

**Minutes of the Seventy-Sixth Council Meeting – 12-13 December 2019**  
**University of Calgary, Calgary**  
**St. Mary's University, Calgary**

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**Council**

Present: Dietmar Kennepohl (Co-Chair), Gayla Rogers (Co-Chair), Gurston Dacks, Judy Eifert, Jeff Goldberg, Paul Gooch, Annie Prud'homme-Généreux, Gord Nixon, John Stubbs, Lynn Taylor, Arlette Zinck

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

**Guests** Dru Marshall (for agenda item 3 only – in person)  
David Williams (for agenda item 5 only – via teleconference)  
Kate Peters (for agenda item 6 only – via videoconference)  
Gerry Turcotte, Tara Hyland-Russell, Sarah Twomey, Lourdes Arciniega, Michael McLeod, Jocelyn Williams, Peter Doherty (for agenda item 9 only – in person)  
Terry Downey (for agenda item 10 only – in person)  
Jason West, Ryan Topping (for agenda item 10 only – via teleconference)

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

**1. Approval of minutes – 1-2 October 2019**

It was MOVED and SECONDED that the 1-2 October 2019 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. University of Calgary presentation and discussion**

Dr. Dru Marshall (Provost and Vice-President (Academic)) gave a presentation focusing on degree offerings, quality assurance, and future trends.

A question and answer period followed.

#### 4. Committees

##### *(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 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.
- continued its consideration of a request from the University of Calgary for a fully expedited review of its proposal for a Master of Engineering (Environmental Engineering) program.
- continued its consideration of a request from Concordia University of Edmonton for a fully expedited review of its proposal for a Master of Science in Information Technology program.
- began consideration of a request from Grant MacEwan University for a fully expedited review of its proposal for a 4-year Bachelor of Science (Chemistry) 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 The King's University's cyclical review of its 4-year Bachelor of Science (Computing Science) program, conveyed its observations in a feedback letter.
- after concluding its consideration of the results of The King's University's cyclical review of its 3-year and 4-year Bachelor of Arts (Psychology) programs, conveyed its observations in a feedback letter.
- after concluding its consideration of the results of Grant MacEwan University's cyclical review of its 4-year Bachelor of Music in Jazz and Contemporary Popular Music (3 majors) programs, conveyed its observations in a feedback letter.
- began its consideration of the results of St. Mary's University's cyclical review of its 3-year and 4-year Bachelor of Arts (Psychology) programs.
- after concluding its consideration of the results of The King's University's cyclical review of its Interdisciplinary Studies curriculum component, 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 and 4-year Bachelor of Science (Chemistry) programs, 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 (French) program, conveyed its observations in a feedback letter.
- began its consideration of the results of Concordia University of Edmonton's cyclical review of its 3-year and 4-year Bachelor of Arts (English) programs.
- began its consideration of the results of Mount Royal University's cyclical review of its 4-year Bachelor of Business Administration (General Management) program, including the on-site program and programs offered in collaboration with Medicine Hat College and Red Deer College.
- began its consideration of the results of Mount Royal University's cyclical review of its 4-year Bachelor of Midwifery program.
- began its consideration of the results of Burman University's cyclical review of its Music Department.
- began its consideration of the results of Concordia University of Edmonton's cyclical review of its 4-year Bachelor of Management program.
- began reviewing the information provided by 19 institutions in their 2018-2019 annual reporting to Council.

## 5. Discussion with David Williams, Executive Director

David Williams (Executive Director, Campus Alberta Sector), joined the meeting via teleconference to discuss several items of relevance to Council, including performance based funding for institutions and the Ministry's red-tape reduction initiative.

## 6. Discussion with Kate Peters (University of Alberta) re: Student Voices in Quality Assurance Symposium

Kate Peters, Portfolio Initiatives Manager at the University of Alberta, joined the meeting via videoconference to discuss her presentation from the Student Voices in Higher Education: Quality Assurance Perspectives and Practices Symposium that was held at Humber College on 14-15 November and to provide an overview of highlights of the symposium.

