

**Minutes of the Nineteenth Council Meeting – 6-7 December 2007**  
**Southern Alberta Institute of Technology, Calgary (6 December)**  
**St. Mary's University College, Calgary (7 December)**

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**Council**

**Present:** Ron Bond (Chair), Dianne Kieren (Friday only), Bob Lockwood, Garry McKinnon (Thursday all day and Friday afternoon), Peter Meekison, Leo Mos, Doug Owram, Cliff Soper, Lucille Walter, Mo Watanabe

**Absent:** Keith Ward

**Secretariat** Marilyn Patton (Director), Guy Germain (Manager), Alex Makar (Research Officer)

**Guests**

SAIT officials: Dr. Gordon Nixon, Vice-President, Academic, Lee Haldeman, Associate Vice-President, Academic Development, Dr. Phillip Hoffman, Associate Dean of Degree Studies, (for agenda item 1 only)

Dr. René Barendregt (for agenda item 3 only – via teleconference)

Dr. Henk van Andel (for agenda item 5 only – via teleconference)

St. Mary's University College officials: Dr. Terry Downey, President, Dr. Mark Charlton, Vice-President (Academic) and Dean, Debbie Osiowy, Vice-President (Business and Finance), Margaret Dawkins, Vice-President (External Relations), (for agenda item 7 only)

**Thursday, 6 December 2007**

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

**1. SAIT Polytechnic presentation and discussion**

Dr. Gordon Nixon, Vice-President, Academic, Lee Haldeman, Associate Vice-President, Academic Development, and Dr. Phillip Hoffman, Associate Dean of Degree Studies at SAIT gave a presentation on the Institute's history, mission and vision for the future (including new degree programs under consideration). A question and answer period followed.

Following the departure of the SAIT officials, Council AGREED to add an additional agenda item as 'Roles and Mandates Framework' (agenda item 11).

**2. Approval of minutes – 7-8 September 2007**

It was MOVED and SECONDED that the 7-8 September 2007 minutes be adopted, as amended.

CARRIED

### **3. Mount Royal College – consideration of a proposal for a 4-yr Bachelor of Science (4 majors)**

Mount Royal College is seeking approval to offer a 4-year Bachelor of Science program with four majors (Cellular and Molecular Biology, General, Geology, and Health Sciences). Dr. René Barendregt, 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 Dr. Barendregt's departure, Council's Chair thanked him for the team's report.

After Dr. Barendregt left and following further discussion of the proposal, it was MOVED and SECONDED that Council recommend that the Minister of Advanced Education and Technology approve Mount Royal College's 4-year Bachelor of Science degree program with the following majors: Cellular and Molecular Biology, General Science, Geology and Health Sciences.

CARRIED

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

### **4. CAQC Chair and Secretariat report**

The Chair and Secretariat Director briefly reviewed their report and provided updates on several issues, including updates on recent program approvals by the Minister, the program approval pilot project with the AUA, and recent meetings with officials from the University of Alberta, University of Calgary and the Director of International Education, Advanced Education and Technology, which have led to the formation of a Working Group on Quality Assurance of Off-Campus and International Degree Programs.

It was also noted that the evaluation teams for Mount Royal College's Bachelor of Business Administration, Grant MacEwan College's Bachelor of Science, and St. Mary's University College's Bachelor of Education (After Degree) programs had all been ratified by e-mail since the previous meeting.

Lucille Walter provided an update with respect to the activities of the Alberta Council on Admissions and Transfer.

### **5. Taylor University College and Seminary – consideration of the report of the Comprehensive Evaluation Team**

Council has assumed the monitoring of the degree programs approved on recommendation of its predecessor, the Private Colleges Accreditation Board. Therefore, in September 2006 Council notified Taylor University College and Seminary that it would be conducting a comprehensive evaluation in the 2006-07 academic year. The College's self-study was received in July 2007 and an external evaluation team conducted a site visit in October 2007.

After general discussion and identification of questions, Dr. Henk van Andel, Chair of the comprehensive review team, joined the meeting by telephone to answer questions on the comprehensive team report and the College's response to it. After Dr. van Andel's departure, and discussion of both the team's report and Taylor's response to it, members AGREED to continue discussion of Taylor's comprehensive evaluation at a subsequent meeting, pending receipt of further information.

## 6. Follow-up items

Members discussed several issues emanating from Council's September meeting, including an update on NAIT's approved Bachelor of Business Administration in Enterprise Management degree, an update on DeVry University - Arizona's extension of approval, correspondence between Council and the Ministry regarding the Roles and Mandates Framework, and recommendations emanating from the Board Governance Review Task force final report.

Members also discussed NAIT's proposal to introduce a 'General Studies' option in its approved Bachelor of Technology degree. Members AGREED to engage a reviewer to conduct a desk review of the 'General Studies' option once further information is received.

