

**Minutes of the Fourteenth Council Meeting – 15-16 September 2006
The Banff Centre**

Council

Present: Ron Bond (Chair), Michael Faulkner, Dianne Kieren, Garry McKinnon (via teleconference for agenda items 1-5 on the 15th and in person on the 16th), Leo Mos, Doug Owrap, Cliff Soper, Lucille Walter, Keith Ward, Mo Watanabe

Absent: Peter Meekison

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

Guests Dr. Vivian Ayoungman (for agenda item 5)
Dr. Deborah Hurst (for agenda item 6 – via teleconference)

Friday, 15 September 2006

The Chair welcomed members to the fourteenth meeting and second annual retreat of the Campus Alberta Quality Council.

Before the group began consideration of the first agenda item, Sarah Illey, Vice-President of Programming, brought greetings on behalf of the Banff Centre.

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

Members reflected on Council's work over the course of the past year, including its achievements and the challenges it has faced. Members then discussed upcoming work and agreed that a priority for the 2006-2007 year is to complete the transition from the Private Colleges Accreditation Board by finishing the work of the Degree and Nomenclature subcommittee and compiling a CAQC handbook.

The April 2007 International Network of Quality Assurance Agencies in Higher Education Conference to be held in Toronto was also discussed.

It was **MOVED** and **SECONDED** that representatives of the Secretariat and Council attend the International Network of Quality Assurance Agencies in Higher Education (INQAAHE) conference and report back at the spring Council meeting.

CARRIED

In order to promote the recognition of Alberta degrees and CAQC's assessment practices, there was consensus among members of the importance of CAQC continuing to work with other quality assurance agencies. To this end, it was **AGREED** that, in conjunction with the April 2007 INQAAHE Conference, Council would pursue the notion of creating a consortium of quality assurance agencies from Canadian jurisdictions to promote information sharing.

As Council reviewed its key operating principles, particularly the one on openness and transparency, the issue of public disclosure of CAQC evaluator reports was discussed. Members AGREED that CAQC would develop its own release of information policy and would send the draft policy to stakeholders for feedback.

Members also AGREED that the honorarium provided to reviewers is appropriate and that the rate would be reviewed each year.

As Members had agreed that a priority for the 2006-2007 year is to complete work on Council's handbook, it was MOVED and SECONDED that a writer be engaged to compile standards, guidelines, policies and procedures into a handbook.

CARRIED

Although a consensus was not possible at this time with respect to meeting dates for the following year, Members agreed to set a priority on meeting at Athabasca University and The University of Lethbridge during that period. (Subsequent to the meeting, the following face-to-face meeting dates were established:

11 and 12 December, 2006
 15 and 16 February, 2007
 14 and 15 June, 2007
 7 and 8 September, 2007)

Members discussed the need for appointing an ongoing Vice-Chair to assist the work of the Chair. Consequently, it was MOVED and SECONDED that a Vice-Chair of the Campus Alberta Quality Council be appointed.

As Council is conducting its first comprehensive evaluation in Fall 2006, Members AGREED to schedule a review of the process after three such evaluations.

2. Preparation for Council's 3-year review

Members discussed Council's decision to conduct a review of its activities after three years of operation. At a minimum, the review, which is scheduled for Fall 2007, will include opportunities for feedback from stakeholders as well as a self-assessment by Council members. A subcommittee of Council was struck to fine-tune planning for the review. It will provide an interim report to Council in time for the February 2007 meeting and a final report at the June meeting.

3. CAQC visual identity

Members discussed the proposed logo and letterhead that were designed for their consideration and agreed that the documents would be revised and the final design ratified by email.

4. Presentation by Vivian Ayoungman on Aboriginal post-secondary education

Council's Chair introduced and welcomed Dr. Vivian Ayoungman, Director of the First Nations Adult & Higher Education Consortium (FNAHEC). Dr. Ayoungman provided an overview of FNAHEC and the First Nations Accreditation Board (FNAB) and shared her expertise in Aboriginal post-secondary education. A question and answer session followed during which ways the organizations might collaborate were discussed. Before Dr. Ayoungman's departure, the Chair thanked her for meeting with Council.

5. Council's expectations for academic staff teaching in undergraduate programs

Council discussed expectations for the number, type and qualifications of academic staff teaching in undergraduate programs. A subcommittee was struck to draft CAQC's policy for discussion at the December Council meeting.

6. Grant MacEwan College – Consideration of a proposal for a 4-year Bachelor of Commerce (4 majors)

Grant MacEwan College is seeking approval to offer a 4-year Bachelor of Commerce with four majors (Supply Chain Management, International Business, International Marketing, and Management). Dr. Deborah Hurst, Chair of the program evaluation team, joined the meeting via teleconference to answer questions on the evaluation team report and the College's response to it. Prior to Dr. Hurst's departure, the Chair thanked her for her report.

