

**Minutes of the Fifty-first Council Meeting – 10-11 December 2014  
Commerce Place, Edmonton**

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**Council**

Present: Peter Mahaffy (Interim Co-Chair), Art Quinney (Interim Co-Chair), Neil Besner, Gurston Dacks, Judy Eifert, Gord Nixon, Janet Paterson-Weir, Robert Woodrow (11 December only)

Absent: Paul Gooch, John Waterhouse

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

**Guests**

Doug Owram (for agenda item 3 only – via teleconference)  
Paul Spilsbury, Linda Schwartz, Ken Draper (for agenda item 3 only – via teleconference)  
John O’Neil (for agenda item 5 only – via teleconference)  
Gerald Krispin, Karen McDonald (for agenda item 5 only – via teleconference)  
The Honourable Don Scott, Robin Bobocel (for agenda item 6 only – in person)  
Patti Papirnik (for agenda items 6 and 7 only – in person)  
Branko Kolarevic (for agenda item 8 only – via teleconference)  
Kathryn Shailer, Helen Evans Warren (for agenda item 8 only – via teleconference)

Members were welcomed to the fifty-first meeting of the Campus Alberta Quality Council. As well, Gord Nixon and Janet Paterson-Weir were welcomed to their first meeting.

**1. Approval of minutes –18-19 September 2014**

It was MOVED and SECONDED that the 18-19 September 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. Ambrose University College Second Comprehensive**

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 August 2013 Council notified Ambrose University College it would be conducting a second comprehensive evaluation in the 2014-2015 academic year.

After general discussion and identification of questions, Dr. Doug Owrap, Chair of the comprehensive evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and Ambrose's response to it. At the end of the teleconference, Council's Interim Co-Chair thanked Dr. Owrap for the team's report.

Subsequently, Dr. Paul Spilsbury, Vice-President Academic, Dr. Linda Schwartz, Dean of Arts and Science, and Dr. Ken Draper, Director of Planning and Assessment, joined the meeting via teleconference to discuss Ambrose's response to the report.

After further discussion, it was MOVED and SECONDED that Council confirm the continuation of approval of the existing baccalaureate programs at Ambrose University College:

- 3-year Bachelor of Arts: Behavioural Science, Christian Studies, General Studies, Music, English, Philosophy, Business Administration, History
- 3-year Bachelor of Science: Biology
- 4-year Bachelor of Arts: History, Behavioural Science, Christian Studies, English, Music
- 4-year Bachelor of Science: Biology
- 4-year Bachelor of Music
- 4-year Bachelor of Business Administration
- 2-year Bachelor of Education After Degree (Elementary Education)

CARRIED

Members AGREED to the expectations to be included in the letter to Ambrose conveying the outcome of the comprehensive evaluation. Council's Interim Co-Chairs will inform the Minister of the outcome.

#### **4. Ministry update / Update on the Campus Alberta Quality Assurance and Learner Pathways – An Examination of Future Directions projects**

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

#### **5. Concordia University College of Alberta – Consideration of a proposal for a Master of Public Health program**

Concordia University College of Alberta is seeking approval to offer a Master of Public Health program. Dr. John O'Neil, Chair of the program evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and Concordia's response to it. At the end of the teleconference, Council's Interim Co-Chair thanked Dr. O'Neil for the team's report.

Subsequently, Dr. Gerald Krispin, President and Acting Vice-President Academic, and Dr. Karen McDonald, Dean of Graduate Studies and Program Development, joined the meeting via teleconference to discuss Concordia's response to the report.

After further discussion, Council AGREED to continue discussion of Concordia's Master of Public Health degree program at a subsequent meeting once further information is provided by the institution.

## 6. Discussion with Minister Don Scott

At Council's invitation, Minister Don Scott, accompanied by Robin Bobocel, the Minister's Chief of Staff, met with members to discuss a variety of issues relevant to Council's mandate.

