Campus Alberta Quality Council

Eleventh Annual Report

1 April 2014 – 31 March 2015

CAQC 11th Annual Report
1 April 2014 – 31 March 2015

Alberta Government

Campus Alberta Quality Council

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10 July 2015

Honourable Lori Sigurdson
Minister, Innovation and Advanced Education
Room 403 Legislature Building
10800 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Sigurdson:

RE: Campus Alberta Quality Council Eleventh Annual Report

On behalf of the Campus Alberta Quality Council (CAQC), we have the pleasure of providing you with our Eleventh Annual Report for the period 1 April 2014 through 31 March 2015. This report highlights some of the main activities in which CAQC has been engaged during a busy and productive year. On Council's recommendation the Minister of Innovation and Advanced Education, approved fourteen degree programs proposed by resident institutions. Nine of these were at the undergraduate level and five were at the graduate level. Each program was thoroughly examined and evaluated using the standards established and published by CAQC.

During the reporting year, Council continued to work closely and proactively with post-secondary institutions on a number of collaborative projects, with the purpose of supporting effective quality assurance at both institutional and system levels. Council, working with the Comprehensive Academic and Research Institutions and the Ministry, co-organized a workshop sharing effective practices in institutional quality assurance as recommended in the final report of the Audit Pilot Task Force last year. The workshop attracted over 70 participants from all sectors of Campus Alberta and the Ministry. The Co-Chairs also met with the Vice-Presidents Academic of the Comprehensive Community Institutions to discuss collaborative delivery of degrees and expectations for scholarly activity for faculty teaching in degree programs. The Monitoring Standing Committee of Council (MSC) continued a collaboration with Mount Royal University, Grant MacEwan University, NAIT and SAIT to develop appropriate expectations and indicators of scholarly activity for faculty staffing their baccalaureate programs. This initiative has resulted in significant changes in institutional approaches to quality assurance indicators. MSC also provided feedback on the results of two institutional cyclical program reviews and provided advice to four institutions regarding their policies and procedures for such program reviews. A meeting is scheduled for MSC and the Vice-Presidents Academic of the Independent Academic Institutions to discuss ways in which Council can provide feedback to this sector on internal quality assurance policies and procedures and expectations for scholarly activity.

Council was pleased to welcome two new members this year and with these additions we continue to better represent the diversity of degree granting sectors. Council also maintained a close relationship with the Ministry through regular meetings with Ministry officials and was pleased to have Ministers attend Council meetings on two occasions.

CAQC is committed to the quality of the degree-level programming offered in Alberta and observes that, in the context of the changes in the post-secondary landscape during the first decade of Council's work, we are confident that institutions within the system share that responsibility appropriately with Council and with the Ministry. We would like to acknowledge the excellent work of Council members and the Director and three other members who comprise the highly skilled and professional Secretariat. We also thank the Ministry for on-going support and confidence in our work.

Sincerely,

Peter Mahaffy, PhD
Interim Co-Chair

Art Quinney, PhD
Interim Co-Chair

CAQC Mandate

The Campus Alberta Quality Council is an arms-length quality assurance agency that makes recommendations to the Minister of Innovation and Advanced Education (IAE) on applications from post-secondary institutions seeking to offer new degree programs in Alberta under the terms of the *Post-secondary Learning Act (PSLA)* and the Programs of Study Regulation (91/2009). CAQC's Mandate and Roles Document outlines the Minister's and Council's responsibilities and accountabilities.

Other than degrees in divinity, all new degree programs to be offered in Alberta (including those proposed by non-resident (out-of-province) institutions) must be approved by the government. Council is charged with the quality review of new degree program proposals referred to it by the Minister. It also monitors degree programs approved on its recommendation to ensure Council's standards of quality continue to be met.

Activities of Council

Council is committed to ensuring the quality of proposed degrees, and encouraging institutions to continue enhancing the quality of their degree programs. During the reporting year, Council focused on the following activities:

- conducting program evaluations and making recommendations to the Minister on applications from post-secondary institutions to offer new degree programs
- monitoring approved degree programs to ensure their compliance with Council's conditions and quality standards
- refining Council's procedures and assessment practices with respect to program proposals and monitoring activities
- working with post-secondary institutions to assist them to improve the quality of the new degree programs they propose
- providing feedback to institutions on the development of their internal quality assurance policies and processes
- offering advice to institutions on Council's quality standards and review and monitoring processes
- communicating the role of Council to stakeholders within the province and to other provincial quality assurance agencies and the public
- proactively scanning for effective quality assurance practices in other jurisdictions.

In 2014/2015, Council held four meetings, and in keeping with its desire to visit institutions, met at Concordia University College of Alberta, the University of Lethbridge, Lethbridge College and Grant MacEwan University. The host institution had an opportunity to present on its current programs, quality assurance processes, success in implementing approved programs, and future plans.

Action Plan 2014-2017

As required by the *Public Agencies Governance Framework,* all advisory councils accountable to the Minister are expected to have an action plan identifying priorities to be undertaken during a three-year planning cycle in order to fulfill their mandates.

To align its work with this expectation, Council adopted its third Action Plan at the June 2014 meeting. The plan outlined three goals and 14 priority initiatives aligning Council's work with the Ministry's 2014-17 Business Plan. As of 31 March 2015, the implementation status of CAQC's priority initiatives was as follows:

Goal 1: CAQC will carry out quality reviews that are well-developed, efficient, and evidence-based.

