
Minutes of the Seventieth Council Meeting – 29-30 August 2018
The King's University, Edmonton
University of Alberta, Edmonton

Council

Present: Peter Mahaffy (Co-Chair), Art Quinney (Co-Chair), Gurston Dacks, Jeff Goldberg, Paul Gooch, Gord Nixon, Annie Prud'homme-Généreux (30 Aug only), Gayla Rogers, John Stubbs, Lynn Taylor
Absent: Judy Eifert

Secretariat Guy Germain (Director), Laurel Sakaluk (Manager), Alex Makar (Research Officer), Trevor Tuininga (Quality Assurance Analyst)

Guests Julie Desrochers (for agenda item 5 only – in person)
Gilbert Perras, David Williams (for agenda item 6 only – in person)
Steven Dew, Tammy Hopper, Lesley Cormack, Michael O'Driscoll, Chris Andersen, Sarah Forgie, Wendy Rogers, Andrea Patrick (for agenda item 7 only – in person)

Members were welcomed to the seventieth meeting of the Campus Alberta Quality Council. A welcome was extended to new members Jeff Goldberg and Gayla Rogers and to the Secretariat's new Manager, Laurel Sakaluk, who were attending their first meeting.

1. Approval of minutes – 26-27 June 2018

It was MOVED and SECONDED that the 26-27 June 2018 minutes be adopted.

CARRIED

2. CAQC Chair and Secretariat report

The Co-Chairs and Secretariat Director 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 2018-2021 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. This year, members agreed to revise Principle 5 and Principle 11 as follows:

- Principle 5 – *Peer review is an essential component of all of Council's evaluation processes.*
- Principle 11 – *Members and peer reviewers act respectfully, autonomously, and in accordance with ethical standards, and abide by Council's code of conduct, which includes provisions on conflict of interest.*

It was MOVED and SECONDED that the revised principles 5 and 11 be adopted.

CARRIED

Each member also reaffirmed the Member Code of Conduct.

Members confirmed the following face-to-face meeting dates for 2018-2019:

10-11 December 2018
 11-12 February 2019
 24-25 April 2019
 13-14 June 2019

Council also discussed membership and transition planning.

4. Follow-up

(a) Concordia University of Edmonton – MEd implementation

Members reviewed pre-implementation reporting information received from Concordia University of Edmonton with respect to its Master of Education in Educational Leadership, and agreed on its feedback to the institution.

(b) Concordia University of Edmonton – Doctor of Psychology

Members reviewed questions received from Concordia University of Edmonton regarding Council's feedback with respect to the proposed Doctor of Psychology, and agreed on its feedback to the institution.

(c) RDC BAA in AVE

Members reviewed a response from Red Deer College regarding Council's outcomes letter with respect to the Bachelor of Applied Arts in Animation and Visual Effects, and agreed on its feedback to the institution.

(d) Lakeland College – new applied degrees

Council considered a request from Lakeland College to conduct a combined organizational/program review for a proposed baccalaureate with an applied focus, and agreed to the College's request.

Because Council can expect to review additional baccalaureate degrees with an applied focus in the future, members agreed to strike an ad hoc committee to review the section in the *Handbook* dealing with applied degrees, focusing especially on breadth and depth.

(e) *CAQC Code of Conduct – revised draft*

To ensure Council's Code of Conduct will be in compliance with the provisions set out in the *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 further proposed changes to the Code suggested by the Ethics Commissioner, and suggesting an additional change, it was MOVED and SECONDED that changes to the CAQC Code of Conduct be adopted.

CARRIED

(f) *Yukon College – 3-yr Bachelor of Arts in Indigenous Governance*

Members reviewed pre-implementation reporting information received from Yukon College with respect to its Bachelor of Arts in Indigenous Governance program, and agreed on its feedback to the institution.

5. Discussion with Director, International and Intergovernmental Relations

Julie Desrochers (Director, International and Intergovernmental Relations), joined the meeting in person to discuss current work in the Ministry related to international education. Council discussed the possibility of developing recommendations regarding internationalization and quality assurance of degree programs.

