

CAMPUS ALBERTA QUALITY COUNCIL

Minutes of the Tenth Council Meeting – 4-5 November 2005 University of Calgary (4 November), Village Park Inn (5 November)

Council

Present: Doug Owram (Chair), Michael Faulkner, Dan Gaynor, Dianne Kieren, Garry McKinnon (Friday only), Peter Meekison, Cliff Soper, Keith Ward, Mo Watanabe

Absent: Andrew Berczi, Lucille Walter

Secretariat Marilyn Patton (Director), Guy Germain (Manager), Meg Walker (Research and Policy Analyst)

Guests Dr. R. Woodrow, Dr. V. Haines, Dr. H. Wieser, K. Massey, Dr. C. MacDonnell, R. Corbett (all for agenda item #1 only)

The Chair welcomed members to the tenth meeting of the Campus Alberta Quality Council. The meeting began with lunch in the Jasper Room, with several officials from the University of Calgary in attendance.

1. Presentation by University of Calgary

Officials from the University of Calgary, led by Dr. Robert Woodrow, University of Calgary's Associate Vice-President, Academic, provided an informative overview of the university's programs, focusing on the university's approval and unit review processes. Other officials present from the University included Dr. Valerie Haines, Associate Dean of the Faculty of Graduate Studies, Dr. Hal Wieser, Associate Dean of the Faculty of Graduate Studies and Director of Post-Degree Continuous Learning, Kathleen Massey, Assistant Vice-President, Enrolment Services, Dr. Carol MacDonnell, Chair, Academic Programs Committee, and Ruth Corbett, Recording Secretary. A question and answer session followed.

2. Approval of minutes – 6 October 2005

It was MOVED and SECONDED that the 6 October 2005 minutes be adopted.

CARRIED

3. CAQC Chair and Secretariat report

The Chair briefly reviewed the Chair and Secretariat report, and responded to members' questions.

Marilyn Patton updated members on the work of the Pan-Canadian Committee on Quality Assurance of Degree Programming.

She then provided a brief summary of the outcome of a meeting between the Council Chair and Director, Alberta Universities Association (AUA) and officials from the Adult Learning Division of Alberta Advanced Education. The intent of this and future meetings is to work towards clarification of the program approval process for the university sector.

The Chair reported that University of Calgary has asked for clarification on whether existing or proposed post-degree continuous learning certificates and diplomas would undergo a quality review by Council. Council AGREED to inform the University that since its mandate is to make recommendations to the Minister of Advanced Education on new degree programs offered in Alberta with the exception of those in divinity, it does not have a role in the review of post-degree certificates or diplomas as stand-alone credentials.

4. Follow-up from September 2005 Council meeting

Several updates emanating from the September 2005 Council meeting and retreat were discussed, including harmonization between system coordination and program proposal processes; the mutual recognition of quality assurance processes in Canada; a revision to Council's operating principles; Council's strategic planning calendar; and external reviewer liability.

5. DeVry Institute of Technology-Calgary – continued consideration of a request for a change in nomenclature of three approved degree programs

DeVry Institute of Technology-Calgary has requested that their three approved degree programs (Bachelor of Technology in Computer Information Systems, Bachelor of Technology in Electronics Engineering Technology, Bachelor of Business Operations) be renamed using the Bachelor of Science nomenclature.

At its 14 June 2005 meeting, Council had agreed to appoint Bachelor of Science program experts to assess the science content in DeVry-Calgary's Bachelor of Technology degree programs in order to address the institution's request.

At its 6 October 2005 meeting, Council considered the rationale provided by DeVry-Calgary, the reports of two Bachelor of Science program experts, as well as additional research supplied by the Secretariat, and passed a motion reaffirming the nomenclature of DeVry Institute of Technology-Calgary's approved Bachelor of Business Operations degree program. At that meeting, members then considered the renaming of the two Bachelor of Technology degrees, and MOVED and SECONDED a motion to rename them and subsequently agreed to table the motion until the November meeting.

At the November 2005 meeting, it was MOVED and SECONDED that the motion be taken off the table.

