



Campus Alberta Quality Council

Fourteenth Annual Report

1 April 2017– 31 March 2018

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Campus Alberta Quality Council

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ISBN 978-1-4601-4176-2 (Print)
ISBN 978-1-4601-4177-9 (PDF)
ISSN 1715-4243 (Print)
ISSN 2291-8736 (Online)

15 October 2018

Honourable Marlin Schmidt
Minister, Advanced Education
Room 403 Legislature Building
10800 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Schmidt:

RE: Campus Alberta Quality Council Fourteenth Annual Report

On behalf of the Campus Alberta Quality Council (CAQC), we have the pleasure of providing you with our Fourteenth Annual Report for the period 1 April 2017 through 31 March 2018. This report highlights some of the main activities with which CAQC has been engaged during a busy and productive year. On Council's recommendation, ten degree programs proposed by resident institutions were approved – seven undergraduate and three graduate. Each program was thoroughly examined and evaluated using the standards established and published by CAQC.

During the reporting year, Council's ongoing activities continued to promote and support effective quality assurance at both institutional and system levels. In 2017/18, Council worked with the Comprehensive Academic and Research Institutions provosts to begin implementation of the second round of audits. Council's Monitoring Standing Committee (MSC) reviewed and provided feedback with respect to the results of 17 cyclical program reviews from 11 institutions, and continued to provide feedback to Mount Royal University, Grant MacEwan University, NAIT and SAIT on their scholarly activity reporting in a new format agreed to by MSC and those institutions.

We are proud of our continuing work with Yukon College providing quality assurance services as the College moves to offer its first degree program.

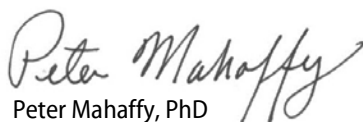
To enhance communication with its stakeholders, Council is reaching out to faculty through their associations and considering ways to increase the engagement of students in quality assurance within their institutions. Council also continues to maintain strong communication links with the Ministry and other stakeholders.

We actively participated in the government's Agencies, Boards and Commission review of Council, and are pleased the review has been successfully completed with the decision to maintain CAQC as an arms-length government agency. We are eager to act on the recommendations from this review. As well, following on the successful recruitment of five new members during the 2017/18 reporting period (two who began their terms in July 2018), we look forward to recruiting two new members in 2018/19.

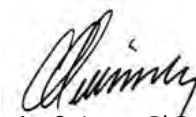
CAQC is committed to the quality of the degree programming offered in Alberta and we are confident institutions within the system share that responsibility appropriately with Council and with the Ministry. We would like to acknowledge the excellent work of Council members and the Director and three other members who comprise the highly skilled and professional Secretariat. The Secretariat has been through a difficult transition with the selection of a new Director and a new Manager and was short-staffed for several months during transition, yet maintained support for the work of Council in an exemplary manner.

We are also appreciative of the strong and open communication channels with the Ministry, and thank the Ministry for on-going support and confidence in our work.

Sincerely,



Peter Mahaffy, PhD
Co-Chair



Art Quinney, PhD
Co-Chair

CAQC Mandate

The Campus Alberta Quality Council (CAQC) is an arms-length quality assurance agency that makes recommendations to the Minister of Advanced Education on applications from post-secondary institutions seeking to offer new degree programs in Alberta under the terms of the *Post-secondary Learning Act (PSLA)* and the *Programs of Study Regulation (91/2009)*. CAQC's Mandate and Roles Document outlines the Minister's and Council's responsibilities and accountabilities.

Other than degrees in divinity, all new degree programs to be offered in Alberta (including those proposed by non-resident (out-of-province) institutions) must be approved by the government. Council is charged with the quality review of new degree program proposals referred to it by the Minister. It also monitors degree programs to ensure Council's standards of quality continue to be met. In carrying out its responsibilities, Council works proactively with degree granting institutions to support their own efforts to build and maintain effective quality assurance processes and practices.

