
Minutes of the Sixty-fifth Council Meeting – 12-13 December 2017
Phipps McKinnon, Edmonton
NAIT, Edmonton

Council

Present: Peter Mahaffy (Co-Chair), Art Quinney (Co-Chair), Gurston Dacks, Paul Gooch, Gord Nixon, Annie Prud'homme-Généreux, John Stubbs, Lynn Taylor, Janet Paterson-Weir, Robert Woodrow

Absent: Judy Eifert

Secretariat Marilyn Patton (Director), Guy Germain (Manager) (13 December only), Alex Makar (Research Officer)

Guests Angela Norwood (for agenda item 2 only – via teleconference)
John Corlett, Allan Gilliland, David McLaughlin, Linda Janz (for agenda item 2 only – via teleconference)
David Williams, Lisa Fox (for agenda item 5 only – in person)
Susan Fitzsimmons, Natasja Saranchuk, John Kent (for agenda item 7 only – in person)
Gilbert Perras, Paul Gaudette (for agenda item 8 only – in person)

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

The Co-chairs welcomed three new members to their first Council meeting.

1. Approval of minutes – 8-9 September 2017

It was MOVED and SECONDED that the 8-9 September 2017 minutes be adopted, as amended.

CARRIED

2. Grant MacEwan University – consideration of a proposal for a Bachelor of Design (Visual Communication Design; User Experience Design)

Grant MacEwan University is seeking approval to offer a new Bachelor of Design program with two majors – Visual Communications and User Experience Design, as well as a no major/undeclared major route. Dr. Angela Norwood, Chair of the program evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and MacEwan's response to it. At the end of the teleconference, Council's Co-Chair thanked Dr. Norwood for the team's report.

Subsequently, Dr. John Corlett, Vice-President Academic and Provost; Dr. Allan Gilliland, Dean, Faculty of Fine Arts and Communication; Dr. David McLaughlin, Executive Director, Institutional Analysis and Planning; and Dr. Linda Janz, Institutional Analyst, Institutional Analysis and Planning, joined the meeting via teleconference to discuss the University's response to the report.

It was **MOVED** and **SECONDED** that Council recommend that the Minister of Advanced Education approve Grant MacEwan University's Bachelor of Design program with no majors at this time.

CARRIED

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

3. CAQC Chair and Secretariat report

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

4. Follow-up

Members reviewed the final implementation reporting information from the University of Portland with respect to its Doctor of Education in Learning and Leading.

Members also discussed the next steps that are now required given the ABC review of CAQC is complete, as well as a plan for updating Council's Mandate and Roles document.

Members confirmed the face-to-face meeting dates for 2017-2018 which had been previously agreed to.

5. Discussion with the Ministry re: roles and mandates review

David Williams, Executive Director of the Campus Alberta Sector of the Ministry's Advanced Learning and Community Partnerships Division, and Lisa Fox, Director of Policy Development and Engagement, met with members to continue discussion of the Ministry's planned review of post-secondary institution system roles and mandates.

6. Committees and task forces

(a) Proposal Review Standing Committee

The Proposal Review Standing Committee (PRSC) reported it had taken the following actions on behalf of Council since the previous meeting agenda update:

- began consideration of a request from Grant MacEwan University for a fully expedited review of its proposal for a 4-year Bachelor of Music in Jazz and Contemporary Popular Music (Recording and Production).
- began consideration of a request from the University of Lethbridge for a fully expedited review of its proposal for a Master of Arts in Cultural Resource Management.

