

---

**Minutes of the Seventy-Third Council Meeting – 20-21 June 2019**  
**Legislature Building, Edmonton**  
**Newman Theological College, Edmonton**

---

**Council**

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

Absent: Paul Gooch

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

**Guests** Melanie Humphreys, Hank Bestman (for agenda item 4 only – in person)  
Demetrios Nicolaides, Jesse Robertson, Laurie Chandler (for agenda item 5 only – in person)  
Sue Fitzsimmons (for agenda item 6 only – in person)  
Brad Donaldson (for agenda item 6 only – via videoconference)  
Jason West (for agenda item 10 only – in person)  
Dietmar Kennepohl, Arlette Zinck (for entire meeting)

Members were welcomed to the seventy-third meeting of the Campus Alberta Quality Council. A special welcome was extended to Dietmar Kennepohl (co-chair designate) and Arlette Zinck, two new members attending the meeting as guests who will begin their terms in July, 2019. In addition, this was the final meeting for Peter Mahaffey and Art Quinney, Council's long-standing Co-chairs, and members thanked them for their many years of service.

**1. Approval of minutes – 11 February 2019**

It was MOVED and SECONDED that the 11 February 2019 minutes be adopted, as amended.

CARRIED

**2. CAQC Chair and Secretariat report**

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

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

1-2 October  
12-13 December

Council agreed to explore the possibility of having one member attend the *Student Voices in Higher Education: Quality Assurance Perspectives and Practices Symposium*, to be held in November 2019 in Ontario.

### 3. INQAAHE Membership

Council discussed renewal of its membership in the International Network of Quality Assurance Agencies in Higher Education (INQAAHE).

It was MOVED and SECONDED that CAQC not renew its membership in INQAAHE.

CARRIED

Because Council decided there would be greater value in working more closely with its Canadian counterparts, it was further MOVED and SECONDED that CAQC and its Secretariat continue to build upon and expand their efforts to strengthen their relationship with other Canadian quality assurance agencies.

CARRIED

### 4. The King's University presentation and discussion

Melanie Humphreys (President) and Hank Bestman (Vice President Academic and Research), gave a presentation focusing on the status and future of the degree programs currently being offered at King's; 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.

### 5. Discussion with Minister Demetrios Nicolaides

At Council's invitation, Minister of Advanced Education, Demetrios Nicolaides, accompanied by Laurie Chandler (Press Secretary) and Jesse Robertson (Chief of Staff), met with members to discuss a variety of issues relevant to Council's mandate.

### 6. Discussion with Brad Donaldson (SAIT) and Sue Fitzsimmons (NAIT) re: scholarship at polytechnics

Brad Donaldson (Vice President Academic, SAIT) joined the meeting via videoconference and Sue Fitzsimmons (Vice President Academic, NAIT) joined the meeting in person to discuss scholarly expectations at polytechnics in Alberta.

### 7. Membership/leadership transition

Aided by the results of Council's Member Self-assessment and Council Assessment instrument, and with the new Co-Chair designates and new member present, members discussed opportunities and challenges going forward as Council transitions to new leadership.

## 8. Draft CAQC 2019-22 Action Plan

After discussing CAQC's draft 2019-22 Action Plan by identifying accomplishments with respect to the strategic activities in the past year and new initiatives for subsequent years. Council agreed to strike an ad-hoc committee to review and update the Action Plan, and to consider a revised draft at the October meeting.

## 9. Draft CAQC 2018/2019 Annual Report

After proposing further changes to CAQC's 2018/2019 Annual Report, it was MOVED and SECONDED that CAQC's 2018/2019 Annual Report be adopted, as amended.

CARRIED

Council thanked the Secretariat for their work in preparing the Annual Report.

## 10. Newman Theological College presentation and discussion

Jason West (President) gave a presentation focusing on the status and future of the degree programs currently being offered at Newman Theological College; 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, and members had the opportunity for a tour of the institution.

## 11. Discussion with Paul Gaudette (*Post-secondary Programs*) on course based vs. thesis based degree proposals

Paul Gaudette (Director, Post-secondary Programs) met with members in person to discuss program records for the restructuring of thesis based programs into course based programs, and the question of when this type of program would be considered a new program requiring Council's review.

## 12. Follow-up

### (a) Handbook changes – BEd degrees

After reviewing a revised draft of Council's expectations with respect to BEd degrees, it was MOVED and SECONDED that changes to *Handbook s. 4.3.3.2 Bachelor of Education Degrees* be adopted.

CARRIED

Members had one question relating to one of the proposed changes, and instructed the Secretariat to confer with Alberta Education to determine whether further changes were needed.

*(b) Handbook changes – Appendix L: Research and scholarship in Campus Alberta*

After reviewing and discussing *Handbook Appendix L: Research and Scholarship in Campus Alberta* with respect to the Ministry's *Roles and Mandates Policy Framework for Alberta's Adult Learning System*, members agreed to strike an ad-hoc committee to review and revise Appendix L to consider at the October meeting.