Activities of Council

Council is committed to ensuring the quality of proposed degrees, and encouraging institutions to continue enhancing the quality of their degree programs. During the reporting year, Council focused on the following activities:

- ▶ conducting program proposal evaluations and making recommendations to the Minister on applications from post-secondary institutions to offer new degree programs
- ▶ monitoring approved degree programs to ensure their compliance with Council's conditions and quality standards
- ▶ refining Council's documentation, procedures and assessment practices with respect to program proposals and monitoring activities
- ▶ working with post-secondary institutions to assist them in improving the quality of new proposed degree programs
- ▶ providing feedback to institutions on the results of their program cyclical reviews
- ▶ offering advice to institutions on Council's quality standards and review and monitoring processes
- ▶ responding to the outcomes of the Agencies, Boards and Commission's (ABC) review of Council and developing a plan to implement the review recommendations
- ▶ increasing the effectiveness of Council's operations through revising the CAQC self-assessment instruments
- ▶ working with the Ministry on initiatives related to Council's mandate
- ▶ communicating the role of Council to stakeholders within the province and strengthening communication networks with other provincial quality assurance agencies and the public.

In 2017/2018, Council held six meetings (one via teleconference), and in keeping with its desire to visit institutions, met at Athabasca University, The King's University, Northern Alberta Institute of Technology (NAIT), Ambrose University and the Alberta College of Art and Design. In each case, the host institution had an opportunity to present on its current programs, quality assurance processes, success in implementing approved programs, and future plans.

Action Plan 2017-2020

As required by the *Public Agencies Governance Framework*, all advisory councils accountable to the Minister are expected to have an action plan identifying priorities to be undertaken during a three-year planning cycle in order to fulfill their mandates. To align its work with this expectation, Council adopted its sixth Action Plan at the September 2017 meeting. The plan outlines three goals and 24 priority initiatives. As of 31 March 2018, the implementation status of CAQC's priority initiatives was as follows:

Goal 1: CAQC will carry out quality reviews of new programs that are well-developed, efficient, and evidence-based.

Priority initiative

- ▶ Continue to explore additional ways to work with institutions to emphasize institutional support for program-level teaching and learning effectiveness as they develop new programs.
- ▶ Continue to work with institutions to incorporate more fully the use of student learning outcomes and their assessment in new program development.
- ▶ Conduct a systematic review of Council's quality assessment processes and guidelines and experience with respect to program proposals from non-resident institutions.
- ▶ Review the terms of reference for the Proposal Review Standing Committee.
- ▶ Review the criteria for partially expedited reviews and fully expedited reviews.
- ▶ Work with the Ministry to develop mechanisms to assure that collaborative delivery arrangements involving Council-recommended degree programs meet Council's quality standards and conditions.

Results achieved

- continued discussion of program-level indicators of teaching and learning effectiveness and quality assurance
- continued to emphasize in discussions with institutions the importance of clearly articulating learning outcomes in new program proposals
- adopted revisions to the fully expedited review (FER) request criteria mandating that proposals must clearly identify appropriate program learning outcomes (PLOs), as well as describe the policies and procedures for assessing PLOs
- developed and approved the *Handbook* Glossary definitions for "learning outcomes", "learning objectives", and "competencies"
- Proposal Review Standing Committee (PRSC) continues to examine the learning outcomes as part of its review of all new program proposals
- began considering necessary changes to processes and guidelines, based on last year's systematic review of Council's quality assessment processes and guidelines and experience with respect to program proposals from non-resident institutions (NRIs); in particular, Council has adopted revised FER and partially expedited review (PER) criteria for resident institutions, and now needs to discuss criteria for NRIs
- no action yet taken
- reviewed and adopted the revised PER and FER criteria for resident institutions in s. 2.2.2 of the *Handbook*
- advised institutions on Council's quality standards and conditions for degrees delivered in collaboration
- provided feedback on the draft revised collaboration guidelines that was prepared by the Post-secondary programs (PSP) branch, which is intended to replace the current outdated guidelines
- reviewed and provided feedback on the draft agreement for delivering Southern Alberta Institute of Technology's (SAIT) BBA (Accounting) degree in collaboration with Grande Prairie Regional College
- reviewed and provided feedback on annual reporting by three Mount Royal University (MRU) programs delivered in collaboration with Medicine Hat College and Red Deer College and one NAIT program delivered in collaboration with Keyano College

