

## MEMBER POSITION DESCRIPTION CAMPUS ALBERTA QUALITY COUNCIL

### A. Summary of Position

The Campus Alberta Quality Council is an expert committee established under the *Post-secondary Learning Act*. Council's work is guided by its key operating principles ([http://www.caqc.gov.ab.ca/media/1035/Key\\_Operating\\_Principles.pdf](http://www.caqc.gov.ab.ca/media/1035/Key_Operating_Principles.pdf)). 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). Council members, including the chair, are independent experts and are collectively responsible for carrying out the following Council duties, without representing constituencies:

- 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 Council's standing committees and/or other subcommittees as required; and
- making rules governing the conduct of meetings and reporting.

### B. Key Responsibilities

#### Council Responsibilities

Collectively, members are expected to contribute to the following Council responsibilities:

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

### Individual Responsibilities

Following Council's operating principles, a Council member is responsible for:

- acting in an ethical manner and complying 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;
- preparing 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);
- attending Council meetings on a regular basis, including subcommittee meetings, as required; and
- ensuring that the confidentiality of Council proceedings is maintained.

### **C. Competencies**

To be eligible to serve as a member of Council, a candidate must be a Canadian citizen or a permanent resident of Canada. A Council member should have a reasonable combination of the following experience and expertise/knowledge:

- possession of a university-level degree (minimum of a baccalaureate from a recognized post-secondary institution or equivalent);
- program development and/or review experience;
- demonstrated interest in and awareness of issues and trends affecting post-secondary education and life-long learning;
- knowledge of the Alberta (or other) post-secondary system and its diversity;
- knowledge of issues and trends in post-secondary quality assurance, including from national and international jurisdictions;
- understanding of fair processes (e.g., natural and administrative justice);
- recent senior post-secondary administration or managerial experience (cannot currently be a Dean or higher at an Alberta post-secondary institution);
- experience in co-curricular activities (e.g., student advising/mentoring) / graduate student teaching and supervision;
- 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 and/or scholarship and/or service;
- commitment to and experience in enhancing students' learning experiences;
- knowledge of the pedagogy of teaching and learning;
- knowledge of effective learning technology and alternative delivery systems; and
- working knowledge of undergraduate and graduate programs

### **D. Terms and Conditions**

A member 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.