Priority initiative	*Results achieved*
▸ *Support collaboration within Campus Alberta by ensuring that new collaborative delivery of degree arrangements, developed on the basis of the programs approved on Council's recommendation, meet Council's quality standards and conditions.*	▪ met with Vice President Academics (VPAs) of Comprehensive Community Institutions involved with collaborative delivery of degrees to discuss Council's scholarly activity expectations ▪ reviewed documentation and provided feedback on the proposed Mount Royal University – Keyano College collaborative Bachelor of Science (Environmental Science) program ▪ began reviewing a draft agreement between NAIT and Keyano College to deliver collaboratively NAIT's Bachelor of Business Administration (Management) program at Keyano College
▸ *Conduct a systematic review of Council's quality assessment processes and guidelines and experience with respect to program proposals from non-resident institutions.*	▪ systematic review not yet scheduled
▸ *Explore additional ways to emphasize quality assurance of teaching and learning.*	▪ discussed the quality assurance of teaching and learning at CAQC's September 2014 retreat, prompted by a background discussion document drafted by a member of Council; members agreed to continue exploring this topic at subsequent meetings ▪ continued discussions with the VPAs of Baccalaureate and Applied Studies Institutions (BASIs) and Polytechnical Institutions (PIs) on developing reporting indicators to measure quality assurance of teaching and learning
▸ *Examine the use of learning outcomes analysis as a possible future element of assessment processes.*	▪ discussed the evaluation of program learning outcomes at CAQC's September 2014 retreat ▪ using the recently revised proposal template that makes identification and assessment of program learning outcomes more explicit, continued to assess proposals to determine how well institutions articulate proposed learning outcomes and their assessment
▸ *Work with Ministry officials to implement appropriate responses to the Minister's review of CAQC.*	▪ continued to respond to the 2012 recommendation by updating chair and member competencies and using them in the recruitment process ▪ broadened the member recruitment process and increased the diversity on Council by adding new members with experience in other sectors ▪ actively participated in the new initiative to examine the future directions of quality assurance in Campus Alberta and CAQC's role in it (e.g., through participation on the Advisory Committee); this initiative was put on hold by the Ministry in March 2015

Goal 2: Council will ensure that degree programs approved on recommendation of CAQC continue to meet Council's quality standards and conditions.

Priority initiative	*Results achieved*
▸ *Consider the two-year Quality Assurance Audit Pilot Project report with its possible implications for the monitoring of degree granting institutions.*[1]	▪ see below regarding the *Campus Alberta Quality Assurance Workshop: Sharing Effective Practices* ▪ revised the CAQC *Handbook* to include information about audits ▪ struck a committee to explore potential extension of the audit process to other degree granting institutions
▸ *Continue to work with institutions to further refine expectations for level of scholarly activity using, as appropriate, adaptations of frameworks such as Boyer's* models of scholarship.	▪ held two meetings between the Monitoring Standing Committee (MSC) and the VPAs of the BASIs and PIs to determine the most meaningful way of reporting scholarly activity for both CAQC and the new degree granting institutions
▸ *Assist in the development of quality assurance processes within Campus Alberta, in particular through collaborative interactions with institutions, including co-organizing a provincial workshop to share effective practices in quality assurance.*	▪ co-organized (with CARIs and the Ministry) a workshop to share effective practices in quality assurance, which was one of the recommendations in the Audit Pilot Task Force's final report ▪ reviewed drafts of four institutional policies on cyclical program reviews and provided feedback to institutions ▪ reviewed the results of two institutional cyclical program review results and provided feedback to institutions

Goal 3: Council will effectively communicate and collaborate with institutions, government and other stakeholders to maintain quality delivery of degree programs to serve the best interests of learners and contribute to the development of innovation.

Priority initiative	*Results achieved*
▸ *Increase Council's proactive interaction and dialogue with stakeholders regarding Council's role and processes.*	▪ communicated regularly with officials from post-secondary institutions to explain Council's principles and procedures and to seek input on the best ways to serve the interests of the post-secondary system and its learners ▪ continued to work, through the PRSC, with CARIs on modulations of the revised proposal template ▪ continued to collect and review feedback from reviewers and applicant institutions regarding the efficiency of Council's assessment processes ▪ made presentations to stakeholders ▪ updated content on Council's website to enhance Council's communication with its stakeholders and members of the public
▸ *Facilitate collaborative interactions with ACAT around common areas of interest.*	▪ discussed issues of common interest with ACAT (e.g., instructor qualifications, learning outcomes) and explored ways in which the two councils can work together including having CAQC's Co-Chair and the ACAT Chair attend each other's meeting

[1] The Quality Assurance Audit Pilot was a two-year collaborative project of CAQC, Comprehensive Academic and Research Institutions (CARI) and the Ministry. The objective of the project was to ascertain that each of the four CARIs has a quality assurance process for its degree programs that meets the Minister's expectations and that it has applied the process and addressed the review findings with an appropriate response. The project was led by the Task Force consisting of the CAQC and CARI representatives. After the completion of the project the Task Force prepared its final report including five recommendations regarding the future of the audit system in Alberta, all of which were accepted by Council.

