

Minutes of the Fifty-fifth Council Meeting – 18-19 September 2015
Commerce Place, Edmonton
The King's University College, Edmonton

Council

Present: Peter Mahaffy (Co-Chair), Art Quinney (Co-Chair), Neil Besner, Gurston Dacks, Judy Eifert, Gord Nixon, Janet Paterson-Weir, John Waterhouse, Robert Woodrow
Absent: Paul Gooch (participated via teleconference and videoconference for portions of the meeting)

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

Guests David Williams, Lisa Fox (for agenda item 4 only – in person)
Sandy Welsh (for agenda item 5 only – via teleconference)
Samantha Lenci (for agenda item 5 only – in person)

Members were welcomed to the fifty-fifth meeting of the Campus Alberta Quality Council.

1. Approval of minutes –9 June 2015

It was MOVED and SECONDED that the 9 June 2015 minutes be adopted.

CARRIED

2. CAQC Chair and Secretariat report

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

3. 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 *2015-2018 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. Members reviewed the evolution of Council's principles, as well as a comparison of its principles against the principles of other quality assurance agencies in Canada. Members agreed to form a subcommittee to produce a revised draft of the principles for review at its next meeting.

In anticipation of the impending recruitment to fill Council's vacancy, members reviewed its member competencies.

Each member also reaffirmed the Member Code of Conduct.

Members confirmed the following face-to-face meeting dates for 2015-2016:

- 30 November 2015
- 28-29 January 2016
- 18 April 2016
- 13-17 June 2016 (specific dates to be determined)
- 16-17 September 2016

4. Discussion with Ministry regarding adult learning system review

David Williams, Executive Director of the Campus Alberta Sector of the Ministry's Advanced Learning and Community Partnerships Division, accompanied by Lisa Fox, Director of Policy Development and Legislation, met with members to discuss the forthcoming adult learning system review. Discussion centered on an overview of the initiative, and the potential role Council might play in it.

5. Discussion of learning outcomes and their assessment

Council periodically discusses topics that may enhance the knowledge of members and/or lead to changes/enhancements in how Council operates. To add to Council's knowledge base on learning outcomes, Dr. Sandy Welsh, University of Toronto's Vice-Provost, Students, joined the meeting via videoconference to share her experience. Later, Samantha Lenci, SAIT's Director of the Centre for Instructional Technology and Development, presented her research.

6. CAQC draft Action Plan

Council resumed discussion of its draft *Action Plan 2015-2018*, which it had begun at its June 2015 meeting.

After reviewing proposed changes and suggesting further refinements, it was MOVED and SECONDED that the CAQC *Action Plan 2015-2018* be adopted, subject to any changes to be agreed to by the Co-Chairs in conjunction with the Secretariat.

CARRIED

7. Follow-up

As part of its continuing discussion of sector specific scholarly activity reporting indicators for MacEwan, Mount Royal, NAIT and SAIT, members reviewed a draft document titled *Underlying assumptions for the scholarly activity reporting for Polytechnical Institutions and Baccalaureate and Applied Studies Institutions*.

Members also discussed a draft document outlining approval processes for new programs and program changes prepared by the Ministry's Post-secondary Programs branch and the Secretariat. Members agreed to form a subcommittee to review the document in more detail, and to continue discussion at its next meeting.

Members discussed a report from the Alberta College of Art and Design on the recent implementation of its Master of Fine Arts in Craft Media, and agreed to refer it to the Proposal Review Standing Committee for review and follow-up.

8. Discussion on indicators of teaching effectiveness

Members began a discussion of the indicators of teaching effectiveness and agreed to return to this item at its next meeting.

9. Committees and task forces

(a) Proposal Review Standing Committee

The Proposal Review Standing Committee reported it had considered the following degree proposals (or taken the following actions) on behalf of Council since the previous meeting:

- began consideration of a request from the University of Alberta for a fully expedited review of its proposal for a Master of Accounting.
- after reviewing further information it received from the institution, agreed to a request from the University of Lethbridge for a fully expedited review of its proposal for a Doctor of Philosophy (Population Studies and Health), and agreed to recommend to the Minister that she approve the program as a Doctor of Philosophy (Population Studies in Health).
- after reviewing further information it requested from the institution, decided to defer its decision on a request from Ambrose University College for a fully expedited review of its proposal for a 4-year Bachelor of Arts (Psychology), pending receipt of further information.
- after reviewing further information it received from the institution, continued its consideration of a request from the University of Lethbridge for a fully expedited review of its proposals for a Master of Arts (Culture, Theory, Social Change) and Doctor of Philosophy (Culture, Theory, Social Change).

(b) Monitoring Standing Committee

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

- after concluding its review of Lethbridge College's revised draft Academic Program Policy and Academic Program Review Procedures, was waiting for the institutionally approved documents.
- after reviewing a faculty update it received from Ambrose University, conveyed its observations in a feedback letter.
- after concluding its review of Concordia University College's finalized program approval and program review policies, conveyed its observations in a feedback letter.
- after concluding its consideration of the results of Concordia University College's cyclical review of the 3-year and 4-year BSc (Mathematics), the minor in Mathematics, and the minor in Information Technology and Computing Science, conveyed its observations in an outcomes letter.

- after concluding its consideration of the results of Concordia University College's cyclical review of the Master of Arts in Biblical and Christian Studies, conveyed its observations in an outcomes letter.
- after reviewing information it received from Grant MacEwan University relating to the Bachelor of Science in Nursing and the Bachelor of Commerce (Human Resource Management), conveyed its observations in a feedback letter.

Council accepted the reports from its subcommittees.

The next meeting of Council is scheduled for 30 November 2015.