Goal 2: *Council will ensure that degree programs approved on recommendation of CAQC continue to meet Council's quality standards and conditions.*

Priority initiative

- ▶ *Work with institutions to more fully use student learning outcomes and their assessment in their quality assurance of degree programs.*
- ▶ *Work with institutions to develop indicators of teaching and learning effectiveness for the purpose of quality improvement of degree programs.*
- ▶ *Review the terms of reference for the Monitoring Standing Committee.*
- ▶ *Work with the Comprehensive Academic and Research Institutions' (CARI) provosts to implement the second round of audits with the CARI institutions.*
- ▶ *Finalize creation of the criteria and process to inform Council's consideration of extending the audit process for the monitoring of degree granting institutions beyond the CARI sector.*
- ▶ *Continue to work with sectors to further refine expectations for scholarly activity to support high quality programs using, as appropriate, adaptations of frameworks such as Boyer's models of scholarship.*
- ▶ *Continue to support institutions, sectors, and the Campus Alberta system in the development and strengthening of quality assurance processes.*

Results achieved

- Monitoring Standing Committee (MSC) continues to look for evidence of learning outcomes assessment as part of its review of cyclical program review results and emphasizes the importance of this issue in its feedback to institutions
- proposed revisions to s. 5.2.3 'Results of Institution's Cyclical Program Evaluations' of the *Handbook* to articulate Council's guideline for mapping and assessing PLOs as part of cyclical reviews by institutions
- see above regarding using student learning outcomes and their assessment in quality assurance of degree programs
- no action yet taken
- the CAQC-CARI Steering Committee has established its schedule for the second round of audits of the quality assurance processes at the University of Lethbridge, the University of Calgary, Athabasca University, and the University of Alberta; the audits will take place over the next reporting period
- reviewed and approved Council's criteria and process to guide its consideration of extending the audit to degree granting institutions beyond the CARI sector; the criteria and process were developed by the Audit Criteria Committee comprising CAQC members and representatives from the CARI, Baccalaureate and Applied Studies Institutions (BASI), Polytechnical Institutions (PI) and Independent Academic Institutions (IAI)
- continued to provide feedback to institutions reporting annually to Council on the scholarly activity development in their programs; as evidenced by the 2016/17 reporting, many institutions have substantially increased their institutional-level supports for improving the level of scholarship in degree programs
- continued to provide feedback to MRU, Grant MacEwan University (GMU), NAIT and SAIT on their scholarly activity reporting in a new format, based on the discussions MSC had with the Vice-Presidents Academic of BASIs and PIs over past reporting periods
- proposed substantial revisions to s. 5.2.3 'Results of Institution's Cyclical Program Evaluations', based on MSC's experience with reviewing institutional cyclical review policies and results of program cyclical reviews
- MSC reviewed and provided feedback on the results of 17 program cyclical reviews from 11 institutions in 2017/2018

Goal 3: Council will work proactively with institutions, government and other stakeholders to support delivery of quality degree programs to serve the best interests of adult learners.

Priority initiative

- ▶ *Continue Council's proactive interaction and dialogue with institutions and sectors to support quality assurance processes and new program proposal development.*

- ▶ *Explore the potential of developing increased recognition of the quality of Alberta degrees nationally and internationally.*

- ▶ *Explore with stakeholders the use of interactive modes of communication such as social media and webinars to increase Council's visibility and enhance dialogue on quality assurance initiatives.*

- ▶ *Complete the design and development of an updated Council website to enhance communication with Council's stakeholders.*

- ▶ *Work with the Ministry on initiatives and policies that are relevant to Council's mandate, especially any review of adult learning.*

- ▶ *Through Council's Co-Chairs, continue regular communication with the Minister and senior Ministry officials.*

Results achieved

- continued to communicate regularly with officials from post-secondary institutions to explain Council's principles and procedures and to seek input on the best ways to serve the interests of the post-secondary system and its learners
- continued to collect and review feedback from reviewers and applicant institutions regarding the effectiveness and efficiency of Council's assessment processes
- regularly updated content on CAQC's website to enhance Council's communication with its stakeholders and members of the public