▸ *Upon appointment of a new CAQC Chair, review and renew the Mandate and Roles document.*	▪ updated and renewed Council's Mandate and Roles document
▸ *Through Council's Chair, enhance regular communication with the Minister and senior Ministry officials.*	▪ discussed Council's role within the larger context of the Ministry's business processes as well as future opportunities for value-added activities ○ Ministers attended two CAQC meetings ○ Regular liaison with senior officials from the Ministry
▸ *Explore ways to provide advice with respect to Ministry initiatives and policies that are relevant to Council's mandate.*	▪ reviewed a draft credentials framework and provided feedback to the Ministry
▸ *Through Council's Chair and Secretariat, enhance consultation and share effective practices with post-secondary quality assurance agencies in Canada.*	▪ through its Secretariat, continued to participate in networking meetings with quality assurance committees in other jurisdictions ▪ began planning a meeting of western provinces' quality assurance agencies in conjunction with a proposed Quality Assurance Workshop; the workshop has been delayed for a year

Other Activities

Committees

In addition to ad-hoc committees, Council has two standing committees to facilitate its work.

Proposal Review Standing Committee

In 2014/2015, PRSC

- reviewed 13 fully expedited review (FER) requests and completed 13 program desk reviews
- completed review of documentation regarding the title change of one degree program
- was considering four FER requests as of 31 March 2015.

PRSC continues to work with CARI representatives on creating modulations of the revised degree program proposal template.

Monitoring Standing Committee

In 2014/2015, MSC

- assessed and provided feedback on the annual reporting submitted by nine resident and seven non-resident institutions
- provided feedback on draft institutional cyclical review policies submitted by four institutions
- provided feedback on the results of two cyclical program reviews
- met twice with the VPAs of BASIs and PIs to continue discussion on developing new sector-specific indicators for reporting scholarly activity.

Stakeholder Engagement

As reported under the Action Plan's priority initiatives, CAQC has continued to be actively engaged with institutional and Ministry stakeholders.

Conferences and Presentations

As it is important that Council's assessments be recognized and understood both within and outside the province, Council's Chair, members, and the Secretariat Director attend meetings and conferences and, in some cases, make presentations relating to Council's work. This year a Co-Chair of the Council made presentations to the Campus Alberta Quality Assurance and CAQC review Advisory Committee, to ACAT members, and to participants at the Campus Alberta Quality Assurance Workshop. In addition, the CAQC Secretariat Director attended the Future of Alberta Digital Learning Forum at Grant MacEwan University.

Evaluations and Recommendations

The process of approval for new degree programs being proposed in Alberta is as follows[2]:

Application to the Minister

↓

System coordination review by Ministry

↓

Referral to Council for organizational review (if necessary) and program quality review

↓

Council's recommendation to the Minister

↓

Minister's Decision

Council's evaluation process is rigorous, depends heavily on impartial external peer review, and takes into consideration the experience of an institution in offering degree programming. When an institution proposes its first degree program, a first degree program at a new level, or other precedent-setting degree, it will normally be subject to a full assessment by Council, including both an organizational and a program review.

For institutions that have experience in offering degree programs at the level of the degree being proposed, a fully expedited review (no organizational evaluation and a desk review by Council's PRSC and Secretariat rather than engaging external evaluators for the program review) or partially expedited review (one not requiring an organizational evaluation) may be possible, according to Council's criteria.

Council is committed to having review processes that are iterative and facilitative in nature, especially in cases when, in Council's opinion, a proposed degree program has potential for development and improvement (CAQC's operating principle 9). Council works closely with institutions during the review process and after a program's approval to foster its continuous development and enhancement. Therefore, it is very gratifying to see (e.g., through annual reporting or through reviewing the results of the institutional cyclical reviews) how these programs are offering quality degree study opportunities for their students.

Applications Referred to Council and Council Recommendations

In 2014/2015, Council made recommendations to the Minister on fifteen programs (ten baccalaureate and five graduate programs) including:

- two programs subject to a partially expedited review (PER) using a CAQC-appointed external evaluation team
- 13 programs subject to a FER by PRSC acting on behalf of Council.

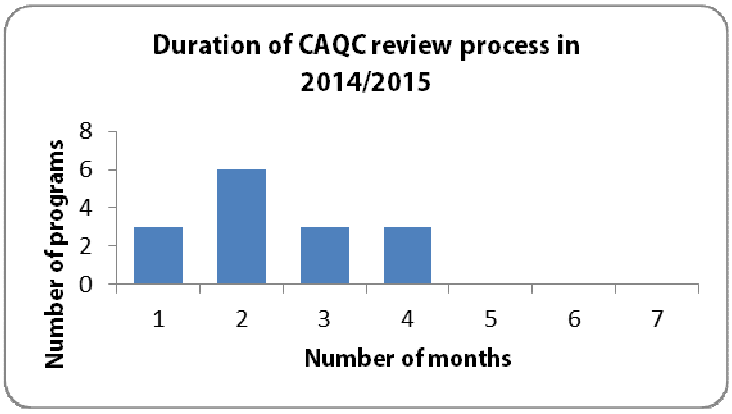
Subsequently, the Minister approved 14 programs and was considering the remaining program as of 31 March 2015. The Minister also approved one undergraduate program previously recommended by Council.

As of the end of the reporting period, Council was reviewing six proposals for graduate and ten proposals for baccalaureate programs. Nine of these proposals are undergoing PERs, and site visits were completed for all but one proposal.

Increasing the efficiency of Council's review processes is a priority. Typically, the review process is shorter for FERs than for PERs. The number of both types of reviews varies annually (e.g., FERs constituted 87% of all reviews in 2014/2015, 47% in 2013/2014, 92% in 2012/2013 and 57% in 2011/2012).

