

Minutes of the Twenty-fifth Council Meeting – 19-20 February 2009
Commerce Place Building, Edmonton (19 February)
Phipps-McKinnon Building, Edmonton (20 February)

Council

Present: Ron Bond (Chair), Patricia Clements, Dianne Kieren, Bob Lockwood, Peter Meekison,
Greg Moran, Peggy Patterson, Cliff Soper, Keith Ward, Mo Watanabe

Absent: Leo Mos

Secretariat Marilyn Patton, Guy Germain, Alex Makar, Cora Falacinski (20 February only)

Guests Dr. Mark Evered; Dr. Gordon Nixon; Lee Haldeman (for agenda item 3 only – via teleconference)
Dr. Annette LaGrange; Dr. Jon Sunderland; Dr. Janet Brougher (for agenda item 4 only – via
teleconference)
Minister Doug Horner; Deputy Minister Annette Trimbee; Executive Assistant Tim Schultz (for
agenda item 7 only)

Thursday, 19 February 2009

Members were welcomed to the twenty-fifth meeting of the Campus Alberta Quality Council.

1. Approval of minutes – 4-5 December 2008

It was MOVED and SECONDED that the 4-5 December 2008 minutes be adopted, as amended.

CARRIED

2. CAQC Chair and Secretariat report

The Chair and Secretariat Director briefly reviewed their report and provided updates on several issues, including a recent meeting with the Alberta Council on Admissions and Transfer (ACAT) and a meeting with Red Deer College representatives.

3. SAIT – consideration of the report of the Organizational Evaluation Team

The Southern Alberta Institute of Technology (SAIT) is seeking approval to offer 4-year Bachelor of Science in Internetworking and 4-year Bachelor of Business Administration (Accounting) programs. According to Council's procedures, the proposal is subject to a full review (organizational and program evaluation). SAIT has requested that the 4-year Bachelor of Business Administration (Accounting) proposal be reviewed first.

Dr. Mark Evered, Chair of the organizational evaluation team, joined the meeting via teleconference to answer questions of clarification on the evaluation team report and the institution's response to it. Prior to the end of the teleconference, Council's Chair thanked Dr. Evered for the team's report. Subsequently, Dr Gordon Nixon, Vice President, Academic at SAIT, along with Lee Haldeman, Associate Vice President Academic Development, joined the meeting via teleconference to discuss the institution's response to the report.

Following further discussion of both the team's report and SAIT's response to it, it was MOVED and SECONDED that SAIT's Bachelor of Business Administration (Accounting) degree program proposal be moved to the program evaluation stage.

CARRIED

It was further AGREED that Council will direct its program evaluation team to address several issues relating to the organizational review.

4. Gonzaga University - consideration of a proposal for a Master of Arts in Leadership and Administration

Gonzaga University is seeking approval to offer a Master of Arts in Leadership and Administration. Under a previous approval process, it had been given approval by the Minister to offer this program until 31 August 2009.

Dr. Annette LaGrange, 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. LaGrange for the team's report. Subsequently, Dr. Jon Sunderland, Gonzaga University's Dean of Education, along with Dr. Janet Brougher, Chair of the Department of Educational Leadership and Administration, joined the meeting via teleconference to discuss the University's response to the report.

Following discussion, Council CONFIRMED the recommendation of the program evaluation team that the name of the proposed program be a Master of Education, and that although the University originally proposed two program options for this degree – a *Teacher Leadership* option and a *School Administration* option - only the latter be recommended for approval.

It was MOVED and SECONDED that Council recommend that the Minister of Advanced Education and Technology approve Gonzaga University's Master of Arts in Leadership and Administration as a Master of Education (School Administration) program.

CARRIED

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

5. Follow-up items

Council continued the discussion it began at its December 2008 meeting with respect to its expectations regarding notification of degree program change. It directed the Secretariat to finalize the document, review it with the Ministry and then include it into Council's Handbook.

As well, Council continued its discussion of monitoring degree programs at universities and other mature institutions.

Council considered requests from two institutions with respect to their faculty complement for approved programs.

Council also reviewed the results of five-year quality assurance program reviews submitted to it by The King's University College for its 3-year and 4-year BA (Psychology) programs.

Friday, 20 February 2009

6. 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 Alberta for a fully expedited review of its MSc in Integrated Petroleum Geosciences program, 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 Alberta for a fully expedited review of its BSc in Animal Health program (with majors in Companion and Performance Animals, Food Animals, and Food Safety and Quality), and recommend to the Minister that he approve the program. The Minister subsequently approved the program.
- Agree to a request from the University of Alberta for a fully expedited review of its BA (Drama) / BEd (Secondary) combined program, and recommend to the Minister that he approve the program. The Minister subsequently approved the program.
- Agree to a request from Cape Breton University for a partially expedited review of its MBA in Community Economic Development program.
- Reject a request from Ambrose University College for a fully expedited review of its Bachelor of Business Administration program.
- Agree to a request from Queen's University for a partially expedited review of its National Executive MBA and Accelerated MBA programs, and to agree to a partially expedited review of the joint Queen's University and Cornell University International Executive MBA program, and to indicate to the institutions that it would rule on their requests for fully expedited reviews once the programs are referred to Council.
- Agree to recommend to the Deputy Minister that the University of Lethbridge be allowed to change the name of the Music Technology major in its Bachelor of Music program to Digital Audio Arts.

(b) Nomenclature and Degree Programs Subcommittee

The Subcommittee is currently working on developing guidelines for baccalaureate degrees in Nursing. At the suggestion of the Subcommittee, Council's Chair and Secretariat staff, along with staff from the Post-secondary Programs/EPE branch, held a meeting with officials from the Nursing Education Program Approval Board to explore opportunities for collaboration.

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

The Working Group, which is comprised of the Deputy Provost of the University of Calgary, the Vice-Provost of the University of Alberta, the Ministry's Director of International Education (or alternate), CAQC's Chair, and the Director of the CAQC Secretariat, has finalized a toolkit containing principles, a checklist and an annotated bibliography. In presenting the Toolkit, the Chair noted that it was developed to assist institutions when they contemplate off-site and/or cross-border delivery of degree programs.

It was MOVED and SECONDED that Council endorse and communicate the principles, checklist and annotated bibliography as a toolkit to help institutions that are considering off-campus and international delivery of programs.

CARRIED

7. Meeting with the Minister

At Council's invitation, the Honourable Doug Horner, Minister of Advanced Education and Technology, accompanied by his Executive Assistant Tim Schultz, and Deputy Minister Annette Trimbee, met with Council to discuss several issues of mutual interest. A question and answer session followed.

8. Council development topic: quality assurance at Ontario's universities

One of the strategies emanating from Council's Action Plan is to periodically discuss topics that may enhance the knowledge base of members. As a follow-up to Council's discussion with respect to the monitoring of university degree programs at its December 2008 meeting, members discussed the current and future plans with respect to quality assurance of Ontario's universities.

9. Next meeting

Council deliberated on the need for an additional meeting in April and confirmed that it would hold a videoconference meeting on 14 April.

10. CAQC policies and procedures: Statement on governance and administration

Members discussed the need to adopt additional criteria and/or standards with respect to the governance and administrative capacity of applicant institutions. It was agreed that the Secretariat would develop a draft statement that would be discussed at a subsequent meeting of Council.

The next scheduled meeting of Council is set for 14 April 2009.