6. Discussion on university transition with Executive Directors

Gilbert Perras (Executive Director, Operations Sector) and David Williams (Executive Director, Campus Alberta Sector), joined the meeting in person to discuss university transition in the province.

7. University of Alberta presentation and discussion

Dr. Steven Dew, Provost and Vice-President (Academic); Dr. Tammy Hopper, Vice-Provost (Programs); Dr. Lesley Cormack, Dean, Faculty of Arts; Dr. Michael O'Driscoll, Vice-Dean, Faculty of Arts; Dr. Chris Andersen, Dean, Faculty of Native Studies; Dr. Sarah Forgie, Vice-Provost (Learning Initiatives); Dr. Wendy Rodgers, Deputy Provost; and Andrea Patrick, Portfolio Initiatives Manager, gave a presentation focusing on the institution's strategic plan, indigenous initiatives, experiential learning, quality assurance initiatives, and its Bachelor of Arts renewal process.

Following the presentation, in fulfilment of its Action Plan initiative 3.1, members discussed the feasibility of striking a committee consisting of Council members and institutional representatives to review CAQC's BA/BSc guidelines and expectations.

8. Draft CAQC 2017/2018 Annual Report

It was MOVED and SECONDED that CAQC's 2017/18 Annual Report be adopted, as amended.

CARRIED

9. 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:

- after reviewing further information it had requested from the institution, agreed to a request from the University of Calgary for a fully expedited review of its proposal for a Master of Management and, after conducting a desk review, agreed to recommend to the Minister that he approve the program. The program was subsequently approved.
- requested further information from the University of Lethbridge with respect to its request for a fully expedited review of its proposal for a Master of Health Services Management.
- requested further information from St. Mary's University with respect to its request for a fully expedited review of its proposal for a Bachelor of Arts (Social Justice and Catholic Studies).
- requested further information from the University of Lethbridge with respect to its request for a fully expedited review of its proposal for a Bachelor of Management (Agricultural Enterprise Management).
- requested further information from Ambrose University with respect to its request for a fully expedited review of its proposal for a 4-year BA (Psychology).
- began consideration of a request from Concordia University of Edmonton for a fully expedited review of its proposal for a 4-year BSc (Information Technology).

(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:

- after concluding its consideration of the results of Mount Royal University's cyclical review of its 4-year Bachelor of Computer Information Systems program, conveyed its observations in a feedback letter.
- after concluding its consideration of the results of SAIT's cyclical review of its 4-year Bachelor of Science in Construction Project Management program, conveyed its observations in a feedback letter.
- after concluding its consideration of the results of Mount Royal University's cyclical review of its 4-year Bachelor of Science (Geology) program, conveyed its observations in a feedback letter.
- after concluding its consideration of the results of Mount Royal University's cyclical review of its 4-year Bachelor of Communication (Information Design) program, conveyed its observations in a feedback letter.
- after concluding its consideration of the results of Mount Royal University's cyclical review of its 4-year Bachelor of Arts (Psychology) program, conveyed its observations in a feedback letter.
- after concluding its consideration of the results of Mount Royal University's cyclical review of its 4-year Bachelor of Business Administration (Marketing) program, conveyed its observations in a feedback letter.
- after concluding its consideration of the results of Mount Royal University's cyclical review of its 4-year Bachelor of Arts in Criminal Justice Studies program, was determining its response to the institution.
- after concluding its consideration of the results of Mount Royal University's cyclical review of its 4-year Bachelor of Communication (Public Relations) program, was determining its response to the institution.
- after concluding its review of information provided by Grant MacEwan University regarding substantive changes to its Bachelor of Arts, Bachelor of Science, Bachelor of Social Work, Bachelor of Psychiatric Nursing, and Bachelor of Commerce programs, was determining its response to the institution.

(c) CAQC / CARI Quality Assurance Audit Steering Committee

After reviewing the University of Lethbridge audit team report, along with the University's response and the letter from the steering committee, it was MOVED and SECONDED that the University of Lethbridge has successfully met the objectives for the 2018 CARI-CAQC audit process.

CARRIED

Members further AGREED to its response to the University.

Council accepted the reports from its subcommittees.

The next meeting of Council is scheduled for 10-11 December, 2018.