

**Minutes of the Fifty-ninth Council Meeting – 16-17 September 2016
The King’s University, Edmonton**

Council

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

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

Guests Marlin Schmidt, John Hoben (for agenda item 2 only – in person)
Carmen-Baldwin-Dery (for agenda item 6 only – in person)
Lynn Taylor (for agenda item 7 only – in person)

Members were welcomed to the fifty-ninth meeting of the Campus Alberta Quality Council. As Neil Besner’s term on Council had ended in June 2016, the Co-chairs expressed gratitude for his contributions to Council.

1. CAQC draft Action Plan 2016-2019

Council resumed discussion of its draft Action Plan 2016-2019, which it had begun at its May 2016 meeting.

After reviewing proposed changes and suggesting further refinements, it was MOVED and SECONDED that the CAQC Action Plan 2016-2019 be adopted, subject to any subsequent rewording agreed to by the Co-Chairs in conjunction with the Secretariat.

CARRIED

2. Discussion with Minister Schmidt

At Council’s invitation, Minister of Advanced Education, Marlin Schmidt, accompanied by John Hoben, his assistant, met with members to discuss a variety of issues relevant to Council’s mandate.

3. Approval of minutes – 17 May 2016

It was MOVED and SECONDED that the 17 May 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. Looking back; looking forward – planning for the future

Members reflected on Council's achievements and the challenges it has faced over the past year as well as future opportunities, including possible ways in which Council could fulfill the goals and priority initiatives outlined in its 2016-2019 Action Plan. During the discussion, members considered the feedback it solicits from evaluators and applicant institutions following each external review. They noted the generally positive comments and identified possible refinements to Council's processes, documents and advice to institutions to address the few areas identified for improvement.

Council is committed to annually reviewing its key operating principles. This year, reflecting on the fact that the principles recently underwent a substantial revision, members noted that they were working well.

Each member also reaffirmed the Member Code of Conduct.

Members confirmed the following face-to-face meeting dates for 2016-2017:

12-13 December 2016

9-10 February 2017

19-20 April 2017

13-14 June 2017

6. Learning outcomes – Next steps

Following the successful Alberta Learning Outcomes Forum on 18 May 2016, members spent some time thinking about and discussing what next steps might emanate from the Forum. In particular, members were asked to focus on some key questions – what are Council's expectations for the articulation of learning outcomes in new program proposals, and what are Council's expectations for the assessment of learning outcomes in cyclical reviews.

In addition, as part of the follow-up from the Forum, one of the next steps is to determine the Ministry's perspective on this initiative. To assist this discussion, members invited Carmen Baldwin-Dery, Director of Post-secondary Programs, who was the ministry's representative on the Learning Outcomes Forum organizing committee, to meet with Council to continue the conversation.

7. Discussion on indicators of program level teaching and learning effectiveness – Presentation by Lynn Taylor (University of Calgary)

Members continued their discussion of teaching effectiveness, which they had begun at previous meetings. To enhance the discussion, at Council's invitation University of Calgary's Vice-Provost

(Teaching and Learning), Dr. Lynn Taylor, discussed her research findings that spurred an engaging discussion on indicators of program level teaching and learning effectiveness.

8. Follow-up

Members discussed proposed *Handbook* changes relating to collaborative delivery of degrees, a revised organizational evaluation framework, scholarly activity, and institutional cyclical program evaluations. They agreed to continue discussion at the December meeting.

Members also agreed to continue discussion of the second part of CAQC's member self-assessment and Council assessment instrument.

9. 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:

- after reviewing additional information received in response to its review of Concordia University of Edmonton's 4-year Bachelor of Arts (General Studies), conveyed its observations in a feedback letter.
- began consideration of a request from Athabasca University for a fully expedited review of its proposal for a Master of Business Administration (Hockey Management).
- began consideration of 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.
- agreed to a request from the University of Alberta for a fully expedited review of its proposal for a Doctor of Pharmacy (Bridging Program for BSc in Pharmacy Students, Doctor of Pharmacy, Doctor of Pharmacy for Practicing Pharmacists) and, after conducting a desk review, agreed to recommend to the Minister that he approve the program.
- after reviewing information from St. Mary's University with respect to planned substantive changes to a number of programs, conveyed its observations in a feedback letter.

(b) *Monitoring Standing Committee*

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

- after concluding its consideration of the results of Ambrose University's cyclical review of the 4-year Bachelor of Arts (History), conveyed its observations in an outcomes letter.
- after concluding its consideration of the results of Burman University's cyclical review of the Department of Religious Studies, conveyed its observations in an outcomes letter.
- after concluding its review of Burman University's new cyclical review self-study template, agreed to review the accompanying policy/procedure document before conveying its feedback.
- after concluding its review of SAIT's scholarly activity reporting for 2014-15 and 2015-16, agreed to discuss this further in person before conveying its observations.
- after concluding its review of NAIT's draft scholarly activity template, conveyed its observations in a feedback letter.

Council accepted the reports from its subcommittees.

10. University of Portland – EdD implementation reporting

Members reviewed pre-implementation reporting information from the University of Portland with respect to its Doctor of Education in Learning and Leading, and agreed on its feedback to the institution.

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

One of Council's priority initiatives from its Action Plan is to conduct a systematic review of Council's quality assessment processes and guidelines and experience with respect to program proposals from non-resident institutions. The Secretariat presented members with a plan for the review, and solicited member comments in anticipation of having the analysis completed in time for discussion at the December meeting.

The next meeting of Council is scheduled for 12-13 December 2016.