
**Minutes of the Sixty-sixth Council Meeting – 13-14 February 2018
Ambrose University, Calgary
Alberta College of Art and Design, Calgary**

Council

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

Secretariat Marilyn Patton (Director), Guy Germain (Manager)

Guests

Pamela Nordstrom, Linda Schwartz (for agenda item 1 only – in person)
Sheryl Lightfoot (for agenda item 4 only – via teleconference)
Michael Hale, Karen Harker, Lacia Kinnear, Michael Kulachkosky, Andrew Richardson,
Tosh Southwick (for agenda item 4 only – via teleconference)
Richard Brown, Alex Link (for agenda item 7 only – in person)
Lisa Fox, Sean Kochan, Cheryl Naundorf, Gilbert Perras, David Williams (for agenda item 8 only – via teleconference)
Angela Stukator (for agenda item 10 only – via teleconference)
Rayna Becker, Peter Fiala, Peter Fielding, Jason Frizzell, Paulette Hanna, Steven Lane, Tony Skorjanc (for agenda item 10 only – via teleconference)

Members were welcomed to the sixty-sixth meeting of the Campus Alberta Quality Council. This was Marilyn Patton's last Council meeting, and members thanked her for her many years of service.

1. Ambrose University presentation and discussion

Vice-President, Academic Affairs Dr. Pamela Nordstrom and Dr. Linda Schwartz, Dean of Arts and Science, gave a presentation focusing on the status and future of the degree programs currently being offered; a summary of future directions, especially in the area of new programs being contemplated; and an overview of the internal approval process for new degree programs and periodic assessment policy and practice.

A question and answer period followed.

2. Approval of minutes – 12-13 December 2017

It was MOVED and SECONDED that the 12-13 December 2017 minutes be adopted, as amended.

CARRIED

3. CAQC Chair and Secretariat report

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

4. Yukon College – consideration of a proposal for a Bachelor of Arts in Indigenous Governance

Yukon College is seeking approval to offer a new 3-year Bachelor of Arts in Indigenous Governance program. Dr. Sheryl Lightfoot, Chair of the program evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and the College's response to it. At the end of the teleconference, Council's Co-Chair thanked Dr. Lightfoot for the team's report.

Subsequently, Dr. Karen Harker (Interim Vice-President Academic and Student Services), Dr. Andrew Richardson (Dean, Applied Arts), Lacia Kinnear (Director of Governance and Strategic Initiatives), Tosh Southwick (Executive Director, First Nations Initiatives and Community Engagement), Michael Kulachkosky (Coordinator, Bachelor of Arts (Indigenous Governance)), and Michael Hale (Chief Administrative Officer) joined the meeting via teleconference to discuss the College's response to the report.

It was **MOVED** and **SECONDED** that Council recommend that the Yukon Minister of Education approve Yukon College's 3-year Bachelor of Arts in Indigenous Governance program.

CARRIED

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

5. Discussion on Indigenization

Members continued their discussion of the role of Council as a quality assurance agency in indigenization of the academy and reviewed (i) principles drafted by the ad-hoc committee to guide the work going forward, and (ii) specific actions Council could take related to this initiative.

6. CAQC Action Plan

As one outcome of the completed ABC review of Council is that the Minister expects an action plan to be submitted to him by 31 March 2018, members began discussion of its draft Action Plan 2018-2021. After suggesting several revisions, members agreed to consider a revised draft at its next meeting.

7. Alberta College of Art and Design presentation and discussion

Interim Vice President, Academic Affairs Dr. Alex Link and Richard Brown, Director of Research and Graduate Studies, gave a presentation focusing on the status and future of the degree programs currently being offered; a summary of future directions, especially in the area of new programs being contemplated; and an overview of the internal approval process for new degree programs and periodic assessment policy and practice.

A question and answer period followed.

