
**Minutes of the Seventy-First Council Meeting – 10-11 December 2018
Southern Alberta Institute of Technology
Mount Royal University**

Council

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

Secretariat Guy Germain (Director), Laurel Sakaluk (Manager), Alex Makar (Research Officer)

Guests

Brad Donaldson (for agenda item 3 only – in person)
Statia Elliot (for agenda item 4 only – via teleconference)
Brad Donaldson, James Overall, Christina Tulloch (for agenda item 4 only – in person)
Jim Zimmer, Michael Quinn, Phil Warsaba, Evan Cortes (for agenda item 11 only – in person)
Elizabeth Evans (for agenda item 12 only – in person)
Janet Welch, Margaret Dumkee, Rodney Hulstein (for agenda item 12 only – via teleconference)
Pamela Cunningham, Karen Garlitos, Gilbert Perras, Paul Gaudette (for agenda item 13 only – in person)
Erin Gregg (for agenda item 13 only – via teleconference)
Gilbert Perras, Paul Gaudette (for agenda item 14 only – in person)

Members were welcomed to the seventy-first meeting of the Campus Alberta Quality Council.

1. Approval of minutes – 29-30 August 2018

It was MOVED and SECONDED that the 29-30 August 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. Presentation by Southern Alberta Institute of Technology

Brad Donaldson, Vice President Academic, gave a presentation focusing on the status and future of the degree programs currently being offered at SAIT; 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.

4. Southern Alberta Institute of Technology – consideration of a proposal for a Bachelor of Hospitality and Tourism Management

The Southern Alberta Institute of Technology is seeking approval to offer a new Bachelor of Hospitality and Tourism Management program. Dr. Statia Elliot, Chair of the program evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and the Institute's response to it. At the end of the teleconference, Council's Co-Chairs thanked Dr. Elliot for the team's report.

Subsequently, Brad Donaldson (Vice President Academic), James Overall (Dean, School of Hospitality and Tourism), and Christina Tulloch (Manager, Program Quality Development Department) joined the meeting in person to discuss the Institute's response to the report.

It was **MOVED** and **SECONDED** that Council recommend that the Minister of Advanced Education approve the Southern Alberta Institute of Technology's Bachelor of Hospitality and Tourism Management program. **CARRIED**

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

5. Exceptional tuition increase proposals

Members discussed the Ministry's proposed approach to exceptional tuition increase proposals and the appropriate role for Council, and agreed on their feedback to the Ministry.

6. Follow-up

(a) Concordia University of Edmonton – MEd in Educational Leadership update

Members reviewed an update received from Concordia University of Edmonton regarding its Master of Education in Educational Leadership program, and agreed on their feedback to the institution.

(b) RDC BAA in FTLE implementation report

Members reviewed an implementation report received from Red Deer College regarding its Bachelor of Applied Arts in Film, Theatre and Live Entertainment program and agreed on their feedback to the institution.

(c) Indigenous introductory training for public agencies

Council considered options regarding required Indigenous introductory training for public agencies in Alberta and agreed upon its feedback to the Government of Alberta about the proposed training options.

(d) CAQC Code of Conduct

Council received for information a copy of the revised CAQC Code of Conduct that was recently approved by the Ethics Commissioner. It was noted that the approved Code has been published on the CAQC website, as required by s. 23.922(1) of the *Conflicts of Interest Act*.

(e) CAQC membership

The Co-Chairs provided an update on recruitment of new Council members and transition planning.

7. 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 Lethbridge for a fully expedited review of its proposal for a Master of Health Services Management program 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 had requested from the institution, agreed to a request from St. Mary's University for a fully expedited review of its proposal for a Bachelor of Arts (Social Justice and Catholic Studies) program 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 had requested from the institution, agreed to a request from the University of Lethbridge for a fully expedited review of its proposal for a Bachelor of Management (Agricultural Enterprise Management) program and, after conducting a desk review, agreed to recommend to the Minister that he approve the program. The program was subsequently approved.
- continued its consideration of a request from Ambrose University for a fully expedited review of its proposal for a Bachelor of Arts (Psychology) program.
- after reviewing further information it had requested from the institution, agreed to a request from Concordia University of Edmonton for a fully expedited review of its proposal for a Bachelor of Science (Information Technology) program and, after conducting a desk review, agreed to recommend to the Minister that he approve the program.
- requested further information from the University of Alberta regarding its request for a fully expedited review of its proposal for a Master of Arts (Policy Studies) program and after receiving additional information from the University, continued its review.
- began reviewing further information it requested from the University of Alberta regarding its request for a fully expedited review of its proposal for a Bachelor of Arts (Modern Languages and Cultural Studies) program.