As an outcome of members' discussion regarding the remuneration of external evaluators, Council AGREED to ratify the current levels of remuneration, and also AGREED that the Chair and Secretariat has the discretion to alter the remuneration under exceptional circumstances.

***Friday, 7 December 2007***

## 7. St. Mary's University College presentation and discussion

Dr. Terry Downey, President of St. Mary's University College, along with Dr. Mark Charlton, the College's Vice-President (Academic) and Dean, Debbie Osiowy, Vice-President (Business and Finance) and Margaret Dawkins, Vice-President (External Relations) gave a presentation on the College's history, mission and vision for the future (including new degree programs under consideration). A question and answer period followed.

## 8. University of Alberta – consideration of a proposal for a PhD in Religious Studies

The University of Alberta is seeking approval to offer a Doctor of Philosophy in Religious Studies. As Council member Leo Mos is a member of the Religious Studies Council, he declared a conflict of interest and did not participate in the discussion or decision.

As the institution 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 University of Alberta for a fully expedited review of its proposed Doctor of Philosophy in Religious Studies program.

CARRIED  
(Leo Mos abstained)

Following discussion of the proposal, it was MOVED and SECONDED that Council recommend that the Minister of Advanced Education and Technology approve the University of Alberta's Doctor of Philosophy in Religious Studies degree program.

CARRIED  
(Leo Mos abstained)

## 9. Monitoring

An overview of the 2006-2007 annual reports from private institutions offering approved degree programs and select data received from their accountability reporting to the Ministry was presented and discussed. Members also discussed the first annual reports from public institutions offering approved degree programs in 2006-2007. For both public and private institutions, Council considered the feedback to be communicated to each institution.

In addition to reviewing the annual reports from institutions, members reviewed the implementation reports for approved degree programs first offered in fall 2007, and the results of a 5-year quality assurance program review submitted by one of the private university colleges.

As a result of Council's review of the annual reports, particularly its first reports from public institutions, and partly as a result of suggestions received by one of the public institutions, members AGREED that the Secretariat should undertake a review and revision of Council's annual reporting templates for public and private institutions.

## 10. CAQC policies and procedures – revisions

Members discussed proposed revisions to several CAQC policies and procedures, including the following:

### (a) *Guidelines for external reviewers used by institutions*

It was MOVED and SECONDED that Council adopt in principle the PCAB guideline on the use of independent academic experts (found in Appendix VII of PCAB's *Accreditation Handbook*), and amend the first selection criteria as follows (changes underlined):

"1. Academic: All 3 experts must have doctoral degrees (or terminal degrees in the discipline), and hold appointments at the senior level.

CARRIED

### (b) *Use of external reviews by independent academic experts by universities*

It was MOVED and SECONDED that when a university submits a proposal for a new program using template C or D under provisions of the pilot project launched with the AUA, CAQC expects the university to engage an external independent academic reviewer(s), and to include the report of the reviewer(s) and the university's response to it in the proposal.

CARRIED

## 11. Roles and Mandates Framework

Council's Chair reviewed the history of Council's involvement in the Ministry's Roles and Mandates initiative, including a review of the correspondence between the CAQC Chair and the Minister. It was AGREED that Council should develop an interpretive document to assist in operationalizing the Roles and Mandates Framework. The draft document, which will focus on ensuring the quality of Alberta degrees, would be discussed at Council's February meeting.

## 12. 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:

- Agree to a request from the University of Calgary for a fully expedited review of its proposed Film Studies major in its approved 4-year Bachelor of Arts program and, once further information was received and reviewed, to recommend to the Minister of Advanced Education and Technology that he approve the program. The Minister subsequently approved the program.
- Agree to a request from the University of Lethbridge for a fully expedited review of its proposed Public Health major in its approved 4-year Bachelor of Health Sciences program, and to recommend to the Minister of Advanced Education and Technology that he approve the program. The Minister subsequently approved the program.
- Agree to a request from The King's University College for a fully expedited review of its proposed Bachelor of Education (After Degree) in Secondary Education program, but to defer its decision on a recommendation to the Minister pending receipt of additional information from the College.
- Defer a decision on the University of Calgary's request for a fully expedited review of its proposed Bachelor of Film Studies pending receipt of an external review of the program with reviewers engaged by the University.
- Deny the request from Athabasca University for a fully expedited review of its proposed Doctor of Business Administration program, due to its precedent setting nature.

In addition, on recommendation of the PRSC, it was MOVED and SECONDED that the PRSC's Terms of Reference be amended to include the following (changes are underlined):

- may make positive recommendation directly to the Minister on behalf of the full Council
- will refer a negative recommendation to the full Council.

CARRIED

### (b) *Nomenclature and Degree Programs Subcommittee*

It was MOVED and SECONDED that Council adopt the *CAQC Expectations for Design and Structure of Undergraduate Degrees* as revised to include Bachelor of Technology program expectations.

CARRIED

The next scheduled meeting of Council is set for 11-12 February 2008.