

**Minutes of the Fiftieth Council Meeting – 18-19 September 2014
University of Lethbridge, Lethbridge
Lethbridge College, Lethbridge**

Council

Present: Peter Mahaffy (Interim Co-Chair), Art Quinney (Interim Co-Chair), Neil Besner, Gurston Dacks, Paul Gooch, Robert Woodrow

Absent: Judy Eifert, Jane O’Dea, John Waterhouse

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

Guests Mike Mahon, Andy Hakin, Bob Boudreau, Leslie Brown, Paul Sparrow-Clarke, Patti Papirnik (for agenda item 4 only – in person)
Robin Fisher, Bob Boudreau, Patti Papirnik (for agenda item 5 only – in person)
Paula Burns, Stuart Cullum, Sandy Vandeburgh, Marty Thomsen, Gayle Weeks, Patti Papirnik (for agenda item 8 only – in person)
Susan May, Patti Papirnik (for agenda item 9 only – in person)
Patti Papirnik (for agenda item 10 only – in person)

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

1. Approval of minutes –19 June 2014

It was MOVED and SECONDED that the 19 June 2014 minutes be adopted.

CARRIED

2. CAQC Chair and Secretariat report

The Interim 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 *2014-2017 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 discussed proposed modifications to two of Council's operating principles, and agreed to review the principles again at its December 2014 meeting.

Each member also reaffirmed the Member Code of Conduct.

Members reviewed the meeting dates for 2014-2015, and noted that the date of the June 2015 meeting may need to change.

4. University of Lethbridge presentation and discussion

Dr. Mike Mahon, President; Dr. Andy Hakin, Provost and Vice-President Academic; Dr. Bob Boudreau, Vice-Provost and Associate Vice-President Academic; Dr. Leslie Brown, Interim Vice-President Research; and Mr. Paul Sparrow-Clarke, Academic Initiatives Manager, gave a presentation focussing on the institution's new initiatives, its draft program review policy, its schedule of reviews, and its internal program approval processes.

A question and answer period followed.

5. Discussion with ACAT Chair

At Council's invitation, Dr. Robin Fisher, recently appointed Chair of the Alberta Council on Admissions and Transfer, met with members in person to discuss issues of common interest and explore ways in which the two councils could work together.

Patti Papirnik, Director of the Ministry's Agencies Support branch, also provided an update on the initiatives to examine the future directions of quality assurance and learner pathways within Campus Alberta, which is currently underway.

6. 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:

- after previously deferring its decision regarding a request from the University of Lethbridge for a fully expedited review of its proposal for a 4-year Bachelor of Science (Applied Statistics), pending receipt of the University's external review of the program, resumed its review following the University's submission of its external review.
- continued its consideration of a request from Athabasca University for a fully expedited review of its proposal for a 4-year Bachelor of Science (Applied Mathematics).
- after reviewing further information it requested from the institution, agreed to a request from the University of Lethbridge for a fully expedited review of its proposal for a Master of Nursing and, after conducting a desk review, agreed to recommend to the Minister that he approve the program. The program was subsequently approved.

- after reviewing further information it requested from the institution, agreed to a request from Concordia University College of Alberta for a fully expedited review of its proposal for a 4-year Bachelor of Arts (Psychology) and, after conducting a desk review, agreed to recommend to the Minister that he approve the program. The program was subsequently approved.
- after reviewing further information it requested from the institution, agreed to a request from St. Mary's University College of Alberta for a fully expedited review of its proposal for a 120 credit Bachelor of Arts (History) and, after conducting a desk review, agreed to recommend to the Minister that he approve the program. The program was subsequently approved.
- after reviewing further information it requested from the institution, agreed to a request from the University of Lethbridge for a fully expedited review of its proposal for a 4-year Bachelor of Health Sciences (Aboriginal Health) and, after conducting a desk review, agreed to recommend to the Minister the he approve the program. The program was subsequently approved.

An update was also provided on the work being done to revise Part B of the proposal template.

(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 review of Concordia University College of Alberta's response to Council's concern regarding minimum staffing expectations in the 4-year Bachelor of Management program, began determining its response to the institution.
- after being asked by Concordia University College of Alberta to review its draft program approval and program review policies, concluded its review and conveyed its observations in a letter to the institution.
- after concluding its review of NAIT's draft external program assessment policy and procedures, conveyed its observations in a letter to the institution.

An update was also provided on discussions the MSC is having with the Vice-President Academics of MacEwan, Mount Royal, NAIT and SAIT on scholarly activity and reporting to CAQC.

Council accepted the reports from its subcommittees.

7. Follow-up

Council discussed possible changes to the *Handbook* arising from the final report of the Audit Pilot Project Task Force. Members also reviewed its member competencies and suggested modifications to be brought back to the December 2014 meeting for approval.

8. Lethbridge College presentation and discussion

Dr. Paula Burns, President and CEO; Mr. Stuart Cullum, Vice-President Academic and Chief Operating Officer; Dr. Sandy Vandeburgh, Dean, Centre for Applied Arts and Sciences; Mr. Marty Thomsen, Dean, Justice and Human Services; and Ms. Gayle Weeks, Executive Director, Planning gave a presentation focussing on the institution's new initiatives, its proposed program review policy, its schedule of reviews, and its internal program approval processes.

A question and answer period followed.

9. Alberta Comprehensive Credentials Framework

As Council was asked for feedback, members reviewed a draft *Alberta Comprehensive Post-secondary Credentials Framework* prepared by the Ministry, and which also included input from Campus Alberta institutions. Dr. Susan May, project lead from the Education and Training Program Coordination branch of the Ministry, was present in person to provide an overview and respond to member questions and record their comments.

In addition, members agreed to send a letter to the Ministry reinforcing their longstanding commitment to assess all applied degrees according to the 'Baccalaureate Degree' category in the Framework, and indicating that Council would appreciate the opportunity to review any future iterations of the Framework, especially the degree level credentials.

10. Quality assurance of teaching and learning

Council periodically discusses topics that may enhance the knowledge of members and/or lead to changes/enhancements in how Council operates.

Partly because of Council's continuing focus on learning outcomes, as well as concerns emanating from student organizations about the quality of teaching, members began a discussion of the quality assurance of teaching and learning, prompted by a background discussion document drafted by a member of Council. Members agreed to continue exploring this topic at a subsequent meeting.

The next scheduled meeting of Council is set for 10-11 December 2014.