

**Minutes of the Thirty-third Council Meeting – 31 August -1 September 2010
Edmonton Coast Plaza Hotel**

Council

Present: Ron Bond (Chair), Patricia Clements, Judy Eifert, Peter Mahaffy, Leo Mos, Jane O’Dea, Peggy Patterson, Art Quinney, John Waterhouse, Robert Woodrow

Absent: Greg Moran

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

Guests Mr. Bruce McDonald and Ms. Lisa Fox (for agenda item 6 only – in person)
Dr. Raza Abidi (for agenda item 9 only – via teleconference)
Dr. Paula Burns, Mr. Garry Bridge, Dr. Kevin Nagel (for agenda item 9 only – via teleconference)
Dr. Ron Dyck and Mr. Bruce McDonald (for agenda item 10 only – in person)

Tuesday, 31 August 2010

Members were welcomed to the thirty-third meeting of the Campus Alberta Quality Council. In addition, the Chair welcomed Judy Eifert, Jane O’Dea, John Waterhouse and Robert Woodrow to their first meeting.

1. Approval of minutes – 15-16 June 2010

It was MOVED and SECONDED that the 15-16 June 2010 minutes be adopted as distributed.

CARRIED

2. CAQC Chair and Secretariat report

The Chair and Secretariat Director briefly reviewed their report and provided highlights of their meeting with Connie Harrison, ADM of the Post-secondary Excellence Division.

In addition, Peggy Patterson provided an update of her participation at the Pan-Canadian Consortium on Admissions and Transfer conference on *Best Practices in Student Mobility: Transforming Higher Education in Canada*. She attended the conference on behalf of Council’s chair and gave a presentation on degree quality assurance in Alberta, focusing on the role of CAQC in advancing student mobility.

3. 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, as well as future opportunities. During the discussion, members considered the feedback it solicits from evaluators and applicant institutions following each external review. 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 is committed to annually reviewing its key operating principles. This year, members focused on four specific principles to ensure that they continue to provide an adequate guiding framework and foundation for Council's activities.

Members also discussed Council's draft Management Plan 2010-2013, which contains strategic priorities and known activities for the next three years, as well as the status of each strategy in the Action Plan that was developed following Council's 3-year review. Because one of Council's initiatives in its Management Plan is to develop strategies to strengthen its collaborative work with the Alberta Council on Admissions and Transfer (ACAT), members agreed to invite the Chair of ACAT to the December meeting to discuss some of ACAT's key initiatives.

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

- 9-10 December 2010
- 15-16 February 2011
- 28-29 April 2011 (if needed)
- 15-16 June 2011
- 21-22 September 2011

4. Monitoring

Continuing from its June 2010 meeting, Council continued its ongoing discussion about monitoring of approved degree programs.

Members also concluded their discussion of the results of two cyclical quality assurance program reviews submitted by an independent academic institution, and agreed on their response

5. Follow-up items

At the June 2010 meeting the Chair reported that he had agreed to City University of Seattle's request to delay submission of their action plan with respect to their Master of Counselling program, and that the action plan would be discussed at the September meeting.

After continued discussion, it was MOVED and SECONDED that Council acknowledge receipt of City University's action plan and inform the institution that the plan needs further development.

CARRIED

At the June 2010 meeting, members agreed to create a subcommittee to review Council's standards for degrees delivered at a distance, which would include members and institutional experts in online learning. They also suggested possible questions and issues for consideration by the subcommittee. It was noted that the following individuals had agreed to serve on the Subcommittee: Ron Bond (Council's chair), Judy Eifert (Council), Peggy Patterson (Council), Katy Campbell (University of Alberta) and Terry Anderson (Athabasca University).

After approving its terms of reference, it was MOVED and SECONDED that the *Distance Delivery Standards Review Subcommittee* be established as an ad-hoc committee of Council.

CARRIED

6. Quality Assurance and Accountability in Alberta's Post-secondary Education System

The Ministry is working on an initiative to better articulate how Alberta can be assured that it has a quality advanced education system. In June 2009, prior to the start of this initiative, Connie Harrison, ADM of the Post-secondary Excellence Division and Bruce McDonald, Executive Director, System Capacity and Development, met with Council to discuss establishing a quality assurance framework or matrix, and agreed to involve CAQC.

Bruce McDonald, accompanied by Lisa Fox, Director of Business Integration and Consultation, provided an update to Council on the initiative. A question and answer period followed.

7. Alberta Public Agencies Governance Act

Members reaffirmed the Member Code of Conduct.

8. CAQC subcommittees

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:

- deny a request from DeVry Institute of Technology-Calgary for a fully expedited review of its proposal for a Bachelor of Technical Management, thus initiating an external review of the proposal.
- deny a request from Cape Breton University for a fully expedited review of its proposal for an MBA in Community Economic Development, thus initiating an external review of the proposal.
- deny a request from Loma Linda University for a fully expedited review of its proposal for an MSc in Marital and Family Therapy, thus initiating an external review of the proposal.
- agree to a request from Concordia University College of Alberta for a fully expedited review of its proposal for a Master of Information Systems Assurance Management, and begin its desk review of the proposal.
- agree to a request from the University of Alberta for a fully expedited review of its proposal for a Bachelor of Commerce (Natural Resources, Energy and the Environment), and following its desk review, 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 Calgary for a fully expedited review of its proposal for a Master of Public Policy, and begin its desk review of the proposal.

Council accepted the report from its subcommittee.

Wednesday, 1 September 2010

9. NAIT – consideration of a proposal for a 4-year Bachelor of Health Informatics

NAIT is seeking approval to offer a 4-year Bachelor of Health Informatics. Dr. Raza Abidi, Chair of the program evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and NAIT's response to it. At the end of the teleconference, Council's Chair thanked Dr. Abidi for the team's report.

Subsequently, NAIT officials Dr. Paula Burns (Acting Provost and Vice-President Academic), Mr. Garry Bridge (Director, Degree Development and Academic Planning) and Dr. Kevin Nagel (Dean, Faculty of Undergraduate Studies) joined the meeting via teleconference to discuss NAIT's response to the report.

After further discussion, Council AGREED to continue discussion of NAIT's 4-year Bachelor of Health Informatics degree program at a subsequent meeting once further information is provided by the institution.

10. Discussion with Ron Dyck (ADM, Research and Innovation) and Bruce McDonald (Acting ADM, Post-secondary Excellence)

At the June 2010 meeting, Council had invited Dr. Ron Dyck, ADM of the Ministry's Research and Innovation Division, to provide an overview of the new Research and Innovation system within Campus Alberta. Members decided at that time to invite Dr. Dyck back to the September retreat, along with Connie Harrison, ADM of the Post-secondary Excellence Division, to further explore this topic and the future of Campus Alberta. As Connie Harrison was unable to attend, Bruce McDonald participated in the discussion.

The next scheduled meeting of Council is set for 9-10 December 2010.