

CHAIR POSITION DESCRIPTION CAMPUS ALBERTA QUALITY COUNCIL

The Campus Alberta Quality Council is an arms-length quality assurance agency that has been established under section 108 of the *Post-secondary Learning Act (Act)* to advance the quality of the post-secondary system in Alberta and is accountable to the Minister of Alberta Innovation and Advanced Education (Minister). The Council is an expert advisory body whose primary responsibility is to provide advice and recommendations to the Minister on applications from post-secondary institutions seeking to offer new degree programs in Alberta under the terms of the *Act* and the Programs of Study Regulation (91/2009). The Council also has a responsibility to review and monitor degree programs to ensure that they meet its expectations of quality.

To enable it to address the broad range of degree programming in Alberta, Council's membership *as a whole* should reflect, over time, the diversity within Campus Alberta (e.g., sectoral, geographical) and within the academic community (e.g., disciplinary areas, gender).

A. Summary of Position

The Chair guides the 11-person Council in carrying out its duties which include the following:

- establishing minimum organizational and program assessment conditions and standards;
- periodically reviewing and assessing its guidelines and standards;
- inquiring into and reviewing proposals to offer a program of study leading to any degree (except degrees in divinity) from any resident or non-resident institution;
- making recommendations to the Minister respecting the approval of programs at public or private institutions leading to an applied, baccalaureate, master's or doctoral degree;
- monitoring of approved degree programs;
- helping to develop and recommend policies respecting the approval of degree programs offered in Alberta;
- serving on standing committees and other subcommittees as required; and
- making rules governing the conduct of meetings and reporting.

B. Key Responsibilities

Council Responsibilities

The Council Chair shares the following responsibilities with all Council members:

- ensures that due process is followed in dealing with applicant institutions and with recommendations to the Minister;
- reviews applicable annual reports and other periodic reports to assess the progress of institutions in meeting any conditions/reporting requirements specified by Council with respect to specific approved degree programs;
- ensures that Council's various forms of evaluation are conducted according to the appropriate schedule and according to Council's guidelines and standards;
- ensures that decisions and recommendations reached by Council are implemented;
- ensures that emerging issues in the area of quality assurance are addressed by Council;
- reviews any matter relating to a proposal to offer a degree program or any other matter the Minister refers to Council;
- communicates with stakeholders and the post-secondary community; and
- encourages improvement in quality assurance policies and promotes best practices.

Individual Responsibilities

The Chair has the following additional responsibilities:

- presides at and leads Council meetings; sets the agenda for meetings, and ensures minutes are recorded;
- may chair standing committees and other subcommittees as required;
- with the assistance of other Council members, recruits academic experts to serve on Council's external evaluation teams;
- orients new members and evaluation teams;
- provides effective leadership and champions Council initiatives at provincial and national levels, including promotion of the recognition of Alberta degrees and Council's quality assurance processes;
- places high priority on building and maintaining good communication and working relationships with the Minister and government officials necessary to carry out Council responsibilities and with stakeholder groups including post-secondary institutions, students and related organizations;
- ensures periodic reports of Council's activities are provided to the Minister and other stakeholders;
- submits to the Minister the Annual Report of Council;
- acts as a spokesperson for Council;
- carries out various duties on delegated authority of Council;
- examines the strengths and weaknesses of Council members and provides advice to the Minister on the recruitment and appointment or re-appointment of Council members;
- acts in an ethical manner and complies with the applicable sections of the *Post-secondary Learning Act*, the Programs of Study Regulation, and with Council's Code of Conduct, policies and procedures;
- prepares appropriately for Council meetings (Council normally meets 4-5 times per year, some of which may be by teleconference; some in-person meetings are two-day meetings);
- attends Council meetings on a regular basis, including subcommittee meetings, as required;
- ensures that the confidentiality of Council proceedings is maintained; and
- develops effective relationships with the Secretariat in order to guide it in fulfilling its role of supporting the work of Council.

C. Competencies

To be eligible to serve as Council's chair, a candidate must be a Canadian citizen or a permanent resident of Canada. A chair should have a reasonable combination of the following:

- demonstrated leadership, strategic planning and decision making skills;
- substantial senior administrative experience in the Alberta academic arena (cannot currently be a Dean or higher at an Alberta post-secondary institution);
- extensive program development and/or review experience;
- demonstrated interest in and awareness of issues and trends affecting post-secondary education and life-long learning;
- experience chairing academic committees;
- established reputation within the Alberta post-secondary system, and among post-secondary leaders in Canada;
- demonstrated consensus building skills;
- understanding of fair processes (e.g., natural and administrative justice);
- sensitivity to interests of both public and private institutions, and resident and non-resident institutions;
- excellent communication skills;
- neutrality – not perceived as being related to special interests;
- doctoral degree from a recognized post-secondary institution or equivalent;

- in-depth working knowledge of undergraduate and graduate programs;
- knowledge of issues and trends in post-secondary education and quality assurance, from a provincial, national and international perspective;
- familiarity with the *Post-secondary Learning Act* and government policies and procedures as they pertain to the ministry;
- demonstrated leadership in business, the professions, industry, public service, volunteerism or other community service;
- experience with academic staff recruitment / performance evaluation / retention;
- demonstrated proficiency in teaching, scholarship and service;
- knowledge of the pedagogy of teaching and learning;
- knowledge of effective learning technology and alternative delivery systems;
- experience in co-curricular activities (e.g., student advising/mentoring) / graduate student supervision

D. Terms and Conditions

The Chair normally is appointed for a three-year term, which may be renewed. Remuneration: will be on a per diem basis, as set by the government's Committee Remuneration Order.