

**Minutes of the Twenty-eighth Council Meeting – 2-3 September 2009
The Banff Centre**

Council

Present: Ron Bond (Chair), Patricia Clements, Bob Lockwood, Peter Mahaffy, Peter Meekison, Greg Moran, Leo Mos, Peggy Patterson, Art Quinney, Cliff Soper, Mo Watanabe

Secretariat

Marilyn Patton (Director), Guy Germain (Manager), Alex Makar (Research Officer), Cora Falacinski (Research and Policy Analyst), Lindsay Manz (Research and Policy Analyst)

Guests

Dr. Keith Archer (for agenda item 1 only – in person)
Dr. Peter Tiessen (for agenda item 5 only – via teleconference)
Dr. Paul Spilsbury, Dr. David Adams (for agenda item 5 only – via teleconference)
Dr. Allen Pearson (for agenda item 8 only – via teleconference)

Wednesday, 2 September 2009

Members were welcomed to the twenty-eighth meeting of the Campus Alberta Quality Council. In addition, the Chair welcomed Peter Mahaffy and Art Quinney to their first meeting.

1. Banff Centre presentation and discussion

Dr. Keith Archer, Director of Research at the Banff Centre, gave a presentation that focused on the institution's programming and its applied research dimension. A question and answer period followed.

2. Approval of minutes – 16-17 June 2009

It was MOVED and SECONDED that the 16-17 June 2009 minutes be adopted as distributed.

CARRIED

3. CAQC Chair and Secretariat report

The Chair and Secretariat Director briefly reviewed their report and provided updates on several issues, including their recent meetings with a representative of the Senior Academic Officers group and the Chair of the Alberta Council on Admissions and Transfer, and with Connie Harrison, the Assistant Deputy Minister of the Post-secondary Excellence Division. The Chair also highlighted his recent discussion with the Alberta Universities Association (AUA) representative regarding a proposed audit pilot project.

The Chair announced that Patricia Clements had been appointed as Council's Vice Chair, and that the evaluation team for St. Mary's University College's Comprehensive Evaluation had been ratified by e-mail since the previous meeting.

4. Follow-up items

As a follow-up with respect to Council's decision in April 2009 regarding the First Comprehensive Evaluation of Ambrose University College, Council had indicated in its outcomes letter to the institution that it expected to receive an integrated academic and financial plan for discussion at its September meeting. Council was advised by the institution in August 2009 that given leadership changes at the institution more time was required to produce the final plan; instead Council was provided with an outline of the proposed plan. After discussion, members agreed to accept the new timeline for the integrated plan which would mean discussing it at Council's December 2009 meeting.

Council continued its discussion of refining its monitoring mechanisms with respect to programs approved on Council's recommendation as well as on recommendation of the Private Colleges Accreditation Board.

Members were also provided with an update with respect to Council's continuing review of Ambrose University College's 2-year Bachelor of Education (After Degree) Elementary Education.

5. Ambrose University College – consideration of a Bachelor of Business Administration proposal

Ambrose University College is seeking approval to offer a 4-year Bachelor of Business Administration. Dr. Peter Tiessen, chair of the program evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and the College's response to it. Prior to the end of the discussion, Council's Chair thanked Dr. Tiessen for the team's report. Subsequently, Dr. Paul Spilsbury, Interim Dean, Faculty of Arts and Science, and Dr. David Adams, Business Program Head, joined the meeting via teleconference to discuss the College's response to the report.

Following further discussion of the proposal, it was MOVED and SECONDED that Council defer further discussion of Ambrose's Bachelor of Business Administration proposal pending receipt of the institution's strategic academic and financial plan, as well as additional information.

CARRIED

6. Looking back; looking forward – planning for the future

Members reflected on Council's work over the past year, including its achievements and the challenges it has faced, as well as future opportunities. During the discussion, members considered the feedback from evaluators and applicant institutions. They noted the generally positive comments and identified possible refinements to Council's processes, documents and advice to institutions to address the few areas identified for improvement.

Council has committed to an annual review of its key operating principles. This year, members focused on four specific principles, two of which had not been discussed since September 2006, to ensure that they continue to provide an adequate guiding framework and foundation for Council's activities.

Members also discussed Council's draft Management Plan 2009-2012, containing strategic priorities and known activities for the next three years, as well as the status of each strategy in the Action Plan that was developed following Council's 3-year review.

The following face-to-face meeting dates were established:

- 10-11 December 2009
- 16-17 February 2010
- 21-22 April 2010 (if needed)
- 15-16 June 2010
- 31 August -1 September 2010

7. Board development – quality and the use of sessionals

One of Council's goals is to devote time periodically to discuss topics that may enhance the knowledge base of members. Using a panel format, with four members offering remarks from their own research and experience, discussion centered on the relationship between quality and the use of sessional instructors.