- after reviewing further information it had requested from the institution, agreed to a request from Mount Royal University for a fully expedited review of its proposal for a 4-year Bachelor of Science (Chemistry) and, after conducting a desk review, agreed to recommend to the Minister that he approve the program.
- after reviewing further information it had requested from the institution, agreed to a request from the University of Alberta for a fully expedited review of its proposal for a 4-year Bachelor of Science in Fashion Business Management and, after conducting a desk review, agreed to recommend to the Minister that he approve the program.
- agreed to a request from Gonzaga University to change the title of its approved program from 'Master of Education (School Administration)' to 'Master of Education in Educational Leadership'.
- after concluding its review of information from Grant MacEwan University with respect to notification of changes to its 4-year Bachelor of Arts, 4-year Bachelor of Science, 4-year Bachelor of Science in Nursing, and 4-year Bachelor of Commerce programs, conveyed its observations in a feedback letter.
- after concluding its review of information from SAIT with respect to its notification of changes to its 4-year Bachelor of Science in Construction Project Management program, conveyed its observations in a feedback letter.
- after concluding its review of information from Grant MacEwan University with respect to its notification of changes to its 4-year Bachelor of Music in Jazz and Contemporary Popular Music program (3 majors), conveyed its observations in a feedback letter.
- after concluding its review of information from Mount Royal University with respect to its notification of changes to its 4-year Bachelor of Education (Elementary) program, conveyed its observations in a feedback letter.
- after reviewing further information from Mount Royal University with respect to its notification of changes to its 4-year Bachelor of Science (General Science) and 4-year Bachelor of Child Studies programs, conveyed its observations in a feedback letter.

After reviewing a revised draft of Council's criteria for partially expedited reviews and fully expedited reviews, it was MOVED and SECONDED that changes to s. 2.2.2 of the *Handbook* be adopted, as amended.

CARRIED

(b) *Monitoring Standing Committee*

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

- after considering the results of Ambrose University's cyclical review of its 4-year Bachelor of Business Administration, conveyed its observations in a feedback letter.
- after considering the results of Portland University's cyclical review of its Master of Education (Leadership), conveyed its observations in a feedback letter.
- after concluding its consideration of the results of Concordia University of Edmonton's cyclical review of its 3-year Bachelor of Arts (Music), 4-year Bachelor of Arts (Music), and 3-year Bachelor of Arts (Drama), conveyed its observations in a feedback letter.
- began reviewing the information provided by 18 institutions in their 2016-2017 annual reporting to Council.

After reviewing a revised draft of Council's guidelines for cyclical program evaluations, it was MOVED and SECONDED that changes to s. 5.2.3 of the *Handbook* be adopted, as amended, subject to any subsequent rewording agreed to by MSC and the Co-Chairs in conjunction with the Secretariat.

CARRIED

(c) Audit Criteria Committee

Members continued their review of a revised draft of the criteria document produced by the Council members of the Committee. The document is intended to be used should Council decide to extend the audit monitoring process to other institutions. It was agreed that further changes needed to be made to the document, and members would continue discussion at the February 2018 meeting.

(d) Review of Part B Degree Proposal Template

As the Ministry has finalized revisions to Part A of the degree proposal template used during the system coordination review, members discussed the review process for revising Council's Part B degree proposal template. It was agreed that PRSC would undertake an initial review of the template and bring it back to Council for further discussion.

Council accepted the reports from its subcommittees.

7. NAIT presentation and discussion

Vice-President Academic Dr. Susan Fitzsimmons; Natasja Saranchuk, Manager, Teaching Services; and John Kent, Director, Program Pathway and Enrolment Planning, gave a presentation focusing on the nature of the institution, enrolment, quality assurance initiatives, scholarly activity, learning outcomes, and future plans.

A question and answer period followed, and members had the opportunity for a tour of the institution.

8. Discussion with Executive Director, Operations, and Director, Post-secondary Programs, re: professional master's programs

Gilbert Perras, Executive Director of the Operations Sector in the Adult Learning and Community Partnerships Division, accompanied by Paul Gaudette, Director of the Post-secondary Programs branch, met with members to discuss reviews of professional master's programs, the draft Alberta Credentials Framework, and next steps with respect to the ABC review of CAQC.

9. Discussion on Indigenization

Members continued their discussion of the role of a quality assurance agency in indigenization of the academy and decided on several next steps to help advance this initiative, including asking the ad-hoc committee to develop principles to guide the work going forward.

10. Monitoring: Consideration of annual reporting

The MSC presented some general observations to date from its review of the 2016-2017 annual reporting from 18 institutions on 106 approved degree programs. Following discussion, MSC was tasked with providing feedback to the institutions.

11. CAQC Code of Conduct review

To ensure Council's Code of Conduct will be in compliance with the provisions set out in the forthcoming *Conflicts of Interest Amendment Act, 2017*, members began a preliminary review of the proposed requirements against its current Code. Members proposed some edits to the Code, and agreed to review a revised draft at the February meeting for possible adoption.

The next meeting of Council is scheduled for 13-14 February 2018.