- completed the CAQC website modernization project to:
 - enhance access to accurate, concise, and engaging online information that will help visitors understand Alberta's degree program approval and quality assurance processes; and
 - enhance Alberta's online presence and ability to showcase the value proposition of CAQC

- through its Secretariat, continued exploring options for using the government platform and the Ministry's support systems for developing new communication modes

- launched Council's new website and its updated logo at the end of September 2017

- invited Ministry officials to several CAQC meetings to discuss the review of post-secondary institution system roles and mandates and CAQC's involvement in the process
- Co-Chairs and the Secretariat met with the Senior Director of the Research Capacity Planning area in the Science and Innovation Division of Economic Development and Trade, to discuss possible definitions related to 'research' as part of the government's review of the Roles and Mandates Framework and its six-sector categorization of publicly funded post-secondary institutions
- discussed with Ministry officials the review of professional master's programs
- discussed and provided feedback on the revised draft document outlining approval processes for new programs and program changes prepared by the Ministry's PSP branch and the CAQC Secretariat

- hosted the Assistant Deputy Minister (ADM) at CAQC's June 2017 meeting
- Co-Chairs liaised regularly with the ADM during the reporting year

- ▶ *Through Council's Co-Chairs and Secretariat, continue to enhance consultation and share effective practices with post-secondary quality assurance agencies in Canada.*
- ▶ *Continue discussions with Alberta post-secondary students about their role and engagement in the quality assurance of degree programs.*
- ▶ *Continue discussions with Alberta post-secondary faculty about their role and engagement in quality assurance of degree programs.*
- ▶ *Develop appropriate partnerships to guide CAQC in understanding how its mandate relates to the relevant calls to action of the Truth and Reconciliation Commission.*
- ▶ *Work with the Ministry and institutions on refining the Alberta Credentials Framework, and explore the implications for Council's work.*
- Co-Chair participated in BC's *Quality Assurance Process Audit: Initial Learning & Context* forum at Simon Fraser University on 23 November 2017
- through its Secretariat, continued to participate in monthly networking teleconferences, and communicated on an ad-hoc basis at other times as required, with quality assurance agencies in other jurisdictions
- Co-Chair presented to student leaders about the work of CAQC and how students can be involved in quality assurance at their institutions at the Ministry's meeting with them on 17 November 2017
- Co-Chairs met with Alberta Colleges and Institutes Faculty Association on 20 April 2017
- continued discussion on how quality assurance relates to the role of Indigenization in Alberta degree offerings and developed draft principles to guide Council's work in this important area
- reviewed and provided feedback to the Ministry on the revised version of the Alberta Credentials Framework; this draft document reflects several suggestions provided by Council members over the past years

Other Activities

Committees

In addition to ad-hoc committees, Council has two standing committees to facilitate its work.

Proposal Review Standing Committee

In 2017/2018, PRSC

- reviewed nine FER requests and completed eight program desk reviews
- reviewed and provided feedback on 11 substantive program changes proposed by five institutions
- reviewed and provided feedback on one draft agreement for delivering a degree program in collaboration
- began its review of the Part B degree proposal template
- completed review and revision of CAQC's criteria for PER and FER reviews, the revised versions of which were adopted by Council at its December 2017 meeting

Monitoring Standing Committee

In 2017/2018, MSC

- reviewed and provided feedback on
 - the annual reporting submitted by 18 institutions covering 106 degree programs (94 offered by resident institutions and 12 by NRIs)
 - the annual reporting follow-up information submitted by two institutions
 - the results of 17 cyclical program reviews from 11 institutions
- reviewed and provided feedback to Council on progress report by one institution relating to the outcomes of the first comprehensive evaluation
- began its review and revision of Council's *Handbook* s. 5.2.3 'Results of Institution's Cyclical Program Evaluations'
- as of 31 March 2018, was considering two results of cyclical program reviews from two institutions

Stakeholder Engagement

As reported under the Action Plan's priority initiatives, CAQC continues to actively engage with institutional and Ministry stakeholders.