In 2014/2015, the time it took for a Council's review from receipt of an institution's full program proposal to its recommendation to the Minister ranged from 18 to 116 days. This excludes the time during which Council was waiting for additional documentation from institutions.

[2] A complete description of the program approval process in Alberta including the role of CAQC can be found on Council's website at http://www.caqc.gov.ab.ca/application-process/degree-program-approval-process.aspx.



As the chart above indicates, only three of 15 program reviews (one PER and two FERs) took longer than three months. One of the FER reviews involved review of a revised proposal. All but one of 13 reviews conducted by PRSC involved receiving and processing additional information.

Overall, Council's review time is affected by factors such as

- the completeness of the institution's proposal
- whether an organizational evaluation is required before the program review
- the time it takes to recruit external reviewers and establish a site visit date mutually agreeable to all reviewers and the institution (e.g., reviews typically do not occur in the summer)
- whether the institution is asked to provide further refinements of the proposal before a recommendation can be made to the Minister.

The following table outlines the proposals reviewed by Council and/or the degree programs approved by the Minister on recommendation of Council between 1 April 2014 and 31 March 2015.

Alberta Publicly-funded Institutions Program	Type of Review	CAQC Recommendation/ Status	Minister's Decision	Date
Ambrose University (formerly Ambrose University College)				
4-year Bachelor of Arts (Psychology)	*Program*	*With Institution*		
Athabasca University				
4-year Bachelor of Science (Applied Mathematics)	*Program **	*To Approve*	*Approved*	*7 Oct 2014*
Canadian University College				
4-year Bachelor of Science (Wellness Management)	*Program*	*With Institution*		
Concordia University College of Alberta				
4-year Bachelor of Arts (General Studies)	*Program **	*To Approve*	*Approved*	*23 May 2014*
4-year Bachelor of Arts (Psychology)	*Program **	*To Approve*	*Approved*	*2 Sept 2014*
Master of Public Health	*Program*	*With Institution*		
Doctor of Psychology	*Organizational*	*With Institution*		
Grant MacEwan University				
4-year Bachelor of Social Work	*Program*	*Under Review*		
Lethbridge College				
4-year Bachelor of Applied Science in Resource Management and Restoration	*Organizational & Program*	*Recommendation Submitted*	*Under Consideration*	
Mount Royal University				
4-year Bachelor of Interior Design	*Program*	*To Approve*	*Approved*	*26 Jan 2015*
4-year Bachelor of Communication (Broadcast Media Studies)	*Program*	*Under Review*		
Northern Alberta Institute of Technology				
4-year Bachelor of Health Informatics	*Program*	*With Institution*		
4-year Bachelor of Technology in Construction Management	*Program*	*To Approve*	*Approved*	*2 April 2014*
St. Mary's University (formerly St. Mary's University College)				
4-year Bachelor of Arts (History)	*Program **	*To Approve*	*Approved*	*13 Aug 2014*
Southern Alberta Institute of Technology				
4-year Bachelor of Business Administration (Financial Services; Human Resource Management; Management; Marketing; Supply Chain Management)	*Program*	*Under Review*		
University of Alberta				
Master of Arts (Gender and Social Justice Studies)	*Program **	*To Approve*	*Approved*	*14 January 2015*
Master of Arts (Community Engagement)	*Program **	*To Approve*	*Approved*	*24 February 2015*
University of Calgary				
Master of Pathologists' Assistant	*Program **	*To Approve*	*Approved*	*14 January 2015*
Master of Landscape Architecture	*Program **	*To Approve*	*Approved*	*15 January 2015*
4-year Bachelor of Science in Energy Engineering	*Program **	*To Approve*	*Approved*	*6 March 2015*
University of Lethbridge				
4-year Bachelor of Health Studies (Aboriginal Health)	*Program **	*To Approve*	*Approved*	*19 August 2014*
Master of Nursing	*Program **	*To Approve*	*Approved*	*21 August 2014*
4-year Bachelor of Science (Applied Statistics)	*Program **	*To Approve*	*Approved*	*21 October 2014*
4-year Bachelor of Therapeutic Recreation	*Program **	*To Approve*	*Approved*	*13 February 2015*
Doctor of Philosophy (Population Studies and Health)	*Program*	*With Institution*		
Master of Arts (Culture, Theory, Social Change)	*Program*	*Under Review*		
Doctor of Philosophy (Culture, Theory, Social Change)	*Program*	*Under Review*		

Non-Resident (Out-of-Province) Institutions Program	Type of Review	CAQC Recommendation/ Status	Minister's Decision	Date
University of Portland				
Doctor of Education in Learning and Leading	*Program*	*Under Review*		

