donaldson, Doug Connery, Christina Tulloch (for agenda item 1 and part of agenda item 2 – in person)
Bob McCulloch (for agenda item 2 only – via teleconference)
Ron Bond, Sam Scully (for agenda item 5 only – in person)
Kevin McQuillan, Christine Johns (for agenda item 7 only – in person)

Members were welcomed to the sixtieth meeting of the Campus Alberta Quality Council.

1. SAIT presentation and discussion

Brad Donaldson, Vice President, Academic gave a presentation focusing on the status of the institution's current and proposed priority initiatives and degree programming, its applied research and scholarly activities, how it fosters excellence in teaching and learning and effective teaching methods, and progress toward a culture of scholarship. He was accompanied by Doug Connery, Coordinator, Program Quality and Development and Christina Tulloch, Manager, Program Quality and Development.

A question and answer period followed.

2. SAIT Comprehensive Evaluation

Council is responsible for the monitoring of the degree programs approved by the Minister to ensure they continue to meet Council's conditions and standards of institutional and program quality. In June 2015 Council notified SAIT that it would be conducting a comprehensive evaluation in the 2016-17 academic year.

After general discussion and identification of questions, Dr. Bob McCulloch, Chair of the comprehensive evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and SAIT's response to it. At the end of the teleconference, Council's Chair thanked Dr. McCulloch for the team's report.

Subsequently, Brad Donaldson, Doug Connery, and Christina Tulloch joined the meeting in person to discuss SAIT's response to the report.

After further discussion, it was MOVED and SECONDED that Council confirm the continuation of approval of the following baccalaureate programs at the Southern Alberta Institute of Technology:

- 4-year Bachelor of Business Administration (Accounting)
- 4-year Bachelor of Science in Construction Project Management

CARRIED
(Gord Nixon abstained)

Members AGREED to the expectations to be included in the letter to SAIT conveying the outcome of the comprehensive evaluation.

3. Approval of minutes – 16-17 September 2016

It was MOVED and SECONDED that the 16-17 September 2016 minutes be adopted.

CARRIED

4. CAQC Chair and Secretariat report

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

5. Discussion with contractors re: ABC review of CAQC

CAQC is currently undergoing a review under Phase One of the Agencies, Boards and Commission Review. The review will examine and make recommendations on the structure, role and mandate of CAQC, as well as the role of the Minister in relation to CAQC. At their request, the contractors conducting the review met with members for a question and answer session.

6. Follow-up

After discussion of a revised undergraduate organizational evaluation framework, it was MOVED and SECONDED that the revised framework be adopted.

CARRIED

In addition, members discussed proposed *Handbook* changes relating to collaborative delivery of degrees, scholarly activity, and institutional cyclical program evaluations. They agreed to continue discussion at the February meeting.

Members also discussed the second part of CAQC's *Member Self-assessment and Council Assessment* instrument, as well as Council membership and transition, changes to the University of Alberta's Bachelor of Arts program, and NAIT's latest update related to issues raised during the first comprehensive evaluation of the institution.

7. University of Calgary presentation and discussion

Dr. Kevin McQuillan, Deputy Provost and Dr. Christine Johns, Senior Director, Academic and International Strategies, gave a presentation focusing on the University's vision and strategic priorities; its quality assurance processes; the status of proposed degree programs; and initiatives to foster excellence in teaching and learning, support mental health, and create an Indigenous strategy.

A question and answer period followed.

8. Learning outcomes

As part of their continuing discussion on learning outcomes, members reviewed the draft final report emanating from the Alberta Learning Outcomes Forum held on 18 May 2016, and reviewed a report prepared by Peter Mahaffy and Paul Gooch based on their attendance at the Ontario Universities Council on Quality Assurance's *Learning Outcomes: Evolution of Assessment* symposium held on 17-18 October in Toronto.

Members thanked Peter Mahaffy for all of his work to date relating to learning outcomes.

9. Teaching and learning effectiveness

As a follow-up to a presentation by Dr. Lynn Taylor, the University of Calgary's Vice-Provost (Teaching and Learning), at Council's September 2016 meeting, members began a review of proposed *Handbook* changes designed to highlight the concepts of "teaching effectiveness" and "learning outcomes."

10. Monitoring: Consideration of annual reporting

The Monitoring Standing Committee (MSC) presented its observations to date from its review of the 2015-2016 annual reporting from 18 institutions on 106 approved degree programs. Following discussion, MSC was tasked with providing feedback to the institutions.

11. 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:

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

(b) Monitoring Standing Committee

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

- began considering the results of SAIT's cyclical review of its 4-year Bachelor of Business Administration (Accounting) program.
- after reviewing SAIT's scholarly activity reporting for 2014-15 and 2015-16, agreed it should wait to respond until consideration of SAIT's annual reporting.
- began considering the results of Mount Royal University's cyclical review of its 4-year Bachelor of Arts (Policy Studies) program.
- began considering the results of Mount Royal University's cyclical review of its 4-year Bachelor of Business Administration (Accounting) program.
- after reviewing an implementation update on Burman University's 4-year Bachelor of Science (Wellness) program, agreed that the co-chairs would convey their observations in a feedback letter.
- after considering the results of the University of Portland's review of its on-campus Doctor of Education program, conveyed its observations in a feedback letter.
- after having previously reviewed Burman University's new cyclical review self-study template and agreeing to wait to respond until it had reviewed the accompanying policy/procedure document, reviewed the latter and conveyed its observations in a feedback letter.
- after considering the results of St. Mary's University's cyclical review of its 3-year Bachelor of Arts (Psychology), conveyed its observations in an outcomes letter.
- after reviewing St. Mary's University's draft cyclical review policy and template, conveyed its observations in a feedback letter.
- after considering the results of Burman University's cyclical review of its School of Business, conveyed its observations in a feedback letter.
- began reviewing the information provided by 18 institutions in their 2015-2016 annual reporting to Council.

Council accepted the reports from its subcommittees.

12. Non-resident institutions – Review of application and review process and procedures

At Council's September 2016 meeting, members reviewed a plan for a systematic review of Council's quality assessment processes and guidelines, and its experience with program proposals and monitoring of approved degrees from non-resident institutions. At the December meeting, members considered the results of the review and agreed to the proposed recommendations.

The next meeting of Council is scheduled for 9-10 February 2017.