(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 Bachelor of Arts in Criminal Justice program, conveyed its observations in a feedback letter.
- after concluding its consideration of the results of Mount Royal University's cyclical review of its Bachelor of Communication (Public Relations) program, conveyed its observations in a feedback letter.
- 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.
- after concluding its consideration of the results of Mount Royal University's cyclical review of its Bachelor of Business Administration (Human Resources) program, conveyed its observations in a feedback letter.
- after concluding its consideration of the results of the combined cyclical reviews of Mount Royal University's Bachelor of Education (Elementary) and Mount Royal University's/Medicine Hat College's Bachelor of Education (Elementary) programs, conveyed its observations in a feedback letter.
- after concluding its consideration of the results of Mount Royal University's cyclical review of its Bachelor of Communication (Journalism) program, was determining its response to the institution.
- began its consideration of the results of NAIT's cyclical review of its Bachelor of Technology in Technology Management program.
- began its consideration of the results of NAIT's cyclical review of its Bachelor of Business Administration program.
- began reviewing the information provided by 17 institutions in their 2017-2018 annual reporting to Council.

(c) CAQC / CARI Quality Assurance Audit Steering Committee

After reviewing the University of Calgary 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 Calgary 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.

8. Ambrose University – Review of follow-up from 2nd comprehensive evaluation

Members reviewed a follow-up report received from Ambrose University with respect to its second comprehensive evaluation and agreed on their feedback to the institution.

9. Collaborative degrees – Proposed *Handbook* changes

Members reviewed proposed *Handbook* changes relating to Council's expectations regarding collaborative degrees.

After reviewing a revised draft of Council's expectations with respect to collaborative degrees, it was MOVED and SECONDED that changes to s. 4.6 of the *Handbook* be adopted.

CARRIED

Members also reviewed the Ministry's *Collaborative Programs* guideline and agreed on their feedback to the Ministry.

10. Breadth and depth in degree programming

After discussing Council's requirements regarding breadth and depth in degree programming, members discussed the feasibility of striking a committee consisting of Council members and institutional representatives to review CAQC's breadth and depth guidelines and expectations for baccalaureate programs.

11. Presentation by Mount Royal University

Dr. Jim Zimmer (Vice Provost), Dr. Michael Quinn (Associate Vice-President Research), Phil Warsaba (Associate Vice-President, Enrollment) and Dr. Evan Cortes (Manager, Academic Initiatives), gave a presentation focusing on the status and future of the degree programs currently being offered at Mount Royal University; 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.

12. Yukon College – consideration of a proposal for a Bachelor of Business Administration

Yukon College is seeking approval to offer a new Bachelor of Business Administration program. Dr. Elizabeth Evans, Chair of the program evaluation team, joined the meeting in person 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-Chairs thanked Dr. Evans for the team's report.

Subsequently, Dr. Janet Welch (Vice President Academic and Student Services), Margaret Dumkee (Dean, Applied Science and Management), and Rodney Hulstein (Chair, School of Business and Leadership) 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 Bachelor of Business Administration program.

CARRIED

Members AGREED to the issues to be addressed in the outcomes letter to the institution, including its expectations with respect to monitoring.

13. Discussion on Indigenous accreditation bodies

Pamela Cunningham (Director) and Karen Garlitos (Policy and Engagement Lead), both from the Ministry's Indigenous and Community Connections branch, joined the meeting in person, along with Erin Gregg (Executive Director, External Relations) via teleconference, to discuss Indigenous Accreditation Bodies and the Ministry's planned approach to accreditation of Indigenous institutions.

14. Discussion on applied degrees

Gilbert Perras (Executive Director, Operations), and Paul Gaudette (Director, Post Secondary Programs), joined the meeting in person to discuss the Ministry's current approach to applied degrees in Alberta. The Applied Degree Subcommittee consisting of Jeff Goldberg, Judy Eifert, and Gord Nixon also presented their proposed revisions to the *Handbook* sections focused on applied degrees. Members discussed the feasibility of holding a meeting with Council members, institutional representatives, and Ministry staff to discuss the province's approach to applied degrees.

The next meeting of Council is scheduled for 11 February 2019.