CARRIED

After discussion, it was MOVED and SECONDED that Council recommend to the Minister of Advanced Education that DeVry Institute of Technology-Calgary's approved Bachelor of Technology in Computer Information Systems and Bachelor of Technology in Electronics Engineering Technology be renamed as Bachelor of Science in Computer Information Systems and Bachelor of Science in Electronics Engineering Technology, respectively.

CARRIED

In the event of a positive response from the Minister and Cabinet to Council's recommendation, Council AGREED to ask DeVry for a transition plan that would address (a) whether current students in the two programs will be given the choice of graduating with either nomenclature and how long this choice might continue; (b) what advising will be in place to assist students

during the transition period; and (c) what the requirements would be if graduates of any of the three degrees wished to convert their degrees to Bachelor of Science degrees.

6. University of Calgary – Doctor of Veterinary Medicine

The University of Calgary has applied to the Minister of Advanced Education to offer a Doctor of Veterinary Medicine program. It was reported at the September 2005 Council meeting that an agreement had been reached with the American Veterinary Medical Association's (AVMA) Council on Education (COE) to conduct a joint site visit should the proposal be referred to Council for review.

In preparation for a possible joint CAQC-AVMA site visit, the Secretariat produced a gap analysis mapping CAQC's organizational and program standards against the AVMA standards. Members discussed this gap analysis, and how best to work with the COE accreditation review team on the site visit.

7. Online and remote sites delivery

As Council will be faced with reviewing degree programs to be delivered totally by distance, Members reviewed best practices for electronically offered (online) degree programs. Members began developing guidelines/standards for online degrees, which will be developed further by the Secretariat and provided to members prior to the next meeting.

Council discussed its role in reviewing approved programs offered by resident Alberta institutions off campus, either at another site in Alberta (perhaps in conjunction with another institution) or in another province or country. To ensure that Alberta degrees offered elsewhere are of the same quality as those offered in Alberta, Council agreed that it has an interest in this matter. Members noted that responsibilities for quality assurance/accrediting bodies with respect to this issue are outlined in the draft *Guidelines for quality provision in cross-border higher education jointly elaborated by UNESCO and the OECD*.

In response to a question raised by an institution, Council also AGREED that it would require notification of change when there is a substantial change to the delivery of an approved degree program.

8. Monitoring/Comprehensive Evaluations

Council discussed its expectations regarding monitoring, including comprehensive evaluations, with respect to purpose, process and self-study requirements. It was AGREED that Council should conduct one comprehensive evaluation for institutions offering a first degree, and potentially a first degree at a new level, and would retain the right to further monitoring if there was a need.

In the case of Concordia's recently approved Master of Information Systems Security Management degree program, Council AGREED that at the end of five years, Concordia would be responsible for conducting a full review of the program using external evaluators. The evaluation report, along with the College's response, will be forwarded to Council for consideration. In making the decision, it was noted that Concordia had successfully completed two comprehensive evaluations by the Private Colleges Accreditation Board and was expected to review all its programs on a regular cycle and report to Council on the results.

9. Degree Qualifications Framework

As a proposed Canadian Degree Qualifications Framework (DQF) was part of the *Ministerial Statement on Quality Assurance of Degree Education in Canada* prepared by the Pan-Canadian Committee on Quality Assurance of Degree Programming for CMEC's consideration, members discussed how best to relate the DQF to degrees offered in Alberta.

10. Management Plan

In presenting the known activities of Council for a four year period, Council's *Management Plan* serves three purposes:

- The process of annually preparing the plan assists both the Council and its Secretariat to re-examine the Council's focus and to set priorities.
- Through the *Management Plan*, the Secretariat identifies its role in achieving the Council's mandate. Insofar as the Secretariat's work is built upon the management of objectives identified in the plan, this coordinated approach links Secretariat efforts to the Council's mission.
- The *Management Plan* conveys to the Council a sense of work anticipated during the coming year and beyond.

Following discussion, Council's *Management Plan, 2005-2009* was received for information.

The next scheduled meeting of Council is set for 3-4 March 2006.
(The date was subsequently changed to 15-16 March 2006.)