
**Minutes of the Ninety-Eighth Council Meeting – 12-13 June 2023
Northwestern Polytechnic**

Council

Present: Gayla Rogers (Co-Chair), Gurston Dacks (Co-Chair), Jeff Goldberg, Fred McGinn, Moira McPherson, Gord Nixon, Annie Prud'homme-Généreux, John Stubbs, Arlette Zinck, Cynthia Zutter

Secretariat Paul Gaudette (Director) (for agenda item 2 only – via videoconference), Allison Peters (Manager), Alex Makar (System Quality Analyst)

Guests Curt Griffiths (for agenda item 3 only – via videoconference)
Samantha Lenci, Brad Taylor (for agenda item 3 only – via videoconference)
Vanessa Sheane, Andrew Dunlop, Carly McLeod, Luc Boyer, Megan Slifka (for agenda item 5 only – in person)

Members were welcomed to the ninety-eighth meeting of the Campus Alberta Quality Council. This was Gurston Dacks' last meeting as Co-chair of Council, and he was thanked for his many years of service.

1. Approval of minutes – 17 March 2023

It was MOVED and SECONDED that the 17 March 2023 minutes be adopted as amended.

CARRIED

2. CAQC Chair and Secretariat report

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

Paul Gaudette, Director, Program Oversight and Workforce Planning, provided an update on the Ministry initiatives and responded to members' questions of clarification.

3. Lethbridge College – Consideration of a proposal for a Bachelor of Criminal Justice

Lethbridge College is seeking approval to offer a new 4-year Bachelor of Criminal Justice program. Dr. Curt Griffiths, Chair of the program evaluation team, joined the meeting via videoconference to answer questions of clarification on the evaluation team report and the institution's response to it. At the end of the videoconference, Council's Co-Chair thanked Dr. Griffiths for the team's report.

Dr. Samantha Lenci (Provost and Vice-President Academic) and Mr. Brad Taylor (Associate Dean, Centre for Justice and Human Services) at Lethbridge College joined the meeting via videoconference to discuss the institution's response to the report.

After reviewing the information, it was MOVED and SECONDED that Council recommend that the Minister of Advanced Education approve Lethbridge College's Bachelor of Criminal Justice 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.

4. Revisions to CAQC Handbook

After reviewing revised wording regarding Criterion 3 in Undergraduate Program Evaluation Framework, it was MOVED and SECONDED that changes to Appendix F of the Handbook be adopted as amended.

CARRIED

After reviewing proposed wording regarding including a new best practice guideline on a self-reflective focus in program cyclical reviews conducted by institutions, it was MOVED and SECONDED that changes to sec. 5.3.3 Institutional Cyclical Program Evaluations of the Handbook be adopted as amended.

CARRIED

After discussing the need for a comprehensive review of the Handbook, members agreed to form a subcommittee to lead the review process and to return to this discussion at a subsequent meeting. The department will be assisting Council in conducting a comprehensive review and revising the Handbook, including its appendices.

5. Northwestern Polytechnic presentation and discussion

Dr. Vanessa Sheane (Provost and VP Academic), Dr. Andrew Dunlop (Dean, School of Applied Science and Technology), Dr. Carly McLeod (Dean, School of Business), Dr. Luc Boyer (Director, Institutional Planning and Research), and Ms. Megan Slifka (Registrar) provided members with an update on the status of current and proposed degree programs and an overview of Northwestern Polytechnic's internal approval process for new degree proposals and periodic assessment policy and practice.

A question and answer period followed.

6. Planning for 2023-2024

Members discussed scheduling of Council meetings for the next year and planning for September 2023 annual retreat.

CAQC meeting dates for 2023-24:

September 14-15, 2023

January 12, 2024

May 27-29, 2024

Other Council meetings can be scheduled as needed.

7. Red Deer Polytechnic – Bachelor of Business Administration pre-implementation reporting

Members reviewed pre-implementation reporting submitted by Red Deer Polytechnic on its Bachelor of Business Administration program and agreed to continue their discussion pending receipt of additional information from the institution.

7. 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:

- given Mount Royal University's new quality assurance audit status, determined that the institution's proposals for a 4-year Bachelor of Aviation Management and a 4-year Bachelor of Science (Data Science) programs are eligible for a Delegated New Program Approval Status.
- began a review with respect to the University of Saskatchewan's proposal for a 4-year Bachelor of Science in Nursing program to be delivered in collaboration with Lakeland College.

(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 Ambrose University's cyclical review of its 4-year Bachelor of Music, 3-year and 4-year Bachelor of Arts (Music) programs, conveyed its observations in a feedback letter.
- began its consideration of the results of Gonzaga University's cyclical review of its Master of Counselling program offered in Alberta.
- began its consideration of the results of Ambrose University's cyclical review of its 2-year After Degree Bachelor of Education (Elementary Education) program.
- continued its consideration of the 2021-22 monitoring reporting from institutions.

(c) Assurance of Learning Committee and Committee on Scholarship in Comprehensive Community Colleges and New Polytechnics

Members were updated on the activities of the Assurance of Learning Committee and Committee on Scholarship in Comprehensive Community Colleges and New Polytechnics.

The next meeting of Council is scheduled for 14-15 September 2023.