* Fully Expedited Review

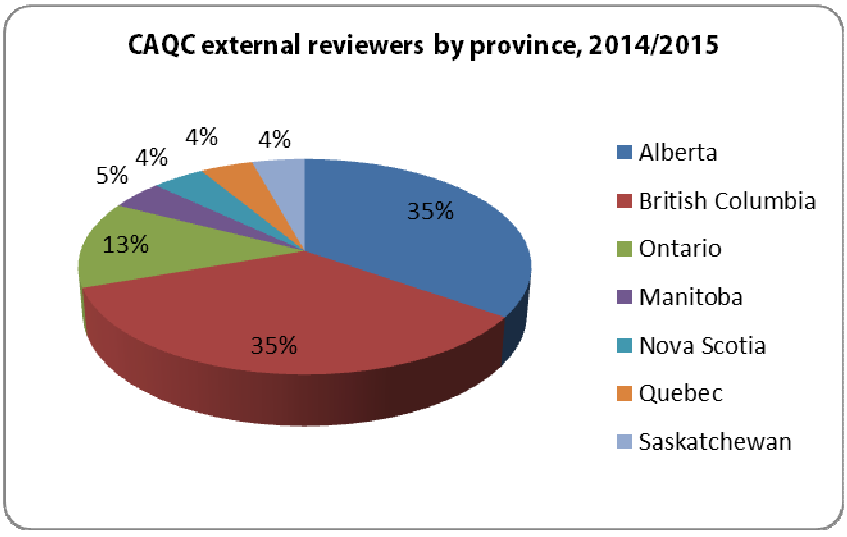
Evaluation Teams

Council's fourth operating principle states that peer evaluation forms the basis of Council's assessment of the applicant's ability to implement and sustain the quality of proposed degree programs. Recruitment of appropriate external experts to assist with Council's evaluations is important as the quality of the reviewers affects the quality of the review, which in turn affects the quality of the program under review. Council ensures the external reviewers' perspectives brought to the evaluation process are a judicious mix of relevant disciplinary expertise and an objective external point of view. Council employs three types of expert teams:

- *Organizational evaluation teams* assist Council in examining the extent to which the systems and processes of the institution establish its capacity to achieve excellence in providing learning credentials at the degree level.
- *Program evaluation teams* help ensure that degree programs offered by institutions are of an acceptably high quality and comparable in quality to other degree programs in Alberta and Canada.
- *Comprehensive evaluation teams* help fulfill Council's monitoring role with respect to periodic evaluations of institutions offering approved degree programs.

Once the review is completed, team members and the institution are asked to provide feedback about their experience and offer suggestions for improving the review process. At its September 2014 annual retreat, Council members reviewed all feedback provided and considered consequential refinements to its processes, documents and advice. The feedback indicates a high level of satisfaction with the work of Council and its Secretariat.

Evaluators are typically senior academics and administrators from institutions offering approved degree programs in Alberta or elsewhere in Canada. In 2014/2015, Council's program evaluation and comprehensive evaluation teams included 23 experts (eight from Alberta and fifteen from other provinces).



Council acknowledges the commitment of the following reviewers who provided evaluation services during the reporting year:

Dr. Alison Beale	*Simon Fraser University*	*Dr. Brian Moorman*	*University of Calgary*
Dr. Hank Bestman	*The King's University College*	*Dr. James Mulvale*	*University of Manitoba*
Dr. Philip Bigelow	*University of Waterloo*	*Dr. John O'Neil*	*Simon Fraser University*
Dr. David Chanasyk	*University of Alberta*	*Dr. Doug Owram*	*UBC Okanagan*
Dr Sherif Elbarrad	*Grant MacEwan University*	*Dr. Glen Schmidt*	*UNBC*
Dr. Greg Elmer	*Ryerson University*	*Dr. Jane Springett*	*University of Alberta*
Dr. Loren Falkenberg	*University of Calgary*	*Dr. Ian Stuart*	*UBC Okanagan*
Dr. Liz Gillis	*Vancouver Island University*	*Dr. Wisdom Tettey*	*UBC Okanagan*
Dr. Andrew Hay	*Okanagan College*	*Prof. Jean Therrien*	*University of Montreal*
Prof. Bob Hinings	*University of Alberta*	*Prof. Barbara Vogel*	*Ryerson University*
Dr. Branko Kolarevic	*University of Calgary*	*Dr. Ailsa Watkinson*	*University of Regina*
Dr. Ramona Lumpkin	*Mount St Vincent University*		

Monitoring and Periodic Review

Although the quality review of new degree proposals continues to be an important part of Council's work, its monitoring activities are significant as well due to the large number of programs approved on Council's recommendation. The Programs of Study Regulation (91/2009) outlines Council's responsibilities with respect to monitoring of approved degrees.

Monitoring may take various forms including annual reporting, periodic reporting, comprehensive evaluations, audits, as well as review of results of an institution's cyclical program reviews. Council may also ask for reporting prior to or after implementation of a new program.

Annual Reporting

To enable timely feedback regarding approved degree programs, all institutions excepting CARIs, but including non-resident institutions (NRIs), are required to submit their annual reporting by 1 November so the assessments of these reports, prepared by MSC, can be reviewed by Council at its December meeting. For resident institutions not expected to undergo any further comprehensive evaluations by Council, annual reporting for each program approved on Council's recommendation is expected until an institution completes its own cyclical review of that program and Council deems the results submitted to be satisfactory.

Comprehensive Evaluation

In addition to annual reporting, Council normally conducts at least one comprehensive evaluation of a resident institution offering approved degree programs no sooner than in the sixth academic year after the institution begins offering its first degree program. This review typically includes the results of the institution's cyclical reviews of some of its approved degree programs using external evaluators. A subsequent comprehensive evaluation may be conducted.

In 2014/2015, Council conducted its second comprehensive evaluation of Ambrose University and reaffirmed the continuation of approval of the institution's baccalaureate degree programs.

Council has scheduled a first comprehensive evaluation of SAIT in 2016/2017.

