

Minutes of the Twenty-third Council Meeting – 9-10 September 2008
Lily Lake

Council

Present: Ron Bond (Chair), Patricia Clements, Dianne Kieren, Bob Lockwood, Leo Mos, Keith Ward, Mo Watanabe, Peter Meekison, Cliff Soper

Absent: Greg Moran, Peggy Patterson (both participated via teleconference for portions of the meeting)

Secretariat Marilyn Patton, Guy Germain, Alex Makar, Cora Falacinski, James Oloo

Guests Dr. Ron Woodward; Anne Ryton (for agenda item 4 only)
Dr. Anne Marshall; Dr. Jon Sunderland; Dr. Elisabeth Bennett; Dr. Steve Koffman
(for agenda item 7 only – via teleconference)

Tuesday, 9 September 2008

Members were welcomed to the twenty-third meeting of the Campus Alberta Quality Council. In addition, the Chair welcomed Patricia Clements, Greg Moran and Peggy Patterson to their first meeting.

1. Approval of minutes – 17-18 June 2008

It was MOVED and SECONDED that the 17-18 June 2008 minutes be adopted as distributed.

CARRIED

2. CAQC Chair and Secretariat report

The Chair and Secretariat Director briefly reviewed their report and provided updates on several issues, including notifications of new course-based Master of Laws (LLM) programs at the University of Alberta and the University of Calgary, changes in administration at Taylor University College and Seminary, an update on non-resident institutions, and an update on a new SharePoint site being developed to facilitate the work of Council and the Secretariat.

It was also noted that the evaluation team for SAIT's Organizational Evaluation had been ratified by e-mail since the previous meeting.

3. Follow-up items

Members discussed Council's monitoring role with respect to the review of approved programs at universities, and the Chair reported that he would be discussing this topic, among others, at an upcoming meeting with the Alberta Universities Association (AUA).

Members continued their discussion of the introduction of new three-year degrees in Alberta, a policy question which had been referred to Council by the Minister. They discussed what further information was needed in order to provide their advice to the Minister.

Since October 2005, the Ministry, Council and AUA have worked on a pilot project regarding program proposals from universities. Members discussed various options regarding the best way to proceed with the AUA Template and Review Process Pilot Project.

Council continued the previous meeting's discussion of the issue of dual degrees. At that meeting, members expressed their concern with the type of degree arrangement where a student would receive two degrees from two institutions for the same coursework. The Chair had been directed to write to the Association of Universities and Colleges of Canada (AUCC) to determine if it had any position on the matter. The response from AUCC indicated that it was neither aware of any formal study on the issue nor had it initiated a position on this matter. Discussion centered on the different types of dual, joint and collaborative degree arrangements, the implications for degree recognition, and whether Council needs some kind of guideline or definition for these degrees. Council directed the Secretariat to obtain more information and decided that it would revisit this issue in the future.

As part of its monitoring role, members reviewed the University of Calgary's submission of its Doctor of Veterinary Medicine July 2008 report to the American Veterinary Medical Association.

4. Working with ACAT – discussion with Ron Woodward, ACAT Chair

In response to their presentations to one of the working groups charged with helping to implement the *Roles and Mandates Policy Framework*, the chairs of CAQC and ACAT met in January 2008 to discuss how the two councils could better collaborate to serve Alberta learners. One outcome of that meeting was a commitment to work more closely together and to share information on a regular basis. To further this information exchange, Dr. Ron Woodward, ACAT's Chair, accompanied by Anne Ryton, Manager, Post-secondary Transitions in the Business Integration and ACAT branch of the ministry, gave a presentation on current ACAT initiatives. A question and answer period followed.

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

Members reflected on Council's work over the past year, including its achievements and the challenges it has faced. During the discussion, members considered the feedback from evaluators and applicant institutions. They noted the generally positive comments and identified possible refinements to Council's processes, documents and advice to institutions to address the few areas identified for improvement.

Council has committed to an annual review of its key operating principles. Therefore, members discussed the principles to ensure that they provide an adequate guiding framework and foundation for Council's activities and that they are (i) being operationalized appropriately, and (ii) aligned with Council's new 3-year Review Action Plan strategies. Council resolved to continue aligning its operating principles with its Action Plan and to report back next year on the progress made.