Thursday, 3 September 2009

8. Mount Royal College – consideration of Bachelor of Education (Elementary and Secondary) and combined BEd (Elementary/Secondary) / BA and BSc proposals

Mount Royal College is seeking approval to offer a Bachelor of Education (Elementary and Secondary) and combined BEd (Elementary and Secondary) Bachelor of Arts and Bachelor of Science proposals.

Dr. Pearson, chair of the program evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and the institution's response to it. Prior to the end of the discussion, Council's Chair thanked Dr. Pearson for the team's report.

Following further discussion of the proposal, it was **MOVED** and **SECONDED** that Council recommend that the Minister of Advanced Education and Technology approve the following Mount Royal College degree programs:

- 4-year Bachelor of Education (Elementary)
- 4-year Bachelor of Education (Secondary)
- 5-year Bachelor of Education (Elementary) / Bachelor of Arts (History, English, Spanish) combined degree
- 5-year Bachelor of Education / Bachelor of Science (General Science) combined degree
- 5-year Bachelor of Education (Secondary) / Bachelor of Arts (History, English, Spanish) combined degree
- 5-year Bachelor of Education (Secondary) / Bachelor of Science (General Science) combined degree

CARRIED

Members **AGREED** to the issues to be addressed in the outcomes letter to the College, including its expectations with respect to monitoring.

9. *Alberta Public Agencies Governance Act*

Members discussed several issues emanating from the impending proclamation of the *Alberta Public Agencies Governance Act*, including consultations pertaining to agency reviews and codes of conduct. Council agreed on the advice it should provide to the Agency Governance Secretariat on the consultations. In addition, members had the opportunity to review and provide comments on Council's draft Mandate and Roles document.

10. CAQC subcommittees

(a) *Proposal Review Standing Committee*

The Proposal Review Standing Committee (PRSC) of Council reported that, since the previous meeting, it had acted on behalf of Council to:

- Ask the University of Lethbridge to engage an independent expert reviewer to assess its Bachelor of Science (Remote Sensing) proposal before continuing its consideration of the proposal.
- Agree to grant Loma Linda University a partially expedited review of its Master of Science in Marriage and Family Therapy program, and to indicate to the institution that it would rule on its request for a fully expedited review if the program is referred to Council.
- Agree to a request from the University of Alberta for a fully expedited review of its 5-year Bachelor of Music / Bachelor of Education (Elementary) combined degree program, and following its desk review, to recommend to the Minister of Advanced Education and Technology that he approve the program. The Minister subsequently approved the program.
- After previously agreeing to a request from Canadian University College for a partially expedited review of its Bachelor of Arts (International Studies) program, to reject its request for a fully expedited review of the program and to subject the proposal to an external evaluation by Council's review team.

In addition, the Chair noted that Patricia Clements and Mo Watanabe had accepted his invitation to join the PRSC to fill the vacancies left when the terms of Dianne Kieren and Keith Ward expired.

(b) *Nomenclature and Degree Programs Subcommittee*

It was reported that the Subcommittee is continuing its work on developing guidelines for Degrees Involving Diplomas as well as for degrees in Nursing, and that the next meeting of the Subcommittee is scheduled to take place in November 2009. It is expected that this will be the Subcommittee's last meeting.

(c) *Comprehensive Review Process Subcommittee*

At its June 2009 meeting, Council agreed to strike a subcommittee to review the process and documentation related to comprehensive evaluations. It was reported that the Secretariat is preparing supporting material for this review, and that the Subcommittee will report to the full Council at a future meeting.

(d) *Graduate Programs Standards Subcommittee*

At its June 2009 meeting, members discussed feedback it had requested from the Alberta Universities Association (AUA) on Council's *Graduate Program Proposal Guidelines and Assessment Standards*. It then agreed to strike a small subcommittee to review the AUA suggestions. At the September meeting, the Subcommittee recommended that Council adopt certain changes to the guidelines and standards that would add clarity and/or were of an editorial nature.

After reviewing the Subcommittee's suggestions, it was MOVED and SECONDED that Council adopt revisions to the Graduate Program Proposal Guidelines and Assessment Standards section of the Handbook.

CARRIED

The Subcommittee also recommended that the guidelines and standards undergo a more thorough review in order to address some of the other issues raised by the AUA, as well as others emanating from Council's experience. Therefore, it was AGREED that the Subcommittee continue its review of Council's graduate guidelines and explore the feasibility of meeting with the AUA provosts and deans of graduate studies.

Council accepted the reports from its subcommittees.

The next scheduled meeting of Council is set for 10-11 December 2009.