Membership of Council

Council consists of 11 members appointed by the Minister, including a chair and 10 members representing expertise in the post-secondary system (brief biographical information about the members is available in Appendix 1).

Over the reporting period, Council's Vice Chairs, Dr. Peter Mahaffy and Dr. Art Quinney, continued to fulfill the Chair's responsibilities as Interim Co-Chairs. CAQC is grateful for their exceptional leadership and contributions.

On completion of their second terms, Council extends its gratitude to Dr. Jane O'Dea and Dr. Margaret (Peggy) Patterson for their commitment to Council's quality assurance work.

As of 31 March 2015, the position of Chair was vacant.

The following 12 individuals served on Council in 2014/2015:

Interim Co-Chairs	*Peter Mahaffy*	
	Art Quinney	
Members	*Neil Besner*	*Jane O'Dea (until 21 Sept 2014)*
	Gurston Dacks	*Janet Paterson-Weir (from 30 Oct 2014)*
	Judy Eifert	*Margaret (Peggy) Patterson (until 30 June 2014)*
	Paul Gooch	*John Waterhouse*
	Gordon Nixon (from 30 Oct 2014)	*Robert Woodrow*

CAQC Secretariat

The CAQC Secretariat, a unit within the Ministry, assists the Chair and Council in their activities by providing expert advice on matters of policy and procedure, organizing all Council and subcommittee meetings, helping to set meeting agendas and preparing background documentation, drafting publications, helping to orient new members, and performing environmental scanning. As well, it coordinates all aspects with respect to Council's external evaluation teams and the Secretariat's Director or Manager serves as an advisory member on the teams to provide advice and ensure consistency across reviews.

It provides information and advice in response to inquiries from various agencies, current and prospective applicants, and members of the public about matters related to quality assurance of new degree programs. It also maintains the Council's website and SharePoint sites.

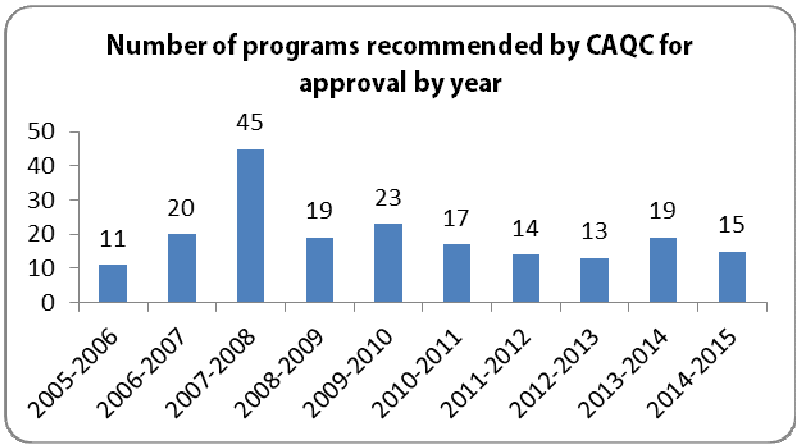
As of 31 March 2015, the Secretariat consisted of:

Director	*Marilyn Patton*
Manager	*Guy Germain*
Research Officer	*Alex Makar*
Office Manager	*Shirley Miskowicz-Thomson*

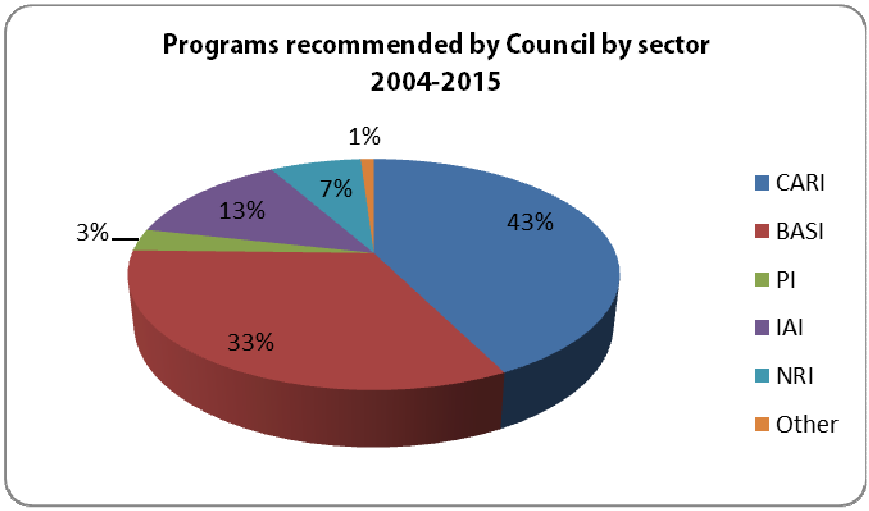
A Glance Back

Over the past years, Council has contributed significant value to the post-secondary system in Alberta by ensuring that newly approved degree programs provide quality educational opportunities to learners.

Since its creation in 2004, Council has reviewed and recommended approval of 196 degree programs (137 baccalaureate and 59 graduate). The extent of monitoring of these approved programs varies based on Council's appraisal of the institution's experience and capacity in offering degree programs and its assessment of the rigour and application of the institution's internal review processes.