*(c) Handbook changes – Scholarship and research*

After reviewing a revised draft of Council's expectations with respect to scholarship, research, and creative activity, as well as Council's institutional policies on scholarly activity, it was MOVED and SECONDED that changes to s. 3.7.3 and s. 3.7.4 of the *Handbook* be adopted.

CARRIED

### **13. Discussion on teaching effectiveness**

Members discussed draft changes to sections of the *Handbook* relating to teaching effectiveness proposed by Council's ad-hoc committee and decided on next steps with regard to adoption of the changes.

Members also agreed to require that all institutional annual reporting expectations letters include a request that institutions report on how they define and assess teaching effectiveness.

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

The Monitoring Standing Committee (MSC) presented some general observations from its review of the 2017-2018 annual reporting from 17 institutions on 90 approved degree programs. It was noted that collectively, institutions no longer report on 43 degree programs, 12 of which have completed their annual reporting requirement since October 2018.

Members also discussed the process used for annual reporting and how it could be streamlined for the next reporting cycle.

### **15. 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 Mount Royal University for a fully expedited review of its proposal for a 4-year Bachelor of Business Administration (Supply Chain Management) program and, after conducting a desk review, agreed to recommend to the Minister that he approve the program. The program was subsequently approved. Following the requirements of Council's Code of Conduct, the Committee noted that Jeff Goldberg, a member of PRSC, declared a perceived conflict of interest and did not participate in the review.
- 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 Business Administration (International Business) program and, after conducting a desk review, agreed to recommend to the Minister that he approve the program. The program was subsequently approved.

Following the requirements of Council's Code of Conduct, the Committee noted that Jeff Goldberg, a member of PRSC, declared a perceived conflict of interest and did not participate in the review.

- 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 Business Administration (Finance) program and, after conducting a desk review, agreed to recommend to the Minister that he approve the program. The program was subsequently approved. Following the requirements of Council's Code of Conduct, the Committee noted that Jeff Goldberg, a member of PRSC, declared a perceived conflict of interest and did not participate in the review.
- after reviewing an agreement between NAIT and Portage College to collaboratively deliver NAIT's Bachelor of Business Administration degree at Portage College, sent their feedback to the institution.
- after reviewing an agreement between SAIT and Grande Prairie Regional College (GPRC) to collaboratively deliver SAIT's Bachelor of Business Administration (Management) degree at GPRC, sent their feedback to the institution.
- continued its review of a load change proposal from Concordia University of Edmonton for its Master of Information Systems Security Management program.
- continued its review of a load change proposal from Concordia University of Edmonton for its Master of Information Systems Assurance Management program.
- after completing its review of a request from NAIT to change the title of its approved program from 'Bachelor of Technology in Technology Management' to 'Bachelor of Technology', provided its feedback to the Ministry. The name change was subsequently approved.
- requested further information from the University of Calgary regarding its request for a fully expedited review of its proposal for a Doctor of Design program.
- requested further information from the University of Alberta regarding its request for a fully expedited review of its proposal for a 4-year Bachelor of Arts (Media Studies) program.
- began consideration of a request from Grant MacEwan University for a fully expedited review of its proposal for a 4-year Bachelor of Early Childhood Curriculum Studies.

*(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 Burman University's cyclical review of its 3-year Bachelor of Science (General Studies) program, conveyed its observations in a feedback letter.
- after concluding its consideration of updates to cyclical review documentation provided by Burman University, conveyed its observations in a feedback letter.
- began its consideration of information provided by King's University about its substantive curriculum change.
- began its consideration of the results of NAIT's cyclical review of its Bachelor of Business Administration program.
- began its consideration of the results of NAIT's cyclical review of its Bachelor of Technology in Technology Management program.

(c) *CAQC / CARI Quality Assurance Audit Steering Committee*

It was reported that the Audit Steering Committee had submitted its final report to the Comprehensive and Academic Research Universities (CARUs) and to Council.

After discussion of the final report, it was MOVED and SECONDED that the final report of the CAQC/CARI Quality Assurance Audit Steering Committee be accepted, and that all seven recommendations be adopted.

CARRIED

(d) *Applied Degree Subcommittee*

The Applied Degree Subcommittee reported that their meeting scheduled on 11 April to discuss draft principles for review and transition of existing applied degrees in Alberta had been postponed, as per Government of Alberta Election Communication Policy after the writ was issued on 10 March. It was noted the meeting would be rebooked upon receipt of direction from the Ministry post-election.

(e) *Degree Breadth and Depth Subcommittee*

The Degree Breadth and Depth Subcommittee reported that they had met on 12 February and 10 May to discuss Council's breadth and depth requirements for baccalaureate degrees and possible changes to the *Handbook*.

Council accepted the reports from its subcommittees.

The next meeting of Council is scheduled for 1-2 October 2019.