Following discussion of the proposal, it was MOVED and SECONDED that the Council recommend that the Minister of Advanced Education approve Grant MacEwan College's 4-year Bachelor of Commerce degree program with the following 3 majors: Supply Chain Management, International Business, and Management.

CARRIED

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

7. Approval of minutes - 11 August 2006

It was MOVED and SECONDED that the 11 August 2006 minutes be adopted.

CARRIED

8. CAQC Chair and Secretariat report

The Chair briefly reviewed the Chair and Secretariat report and provided updates on several issues.

Saturday, 16 September 2006

9. Follow-up items:

a. Update re program approval process (decision-making templates, potential subcommittee) for universities

Council considered the revised templates developed by the Alberta Universities Association and representatives of the Ministry and CAQC Secretariat. The templates are to be used by the universities

to provide information with respect to changes to approved programs or proposals for new ones. Members then determined its review processes for each template. On a pilot basis of up to two years, Members AGREED to the use by Alberta's universities of the templates to present information as well as the corresponding review processes by Council. Council will conduct an initial assessment of the pilot in 2007, and if it is deemed to be successful, Council will explore the possibility of extending it to other institutions in the system that can demonstrate mature internal review processes and infrastructure.

In keeping with one of its commitments to be expeditious, a key operating principle of the Council, it was MOVED and SECONDED that a standing subcommittee be struck to conduct reviews of some of the proposals for fully expedited reviews on behalf of the full Council.

CARRIED

b. Distance delivery standards

At the June 2006 meeting, members reviewed the document containing draft quality assessment standards for programs delivered at a distance and decided to make further revisions.

Following discussion of the amended draft, it was MOVED and SECONDED that Council adopt the additional quality assessment standards for programs delivered at a distance and that the document be posted on Council's website for use by applicants and reviewers.

CARRIED

10. Alliance University College and Canadian Nazarene University College – Consideration of a joint proposal for a 3-year Bachelor of Arts (Philosophy)

Alliance University College and Canadian Nazarene University College are seeking approval to offer a joint Philosophy concentration in their approved 3-year Bachelor of Arts program. As the institutions requested a fully expedited review of their application, Council first considered this request.

It was MOVED and SECONDED that Council accept the request from Alliance University College and Canadian Nazarene University College for a fully expedited review of their proposed joint 3-year Bachelor of Arts with a concentration in Philosophy program.

CARRIED

Following discussion of the proposal, it was MOVED and SECONDED that Council recommend that the Minister of Advanced Education approve Alliance University College's Philosophy concentration in its approved 3-year Bachelor of Arts program.

CARRIED

It was MOVED and SECONDED that Council recommend that the Minister of Advanced Education approve Canadian Nazarene University College's Philosophy concentration in its approved 3-year Bachelor of Arts program.

CARRIED

Members AGREED to the issues to be addressed in the outcomes letter to AUC-NUC, including its expectations with respect to monitoring.

11. Alliance University College and Canadian Nazarene University College – Consideration of a joint proposal for a 4-year Bachelor of Arts (History)

Alliance University College and Canadian Nazarene University College are seeking approval to offer a joint History major in their approved 4-year Bachelor of Arts program. As the institutions requested a fully expedited review of their application, Council first considered this request.

It was MOVED and SECONDED that Council accept the request from Alliance University College and Canadian Nazarene University College for a fully expedited review of their proposed joint 4-year Bachelor of Arts with a major in History program.

CARRIED

Following discussion of the proposal, it was MOVED and SECONDED that Council recommend that the Minister of Advanced Education recommend that Alliance University College be authorized by Order in Council to offer an approved 4-year Bachelor of Arts with a major in History program.

CARRIED

It was MOVED and SECONDED that Council recommend that the Minister of Advanced Education recommend that Canadian Nazarene University College be authorized by Order in Council to offer an approved 4-year Bachelor of Arts with a major in History program.

CARRIED

Members AGREED to the issues to be addressed in the outcomes letter to AUC-NUC, including its expectations with respect to monitoring.

12. The King's University College – Consideration of a proposal for a 4-year Bachelor of Arts (History)

The King's University College is seeking approval to offer a History major in its 4-year Bachelor of Arts program. As the institution requested a fully expedited review of its application, Council first considered this request. Leo Mos abstained from the discussion and votes as he had been involved in the internal review of the proposal as a member of The King's University College Senate. As King's had requested a fully expedited review of its application, Council first considered this request.

It was MOVED and SECONDED that Council accept the request from The King's University College for a fully expedited review of its proposed 4-year Bachelor of Arts with a major in History program.

CARRIED

Following discussion of the proposal, it was MOVED and SECONDED that Council recommend that the Minister of Advanced Education recommend that The King's University College be authorized by Order in Council to offer an approved 4-year Bachelor of Arts with a major in History program.

CARRIED

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

The next scheduled meeting of Council is set for 11-12 December.