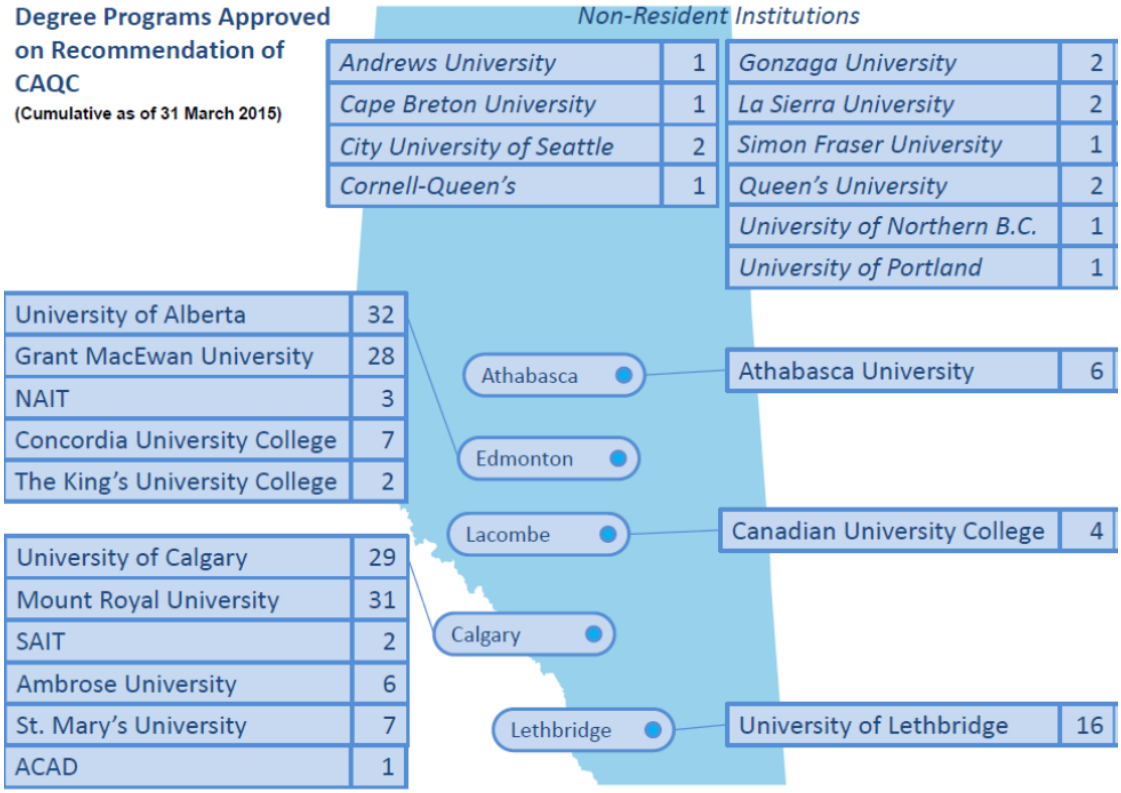
Of these 196 programs, 64 were proposed by BASIs, six by PI, 83 by CARIs, 26 by Independent Academic Institutions, 14 by NRIs, and one each by a Comprehensive Community Institution, a Specialized Arts and Culture Institution and a private resident institution.[3] The chart below shows the percentage distribution of programs recommended by Council by post-secondary sector (the three institutions with one Council-recommended program each were combined under 'Other' category).



The Minister subsequently approved 188 of these 196 programs, was considering one recommendation as of 31 March 2015 and deferred a decision on the remaining seven.

The map below shows the number of approved programs by institution. Four institutions (University of Alberta, Mount Royal University, Grant MacEwan University and the University of Calgary) account for 64% of all programs approved on Council's recommendation.

[3] For information on classification of post-secondary institutions in Alberta within the six sector model see Chapter 2.1.2 of the *CAQC Handbook* at www.caqc.gov.ab.ca.



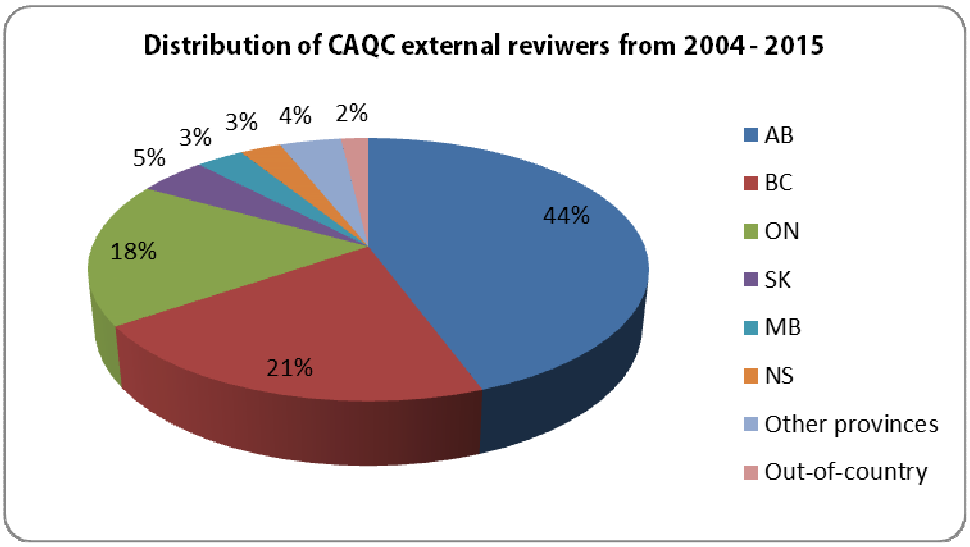
As the data below indicate, a significant number of enrolments and graduates originate from the programs offered by the relatively new degree granting institutions, Grant MacEwan University and Mount Royal University.