8. Roles and mandates

David Williams (Executive Director, Campus Alberta Sector), Gilbert Perras (Executive Director, Operations Sector), Lisa Fox (Director of Policy and Engagement), Cheryl Naundorf (Director, Legislation and Governance), and Sean Kochan (Senior Policy Advisor, Policy and Engagement) spoke with members via teleconference to continue discussion of the Ministry's planned review of post-secondary institution system roles and mandates.

9. Follow-up

(a) Code of Conduct

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 continued their review of the revised Code which it had begun at the December 2017 Council meeting.

After reviewing proposed changes to the CAQC Code of Conduct as a result of the newly enacted *Conflict of Interest Act*, it was MOVED and SECONDED that changes to the CAQC Code of Conduct be adopted.

CARRIED

It was noted that the Code would be forwarded to Ethics Commissioner for review.

(b) Mandate and Roles document

According to the *Alberta Public Agencies Governance Act*, an agency's Mandate and Roles document (MRD) must be reviewed and renewed, amended or replaced within three years after the day on which it (or the most recent amendment to it) was signed. At the December 2017 Council meeting, members asked the Secretariat to produce a first draft for review by the co-chairs, and then share it with members for comment and possible adoption at the February meeting.

After reviewing proposed changes to the CAQC Mandate and Roles document, It was MOVED and SECONDED that changes to the CAQC Mandate and Roles document be adopted, subject to any subsequent rewording agreed to by the Co-Chairs and Secretariat.

CARRIED

(c) Audit criteria

Members continued their review of Council's expectations with regard to extending its audit monitoring process to other institutions beyond the Comprehensive and Academic Research Institutions.

After reviewing a revised draft of Council's expectations with regard to audits, it was MOVED and SECONDED that changes to s. 5.3.5 of the *Handbook* be adopted, as amended, subject to any subsequent rewording agreed to by the Monitoring Standing Committee and the Co-Chairs in conjunction with the Secretariat.

CARRIED

(d) Fall 2018 meeting date

Members confirmed their fall 2018 meeting date for 29-30 August.

10. Red Deer College – consideration of a proposal for a Bachelor of Applied Arts in Animation and Visual Effects

Red Deer College is seeking approval to offer a new Bachelor of Applied Arts in Animation and Visual Effects program. Dr. Angela Stukator, Chair of the program evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and the College's response to it. At the end of the teleconference, Council's Co-Chair thanked Dr. Stukator for the team's report.

Subsequently, Dr. Paulette Hanna (Vice President Academic), Dr. Steven Lane (Associate Vice President Academic, Research, and Student Affairs), Dr. Jason Frizzell (Dean, School of Creative Arts), Dr. Peter Fielding (Associate Dean, School of Creative Arts), Tony Skorjanc (Executive Director, Strategic Planning and Analysis), Rayna Becker (Institutional Research Manager), and Peter Fiala (faculty member) joined the meeting via teleconference to discuss the College's response to the report.

After further discussion, Council AGREED to continue discussion of Red Deer College's Bachelor of Applied Arts in Animation and Visual Effects proposal at a subsequent meeting once further information is provided by the institution.

11. 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 agenda update:

- continued its 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).
- continued its 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.
- prompted by the ministry's revision to the Part A template for undergraduate programs, began a review of the Part B proposal template.

(b) Monitoring Standing Committee

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

- began considering the results of Athabasca University's cyclical review of its Doctor of Business Administration program.
- began considering the results of Gonzaga University's cyclical review of its Master of Counselling program.
- began considering the results of Gonzaga University's cyclical review of its Master of Education (School Administration) program.

- began considering the results of Mount Royal University's cyclical review of its 4-year Bachelor of Arts (Sociology) program.
- after concluding its consideration of the results of Mount Royal University's cyclical review of its 4-year Bachelor of Arts (English), conveyed its observations in a feedback letter.
- after concluding its review of the information provided by 18 institutions in their 2016-2017 annual reporting to Council, and after considering the comments of members at the December 2017 and February 2018 meetings, began writing to each institution indicating Council's commendations and requests for further information, as applicable.

Council accepted the reports from its subcommittees.

The next meeting of Council is scheduled for 18-19 April 2018.