## 7. 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 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 Science (Applied Statistics) 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 Athabasca University for a fully expedited review of its proposal for a 4-year Bachelor of Science (Applied Mathematics) and, after conducting a desk review, agreed to recommend to the Minister that he approve the program. The program was subsequently approved.
- after considering a request from the University of Lethbridge for a fully expedited review of its proposal for a Doctor of Philosophy (Population Studies and Health), decided to defer its decision pending receipt of further information.
- after receiving a request from Mount Royal University to change the title of one of its approved majors in the 4-year Bachelor of Child Studies from *Child and Youth Care* to *Child and Youth Care Counsellor*, decided to defer its decision pending receipt of further information.
- after considering a request from the University of Alberta for a fully expedited review of its proposal for a Master of Arts in Gender and Social Justice Studies, decided to defer its decision pending receipt of further information.
- agreed to a request from the University of Calgary for a fully expedited review of its proposal for a Master of Landscape Architecture and, after conducting a desk review, agreed to recommend to the Minister that he approve the program.
- began consideration of a request from the University of Lethbridge for a fully expedited review of its proposal for a 4-year Bachelor of Therapeutic Recreation.
- began consideration of a request from the University of Alberta for a fully expedited review of its proposal for a Master of Arts (Community Engagement).
- began consideration of a request from the University of Calgary for a fully expedited review of its proposal for a Master of Pathologists' Assistant.

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, conveyed its observations in a letter to the institution.
- after concluding its review of NAIT's revised draft external program assessment policy and procedures, conveyed its observations in a letter to the institution.

- after concluding its review of Ambrose University College's response to CAQC's concern regarding (i) staffing expectations in the Music, English and General Studies programs; (ii) the cyclical program review schedule; and (iii) minimum staffing expectations in the BEd (Elementary Education) program, conveyed its observations in a letter to the institution.
- after considering requests from Mount Royal University for an equivalency for one instructor teaching in the 4-year Bachelor of Science (Geology) program and for an exemption for one instructor teaching in the 4-year Bachelor of Communication (Information Design) program, agreed to both requests.
- began reviewing the information provided by sixteen institutions in their 2013-2014 annual reporting.

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.

### **8. Mount Royal University – Consideration of a proposal for a Bachelor of Interior Design program**

Mount Royal University is seeking approval to offer a four-year Bachelor of Interior Design program. Dr. Branko Kolarevic, Chair of the program evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and Mount Royal's response to it. At the end of the teleconference, Council's Interim Co-Chair thanked Dr. Kolarevic for the team's report.

Subsequently, Dr. Kathryn Shailer, Provost and Vice-President Academic and Helen Evans Warren, Chair, Department of Interior Design, joined the meeting via teleconference to discuss Mount Royal's response to the report.

After further discussion, it was **MOVED** and **SECONDED** that Council recommend that the Minister of Innovation and Advanced Education approve Mount Royal University's four-year Bachelor of Interior Design degree program.

CARRIED

Members **AGREED** to the issues to be addressed in the outcomes letter to Mount Royal, including Council's expectations with respect to monitoring.

### **9. Follow-up**

After further discussion of possible changes to the *Handbook* arising from the final report of the Audit Pilot Project Task Force, which it had begun at its September 2014 meeting, it was **MOVED** and **SECONDED** that Council adopt revisions to Chapter 5 – Monitoring of the *Handbook* to include references to audits, to the glossary to include a definition of audit, and to add the Audit process document as an appendix.

CARRIED

After further discussion of its member competencies, Chair competencies, and Chair position description, which it had begun at its September 2014 meeting, Members agreed to make modifications.

As a follow-up to the discussion of its operating principles at the September 2014 meeting, it was MOVED and SECONDED that Council revise the following two operating principles to read as:

- Principle 8 – The Council is open, transparent, and accountable in all its practices and policies.
- Principle 12 – The Council exhibits and promotes appreciation of institutional diversity, and respect for institutional autonomy and integrity.

CARRIED

Members also discussed how Council could continue to work with the Alberta Council on Admissions and Transfer on issues of mutual interest.

#### **10. Monitoring: Consideration of annual reporting**

The MSC presented its observations from its review of the 2013-2014 annual reporting with respect to approved degree programs from institutions. Select data received from institutions' accountability reporting (where available) to the Ministry with respect to those programs was also provided. Following discussion, Council's MSC was tasked with providing feedback to institutions on their annual reports.

The next meeting of Council is scheduled for 12-13 February 2015.