

Minutes of the Sixteenth Council Meeting – 15-16 February 2007
The University of Lethbridge

Council

Present: Ron Bond (Chair), Dianne Kieren, Garry McKinnon, Peter Meekison, Leo Mos, Cliff Soper, Lucille Walter, Keith Ward, Mo Watanabe

Absent: Doug Owram

Secretariat Marilyn Patton (Director), Guy Germain (Manager), James Oloo (Research and Policy Analyst)

Guests Claire Morris, Rosemary Cavan (for agenda item 3)
Dr. Keith Denford, Dr. Ken Draper, Dr. Tim Heath (for agenda item 6 – via teleconference)
Dr. Bill Cade, Dr. Andrew Hakin, Dr. Murray Lindsay, Dr. Kris Magnusson, Dr. Ches Skinner, Dr. Chris Nicol, Dr. Jane O’Dea, Leslie Lavers (for agenda item 7)

Thursday, 15 February 2007

The Chair welcomed members to the sixteenth meeting of the Campus Alberta Quality Council.

1. Approval of minutes – 11-12 December 2006

It was MOVED and SECONDED that the 11-12 December 2006 minutes be adopted.

CARRIED

2. CAQC Chair and Secretariat report

The Chair and Secretariat Director briefly reviewed the Chair and Secretariat report and provided updates on several issues, including an overview of the newly created ministry of Alberta Advanced Education and Technology; an update on the annual conference of the Council for Higher Education Accreditation (CHEA) in Washington, D.C., attended by Marilyn Patton; and an update on the upcoming INQAAHE conference in Toronto in April, at which the Chair and Secretariat Director will present a paper.

Council’s Chair noted that the evaluation teams for NAIT’s Bachelor of Technology in Applied Science and Engineering Technology and Mount Royal College’s Bachelor of Arts in Justice Studies had been ratified by e-mail since the previous meeting.

He also reported on a recent meeting with officials from a non-resident institution, which has been offering a Master of Education program in Alberta without ministerial authorization. Members AGREED that Council’s Secretariat recommend that the Deputy Minister direct the non-resident institution to cease admitting any new students to the program, and give them permission to finish teaching the program to students currently enrolled in it.

It was reported that following the December meeting, Council member Michael Faulkner submitted a letter of resignation. In accordance with the appointment process for Council members, Council struck a subcommittee to review the applications and make a recommendation to the Minister.

Members then considered requests from St. Mary's University College for expedited reviews of two proposals.

It was MOVED and SECONDED that Council accept the request from St. Mary's University College for a partially expedited review of its proposed 2-year Bachelor of Education after degree (elementary) program should the proposal be referred to Council for review.

CARRIED

It was MOVED and SECONDED that Council accept the request from St. Mary's University College for a partially expedited review of the proposed new concentrations in History and Psychology in its approved 3-year Bachelor of Arts degree program.

CARRIED

Council AGREED to refer the latter proposal and the College's request for a fully expedited review to the Proposal Review Standing Committee.

3. Discussion with AUCC representatives

At the request of members at Council's September 2006 meeting, Claire Morris, AUCC's President and CEO, and Rosemary Cavan, AUCC's Corporate Secretary, agreed to meet with Council at the February meeting to:

- learn more about each other's organizations;
- explore the topic of quality assurance in degree-granting institutions; and
- discuss AUCC's relationship to quality assurance bodies like the CAQC.

The Chair introduced Ms. Morris and Ms. Cavan, who provided a brief history of AUCC, its membership, goals, publications, sources of funding, its advocacy role with the federal government and some of its current projects. In turn, Council's Chair gave a brief overview of the CAQC. The mutual interest of AUCC and CAQC in quality assurance was at the forefront of the question and answer session that ensued.

4. Follow-up items

At the December 2006 meeting, Council had discussed a draft Release of Information Policy. The suggestions of members were incorporated in a new draft which was forwarded to members prior to the February meeting. As the policy had also been sent to the Legislative Services branch of the department, their comments with respect to FOIP legislation had been included in the draft.

It was MOVED and SECONDED that the draft Policy on Release of Information be approved in principle and forwarded to stakeholders for comment.

CARRIED

Also at the December 2006 meeting, Council had discussed a proposed affiliation between two private university colleges and agreed that, should the affiliation agreement proceed, the institutions must provide Council with a transition plan, particularly with respect to current students in degree programs. At the February meeting, Council considered the proposed transition plan submitted by Alliance University

College and Nazarene University College to determine whether to recommend that the new entity be designated to offer all the approved degree programs of both institutions.

It was MOVED and SECONDED that Council approve the 26 January 2007 transition plan with respect to the proposed affiliation of Alliance University College and Nazarene University College and notify the institutions and Minister accordingly.

CARRIED

5. Quality assurance of approved degree programs offered out-of-province or outside of Canada

Members discussed CAQC's role with respect to the oversight of approved degree programs offered out-of-province or outside of Canada. This issue was first discussed at the November 2005 meeting. Members concurred that while it is recognized that the jurisdiction in which an Alberta institution might be delivering an approved degree program has a role with respect to ensuring delivery of quality programming, it is increasingly an expectation that Alberta, as the home jurisdiction, and CAQC, as the quality assurance body, also need to take an active role to ensure delivery of the program across borders is at the same level as those delivered in the province.

