
Minutes of the 104th Council Meeting – 27-29 May 2024
At Lethbridge Polytechnic, the University of Lethbridge and Red Crow Community College

Council

Present: Gayla Rogers (Co-Chair), Gord Nixon (Co-Chair), Jaclyn Doherty, Jeff Goldberg, Christopher Hosgood, Amit Kumar, Fred McGinn, Moira McPherson, Kevin McQuillan, Erasmus Okine, Annie Prud'homme-Généreux, John Stubbs, Arlette Zinck, Cynthia Zutter

Secretariat Paul Gaudette (Director, Program Oversight and Workforce Planning), Allison Peters (Manager), Daniel Braun (System Quality Analyst), Alex Makar (System Quality Analyst), Eric Franke (Program Resource Officer)

Guests Gurston Dacks (for agenda item 3 only), officials from Lethbridge Polytechnic (for agenda item 5 only), officials from University of Lethbridge (for agenda item 7 only), officials from Red Crow Community College (for agenda item 9 only)

Members were welcomed to the one-hundred and fifth meeting of the Campus Alberta Quality Council.

1. Approval of minutes – 11 April 2024 meeting

It was MOVED and SECONDED that the 11 April 2024 minutes be adopted, as distributed.

CARRIED

2. CAQC Chair and Secretariat report

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

3. Handbook Section 4.3.3 Working Group (Design and Structure of Degree Programs)

Members of the working group presented on the section of the current handbook that provides guidance to institutions around degree structure and requirements for specific types of degrees. Credit load distribution, breadth and depth requirements, and the necessity of including detailed examples of program structures for specific disciplines were major topics of discussion.

4. Monitoring Standing Committee and Proposal Review Standing Committee Breakouts

(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:

- agreed to a request from Northern Alberta Institute of Technology for a modified fully expedited review of its proposal for a 4-year Bachelor of Business Administration (Accounting and Analytics; Finance) program.
- completed its review of Southern Alberta Institute of Technology's (SAIT) proposal for a 4-year Bachelor of Technology (Software Development; Cyber Security) in preparation for subsequent discussion at Council and provided a preliminary outcomes letter to the institution.
- agreed to a request from Alberta University of the Arts for a fully expedited review of its proposal for a Bachelor of Fine Arts (Studio Arts) program and requested the institution provide two desk reviews from independent experts.

(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 Arts (Business) and 4-year Bachelor of Business Administration programs, conveyed its observations in a feedback letter.
- after concluding its consideration of the results of Burman University's cyclical review of its 3-year and 4-year Bachelor of Arts (Religious Studies) programs, conveyed its observations in a feedback letter.
- after consideration of several requests from institutions, agreed to adjust reporting deadlines of cyclical reviews to be more responsive to institutions.

5. Lethbridge College Presentation and Campus Tour

Day 2

6. CAQC Handbook Revision Project

Members discussed proposed changes to the CAQC Handbook including the overall organization of the handbook and necessity of structural guidelines for specific types of degree programs. Members reviewed Standards for Organizational Evaluations (Section 2) and the Organizational Evaluation Framework – Undergraduate Programs (Appendix D) in the current iteration of the Handbook recommending some changes and striking the Organizational Standards Working Group to conduct a more thorough review and make comprehensive changes to the current standards.

7. University of Lethbridge Presentation and Campus Tour

8. Institutional Readiness Checklist and Orientation Process

The Director of Program Oversight and Workforce Planning discussed options for additional processes to review program proposals from institutions new to the CAQC review process to ensure submissions are complete and fulsome before being referred to CAQC to reduce Council's workload and improve proposal processing times.

Day 3

9. Red Crow Community College Presentation and Tour

The next meeting of Council is scheduled for 20-21 September 2024 in Edmonton.