As Council had noted at its September 2007 retreat that it needed to emphasize more prominently its role in the area of fostering quality enhancement, members discussed the difference between *quality enhancement/improvement* and *quality assessment*. Members concluded that it was a shared responsibility with institutions.

Finally, members discussed Council's draft *Management Plan 2008-2011*, containing strategic priorities and known activities for the next three years. The annual preparation of the Management Plan allows both Council and its Secretariat to re-examine the Council's focus and priorities.

The following face-to-face meeting dates were established:

- 4-5 December 2008
- 19-20 February 2009
- 14-15 April 2009 (if needed)
- 16-17 June 2009
- 2-3 September 2009

Wednesday, 10 September 2008

6. Collaborative degrees – new degree providers offering degrees off campus and/or in collaboration with colleges

Members continued their discussion of the implications of off-site delivery and collaborative arrangements on the quality of newly approved degree programs, which it had previously discussed at its May and June 2008 meetings. At the May meeting, Council had passed a motion to inform the Minister of Council's perspective. At the June meeting, after receiving the Minister's endorsement of Council's principle, members directed Council's Chair to write a letter to senior officials at all institutions to alert them of Council's principle.

As Council's letter created a number of requests for clarification from institutions, Council members discussed its expectations regarding its collaborative principle. Members directed Council's Chair to write a follow-up letter to senior officials at all institutions elaborating on its original principle, and including a 'Collaborative Degree Protocol.'

7. Gonzaga University – consideration of a proposal for a Master of Counselling

Gonzaga University is seeking approval to offer a Master of Counselling. Dr. Anne Marshall, Chair of the program evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and the University's response to it. Prior to the end of the teleconference, Council's Chair thanked Dr. Marshall for the team's report. Subsequently, Dr. Jon Sunderland, Gonzaga University's Dean of Education, along with Dr. Elisabeth Bennett, Chair of the Department of Counselor Education and Dr. Steve Koffman, Program Director for Canada, joined the meeting via teleconference to discuss the University's response to the report.

Following further discussion of the proposal, Council AGREED to continue discussion of Gonzaga University's Master of Counselling degree program at a subsequent meeting pending receipt of further information.

8. CAQC policies and procedures

Council discussed measuring learning outcomes in the context of its comprehensive evaluations. Members agreed that during comprehensive reviews, Council will instruct institutions and review teams to pay attention to how institutions assess the quality of learning.

As it is Council's responsibility to monitor the quality of approved degree programs, Council also discussed its expectations regarding notifications of degree program changes. Council agreed to continue the discussion at a future meeting.

In order to clarify the intent of the the Statement of Institutional Integrity which applicant institutions are asked to sign each time a self-study or program proposal is submitted, Council AGREED to include pertinent excerpts from its *Academic Freedom and Scholarship Policy* in a preamble to the *Statement of Institutional Integrity* document.

9. 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:

- Request further clarification on several matters with respect to NAIT's introduction of a 'Health Science' option in its approved Bachelor of Technology in Technology Management degree.
- Undertake a qualitative review of the AUA pilot as a quantitative analysis would not provide reliable conclusions at this time, and to send questions to the AUA, PRSC members and the Post-secondary Programs branch of the ministry.

(b) *Nomenclature and Degree Programs Subcommittee*

It was reported that the Subcommittee had drafted Applied Degree guidelines which were sent to the following stakeholder groups for comment: Alberta Universities Association (AUA), the Alberta Association of Colleges & Technical Institutes (AACTI) and the Private Accredited Post-Secondary Institutions Council (PAPIC). The next Subcommittee meeting is scheduled to take place on 21 October 2008, at which time the Stakeholders' comments will be discussed.

(c) *Working Group on Quality Assurance of Off-Campus and International Degree Programs*

It was reported at the June 2008 meeting that the *Working Group* was drafting principles, checklist and glossary documents. Members received for information the most recent version of the principles and checklist documents.

10. CAQC Handbook

Council is planning to publish a web-based handbook to provide members and stakeholders with an effective reference tool and a comprehensive framework of its standards and guidelines. Members discussed the format, content and presentation of the handbook, and agreed to strike an editorial subcommittee to do further work. A revised draft of the handbook will be discussed at Council's December meeting.

The next scheduled meeting of Council is set for 4-5 December 2008.