Members discussed possible actions which might include the following: (1) adding explicit reference to out-of-province and out-of-country delivery to CAQC's guidelines; (2) referring institutions explicitly to the UNESCO /OECD Guidelines for Quality Provision in Cross-border Higher Education to use as a checklist; (3) asking institutions to inform CAQC of out-of-country delivery of degree programs and providing information about how students at home are going to be affected; (4) working with the branch of the Ministry responsible for international education to produce a comprehensive list of out-of-province degree programs; and (5) working with institutions to develop and share best practices.

6. AUC-NUC – consideration of a 4-year Bachelor of Science (Biology)

Alliance University College (AUC) and Canadian Nazarene University College (NUC) are seeking approval to offer a joint 4-year Bachelor of Science program with a major in Biology. Dr. Keith Denford, Chair of the program evaluation team, joined the meeting via teleconference to answer questions on the evaluation team report and the Colleges' response to it. Prior to Dr. Denford's departure, the Chair thanked him for his report. Dr. Ken Draper and Dr. Tim Heath from AUC-NUC also joined the meeting via teleconference to answer questions about the institution's response to the team report.

Following discussion of the proposal, it was MOVED and SECONDED that Council continue discussion of AUC-NUC's 4-yr BSc (Biology) program at a subsequent meeting pending receipt of further information.

CARRIED

Friday, 16 February 2007

7. University of Lethbridge presentation and discussion

Dr. Andrew Hakin, Associate Vice President Academic, University of Lethbridge, gave a presentation on the University's history, future directions (including new degree programs under consideration), as well as the University's internal quality assurance and program approval processes. Several other officials from the University were also present. A question and answer period followed.

After the departure of the University officials, Council AGREED to follow up with the University on some matters that arose during the presentation.

8. Report from ACAT

Lucille Walter, Chair of the Alberta Council on Admissions and Transfer (ACAT), reported on recent ACAT activities, including decisions regarding institutional membership, the PLAR Report and upcoming PLAR workshop, and a new mutual recognition protocol between ACAT and the British Columbia Council on Admissions and Transfer.

As a result of discussion of the need for a vision for the system, it was AGREED that Council would invite the Minister and the Deputy Minister to a future Council meeting to discuss issues of relevance to Council.

9. CAQC subcommittee reports

a) Degree and nomenclature subcommittee

The Chair provided an update on the work of the subcommittee, including further work being done on the BTech degree programs. Currently, the subcommittee is waiting for additional feedback.

b) Academic staff subcommittee

The subcommittee's draft of the requirements with respect to academic staff teaching in undergraduate degree programs was discussed and adopted in principle at Council's December 2006 meeting. Subsequently, it was revised and then forwarded to AUA, AACTI and PAPIC for comment. Members discussed the stakeholder feedback received.

It was AGREED that the Secretariat and Council's Chair would revise the draft standards and incorporate whatever input was deemed appropriate, circulate the revised draft to the three stakeholder groups, and then empower the subcommittee to adopt the document.

Consequently, it was MOVED and SECONDED that Council adopt the proposed standards on academic staff teaching in undergraduate programs, subject to final revisions approved by the academic staff subcommittee.

CARRIED

c) 3-year review subcommittee

At its September 2006 meeting, Council had struck a subcommittee to coordinate the review of Council after three years of operation. Following the December 2006 meeting, the subcommittee met to discuss a proposed process for the review, as well as draft questions for an instrument to be distributed to Council members, post-secondary institutional stakeholders, and institutions applying to offer degrees.

Following the subcommittee's report, members discussed the next steps in the process, including the format to be used, the key questions to be asked, and the method to be used to obtain stakeholder feedback.

It was AGREED that an independent contractor be retained to conduct the survey, that the Secretariat and Council's Chair will meet with the contractor, and that a further report be provided at the June meeting.

10. University of Lethbridge - continued consideration of a 4-year Bachelor of Music (Music Technology)

The University of Lethbridge is seeking authority to offer a Music Technology major in its approved 4-year Bachelor of Music program. At the December 2006 meeting, Council granted the University's request for a fully expedited review of its proposed program, and passed a motion that it would reserve its decision on a recommendation regarding approval pending receipt of an external review of the program (to be engaged by the University) and its response to that review.

After reviewing the results of the University's external review, it was MOVED and SECONDED that Council recommend that the Minister of Advanced Education and Technology approve The University of Lethbridge's Music Technology major in its approved 4-year Bachelor of Music program.

CARRIED

11. Evaluation of Alberta Universities Association (AUA)/Ministry/CAQC pilot project

Council and the Secretariat, along with representatives of the Ministry, have been working with the Alberta Universities Association (AUA) at their request to establish submission templates and review processes for degree proposals and changes to approved degrees. The underlying principle of these discussions is that the extent of review and the amount of information required for approval should reflect the extent of the changes being proposed. At the September 2006 meeting, Council agreed to use the templates and review processes on a pilot basis of up to two years and to conduct an initial assessment of the pilot in 2007.

A copy of a draft assessment plan was shared with Council members, who were invited to provide feedback and suggestions for improvement. The document had also been sent to the AUA, and their comments were reviewed at the February meeting. Members recommended that the branch of the Ministry responsible for system coordination also be invited to comment on the plan.

It was MOVED and SECONDED that Council endorse the *Evaluation of AUA Template and Review Process* document, subject to modifications in response to AUA and Ministry input.

The next scheduled meeting of Council is set for 14-15 June 2007.