## 7. Teaching Effectiveness: Results from 2018/19 annual reporting and draft changes to the *Handbook*

Members reviewed institutional responses to Council's new teaching effectiveness expectation in the 2018/19 annual reports.

After reviewing a revised draft of Council's expectations with respect to teaching effectiveness, it was MOVED and SECONDED that changes to s. 3.8, 4.3.4.7, 5.2.2.4, and 5.3.3 of the *Handbook* be adopted.

CARRIED

## 8. Follow-up

(a) *Handbook changes – Appendix K / s. 3.7.3 / s. 3.7.4 / s. 4.3.4.5*

Members continued their discussion of *Handbook* Appendix K: Research and Scholarship in Campus Alberta, which they had begun at the June 2019 meeting. Members also discussed revisions to *Handbook* s. 3.7.3, 3.7.4, and 4.3.4.5 prepared by an ad-hoc committee of Council, and agreed to ask the ad-hoc committee to do additional work on the revisions and bring this back to a subsequent meeting for consideration.

(b) *Membership*

Members reviewed the CAQC competency matrix and were provided with an overview of the process for the next recruitment cycle.

## 9. St. Mary's University presentation and discussion

Dr. Gerry Turcotte (President and Vice-Chancellor), Dr. Tara Hyland-Russell (Vice President Academic), Dr. Sarah Twomey (Dean of Education), Dr. Lourdes Arciniaga (Adjunct Assistant Professor of English), Dr. Michael McLeod (Associate Professor of Political Science), Dr. Jocelyn Williams (Associate Professor of English and Chair of Humanities), and Dr. Peter Doherty (Associate Professor of Psychology and Family Studies) gave a presentation focusing on the status and future of St. Mary's degree programs and a summary of future directions, especially in the area of new degree programs being contemplated, the University's internal approval process for new degree programs and its periodic assessment policy and practice.

A question and answer period followed.

## 10. Newman Theological College – continued consideration of Organizational Evaluation

Newman Theological College is seeking approval to offer a 3-year Bachelor of Arts (Catholic Studies) program. According to Council's procedures, the proposal is subject to a full review (organizational and program evaluation).

Following an organizational evaluation of the institution, Council passed a motion at the September 2019 meeting to move Newman's proposal to the program evaluation stage, pending submission and positive review of further documentation. At that meeting, Council also agreed that when Newman's additional documentation was received, it would ideally be reviewed by one of the members of the organizational evaluation team for comment and feedback. Dr. Terry Downey, Chair of the organizational evaluation team, subsequently agreed to review the additional documentation.

Dr. Downey joined the meeting in person to answer questions of clarification about his review and the institution's response to it. Subsequent to Dr. Downey's visit, Dr. Jason West, President and Dr. Ryan Topping, Vice President and Academic Dean of Newman Theological College, joined the meeting via teleconference to discuss the institution's response to Dr. Downey's review.

Members agreed to the issues to be addressed in the final outcomes letter to the institution, and that once Newman provided written confirmation that it was prepared to adopt the changes it had verbally agreed to make, Council would be able to begin the program evaluation.

## 11. Red tape reduction / process changes

In the spirit of the Ministry's red tape reduction initiative, members discussed several proposed changes to its processes to improve efficiency. Members agreed that Council would no longer need to formally ratify the membership of its evaluation teams following recruitment, agreed to assign members as resource experts for full reviews and partially expedited reviews of proposals, and discussed alternative approaches to annual reporting.

Council also discussed its process with respect to requests for equivalency of academic staff outlined in s. 4.3.4.3 of the *Handbook* (which notes that institutions must present to Council for approval any requests to claim equivalency of academic staff), and agreed that it would stop requiring these written requests for equivalency. Consequently, after reviewing Council's expectations with respect to qualifications of academic staff, it was MOVED and SECONDED that changes to s. 4.3.4.3 of the *Handbook* be adopted.

CARRIED

The next meeting of Council is scheduled for 9-10 March 2020.