Enrolments and graduates in programs approved on CAQC recommendation (by Campus Alberta sector)

Campus Alberta sector	Number of learners 2013/2014 (FLE)	Number of graduates (since program approval)
Comprehensive Academic and Research Institutions	1,270.16	864
Baccalaureate and Applied Studies Institutions	11,937.43	7,929
Polytechnical Institutions	1,201.10	1,056
Independent Academic Institutions	549.16	615
Total for all resident institutions	**14,957.85**	**10,464**

There were also 588 unique learners and 160 graduates in 2014/2015 from NRI programs approved on CAQC recommendation.

Over the past years, CAQC has engaged 215 external reviewers, 44% of whom were from Alberta and 56% from other Canadian jurisdictions, the USA and Australia. The table below shows their geographical distribution. *Note: The 'Other provinces' category includes five reviewers from Quebec, three from New Brunswick and one from Prince Edward Island. The 'Out-of-country' category includes three reviewers from the USA and one from Australia.*



Looking Forward

Council expects the number of new proposals for degree programs will continue to provide a heavy workload. Institutions are reviewing existing degree programs and looking at the potential for new programs that will be attractive to potential students. We also expect that Council will continue to work proactively with institutions from different sectors to support their own internal quality assurance processes. MSC is scheduled to meet early in the next reporting period with institutions from the Independent Academic Institutions and fruitful discussions with the BASI and Polytechnic sectors continue. We have had preliminary discussions with ACAT regarding an initiative on learning outcomes and their assessment and the possibility of a jointly sponsored forum including all of Campus Alberta on this topic is being considered.

Appendix 1

Campus Alberta Quality Council Member Information

(as of March 2015)

Dr. Peter Mahaffy, Vice-Chair & Interim Co-Chair *Term: 13 July 2012 to 30 June 2015*

Dr. Mahaffy is Professor of Chemistry at The King's University College, and Chair of the Chemistry Education Committee of the International Union of Pure and Applied Chemistry. He is a recipient of the National 3M Teaching Award and a previous member of the Private Colleges Accreditation Board.

Dr. Art Quinney, Vice-Chair & Interim Co-Chair *Term: 13 July 2012 to 30 June 2015*

Dr. Quinney is a professor emeritus of the University of Alberta, former Chair of the Department of Physical Education and Sport Studies, and former Dean of Physical Education and Recreation. He was Associate Vice-President (Academic) from 2000-2002 and Deputy Provost from 2002-2007.

Dr. Neil Besner *Term:17 September 2013 to 30 June 2016*

Dr. Besner is Provost and Vice-President, Academic at the University of Winnipeg. He served as Chair of the English Department, Dean of Humanities, Dean of Arts, Associate Vice-President, International, Vice-President, Students and International, Vice-President, Research and International, and Vice-President, Research, Recruitment, and International.

Dr. Gurston Dacks *Term: 17 September 2013 to 30 June 2016*

Dr. Dacks is a professor emeritus of Political Science and former Acting Dean of Arts at the University of Alberta. He served on the Board of Governors and the Academics Standards Committee of the University and, in his administrative roles in the Faculties of Arts and Native Studies, participated in preparing undergraduate and graduate program proposals.

Dr. Judy Eifert *Term: 22 September 2014 to 30 June 2016*

Dr. Eifert served as Provost and Vice-President Academic, Dean of Continuing Education, Dean of Community and Health Studies, and Department Chair of Nursing at Mount Royal College (now Mount Royal University). She currently works as an educational consultant to colleges and universities in Canada.

Dr. Paul Gooch *Term: 30 January 2015 to 30 June 2018*

Dr. Gooch is Professor of Philosophy and President & Vice-Chancellor of Victoria University, federated with the University of Toronto. He has held various academic administrative posts at the University of Toronto, including Vice-Provost, decanal positions in the School of Graduate Studies, and chair of Humanities at the Scarborough campus.

Dr. Gordon Nixon *Term: 30 October 2014 to 30 June 2017*

Dr. Nixon is the former Vice President Academic and Dean of Information and Communications Technologies at SAIT Polytechnic. He has served on a number of academic and business committees and boards provincially, nationally and internationally.

Dr. Janet Paterson-Weir *Term: 30 October 2014 to 30 June 2017*

Dr. Paterson-Weir served as Provost and Vice President, Academic at Grant MacEwan University from 2001-2013. She was the former Executive Dean of Business and Applied Arts and professor of Business at Algonquin College in Ottawa. Currently Janet is a member of the Edmonton Police Foundation and serves as Chair of the Allocations Committee.

Dr. John Waterhouse *Term: 22 September 2014 to 30 June 2016*

Dr. Waterhouse is the former Vice President Academic and Provost at Simon Fraser University, former Dean of Business at Simon Fraser University and former Professor of Business at the University of Alberta and the University of Waterloo. He has served on a number of national and international committees.

Dr. Robert Woodrow *Term: 22 September 2014 to 30 June 2016*

Dr. Woodrow is a Professor of Mathematics and Statistics at the University of Calgary. He is the former Deputy Provost and Associate Vice-President (Academic) and served as Associate Dean and Vice Dean in Science. He has been active with mathematics outreach and the activities of the Canadian Mathematics Society.

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