



**Minutes of the 107th Council Meeting – 10 December 2024
Via Videoconference**

Council

Present: Moira McPherson (Co-Chair), Gayla Rogers (Co-Chair), Jaclyn Doherty, Christopher Hosgood, Amit Kumar, Kevin McQuillan, Erasmus Okine, Annie Prud'homme-Généreux, 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), Alison Jeppesen (System Quality Analyst), Eric Franke (Program Resource Officer)

Guests Dr. Nancy Brown (agenda item 3 only).

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

1. Approval of minutes – 28 October 2024 meeting

Following discussion, it was MOVED and SECONDED that the 28 October 2024 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.

3. Medicine Hat College – Organizational Evaluation

Medicine Hat College (MHC) is seeking to offer its first baccalaureate degree program which, according to Council's procedures, requires an organizational evaluation of the institution before a program evaluation stage. The results of MHC's organizational evaluation had been discussed first at Council's 6-7 December 2021 meeting, upon which Council requested additional information from MHC followed by discussion at the 27-28 September 2022 meeting. At that time, members had agreed to defer decision on moving the Bachelor of Paramedicine proposal to the program evaluation stage until such time as the College had

made further progress in meeting the standards and criteria for organizations to grant high-quality degrees in Alberta.

At its 10 December 2024 meeting, Council discussed a report submitted by MHC on the remaining conditions and recommendations from its organizational evaluation. As well, Council met with Dr. Nancy Brown, Vice-President, Academic and Provost at MHC to discuss the report and a new proposal for a Bachelor of Social Work that MHC plans to submit to the Ministry of Advanced Education to replace the withdrawn proposal for a Bachelor of Paramedicine.

Following discussion of the institutional report and clarifications provided by Dr. Brown, Council has agreed to continue its review of the Organizational Evaluation pending receipt of additional information from institution once submitted. However, Council cannot finalize its organizational evaluation of MHC without receipt of referral for a new Bachelor of Social Work degree proposal from the Ministry.

4. Standing Committees

a) Quality Assurance Audits

Council members were updated on the status of the Quality Assurance audits planned for Comprehensive Academic and Research Universities in 2025-26.

b) 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:

- Completed its review of additional information submitted by Southern Alberta Institute of Technology as continuation of their 2 + 2 Bachelor of Technology (Software Development; Cyber Security) proposal review by Council.
- Completed its review of Northwestern Polytechnic's proposal for a 4-year Bachelor of Education (Elementary; Secondary) in preparation for subsequent discussion at Council.
- Continued its consideration of a request from Red Deer Polytechnic to add a new CTS Teaching major to its existing Bachelor of Education (Secondary) specialization.

c) Monitoring Standing Committee

The Monitoring Standing Committee reported it had taken the following actions on behalf of Council since the previous meeting agenda update:

- Completed its review of an update provided by Southern Alberta Institute of Technology (SAIT) on implementation of an action plan from the second comprehensive evaluation of SAIT and assisted Council in preparing an outcome letter on this review.
- Completed its review of self-study for organizational evaluation from Red Crow Community College and assisted Council in preparing a feedback letter to the institution.

- Completed its review of self-study for organizational evaluation from Keyano College and identified areas for external evaluation by a CAQC expert team.
- Completed its review of organizational evaluation follow-up information from St. Mary's University and assisted Council with preparing an outcomes letter to the institution.
- Completed its review of organizational evaluation follow-up information from Prairie College and assisted Council with preparing a response letter to the institution.
- Completed its review of organizational evaluation follow-up information from Medicine Hat College to lead a discussion at Council's 10 December 2024 meeting.
- Continued its consideration of the 2022-23 monitoring reporting from institutions.
- Began its consideration of the results of Concordia University of Edmonton's Bachelor of Environmental Health (After Degree) cyclical review.
- Began its consideration of the results of the Alberta University of the Arts' Master of Fine Arts in Craft Media cyclical review.

5. Handbook Revision Project Update and Next Steps

Following discussion of the revised organizational evaluation standards prepared by Council's working group, it was MOVED and SECONDED to approve the revised organizational evaluation standards, as presented.

CARRIED

Following discussion of the revised organizational evaluation self-study template proposed by the Secretariat, it was MOVED and SECONDED to accept the template, as presented.

CARRIED

Following discussion of the Narrative CV Template for faculty proposed by the Secretariat, it was MOVED and SECONDED to accept the template, as amended.

CARRIED

Following discussion of the revised Handbook roll-out timelines proposed by the Secretariat, it was MOVED and SECONDED to accept the timelines, as presented.

CARRIED

The next meeting of Council is scheduled for 7 February 2025 via videoconference.