Conferences and Presentations

As it is important that Council's assessments be recognized and understood both within and outside the province, Council's Chair or Co-Chairs, members, and the Secretariat Director attend meetings and conferences and, in some cases, make presentations relating to Council's work. This year, Council's Co-Chairs were the keynote speakers at the University of Alberta's *Learning Outcomes* conference. On behalf of the Co-Chairs, the Secretariat Director attended the second University of Alberta initiative related to the development and assessment of learning outcomes. Further, one Co-Chair participated in BC's *Quality Assurance Process Audit: Initial Learning & Context* forum at Simon Fraser University in Vancouver.

Evaluations and Recommendations

The process of approval for new degree programs being proposed in Alberta is as follows¹:



Council's evaluation process is rigorous, depends heavily on impartial external peer review, and takes into consideration the institutional context and the experience of an institution in offering degree programming. When an institution proposes its first degree program, a first degree program at a new level, or other precedent-setting degree, it will normally be subject to a full assessment by Council, including both an organizational and a program review.

For institutions that have experience in offering degree programs at the level of the degree being proposed, a FER (no organizational evaluation and a desk review by Council's PRSC and Secretariat rather than engaging external evaluators for the program review) or PER (one not requiring an organizational evaluation) may be possible, according to Council's criteria.

As Council is committed to fostering continuous development and enhancement of degree programs, it applies iterative processes in discussions with institutions during the review process and after a program's approval (CAQC's principle 9).

Applications Referred to Council and Council Recommendations

In 2017/2018, Council made recommendations to the Minister on 11 programs (eight baccalaureate and three graduate programs), eight of which were subject to a FER by PRSC acting on behalf of Council.

Subsequently, the Minister approved 10 of these programs, and was considering the approval of the remaining program proposal as of 31 March 2018.

As of 31 March 2018, Council was reviewing one graduate program proposal undergoing a full program evaluation and one undergraduate applied degree with four majors undergoing a PER. As well, PRSC was considering two FER requests for two graduate program proposals from two institutions.

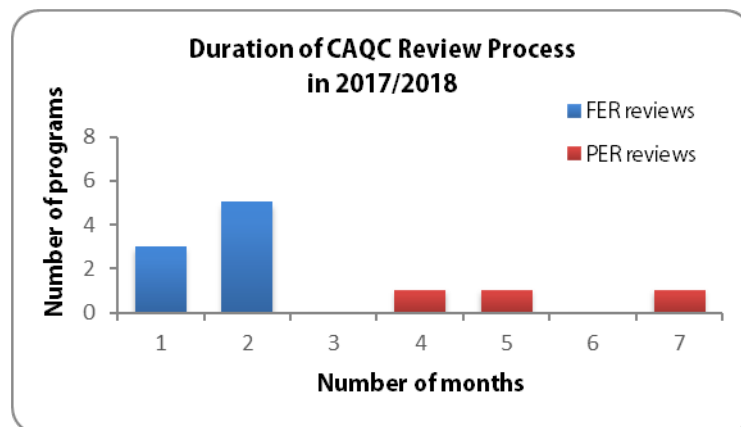
¹ A complete description of the program approval process in Alberta including the role of CAQC can be found on Council's website at <https://caqc.alberta.ca/review-process/degree-program-approval-process/>.

Maximizing the efficiency of review processes is a high priority for Council. With few exceptions, the review process is shorter for FERs than for PERs. The proportion of review type under Council’s consideration varies annually, e.g., in 2017/2018 73% of reviews underwent a FER, compared with:

- 100% in 2016/2017
- 36% in 2015/2016
- 87% in 2014/2015
- 47% in 2013/2014
- 92% in 2012/2013, and
- 57% in 2011/2012.

In 2017/2018, the time it took for a Council review from receipt of an institution’s full program proposal to Council’s recommendation to the Minister ranged from 24 to 188 days, excluding the time during which Council was waiting for additional documentation from institutions. The eight FER reviews that were conducted by PRSC ranged from 24 to 48 days, with the average time of 37.6 days per review. This is slightly higher than the average time to complete the nine FER reviews in 2016/2017 – 32.5 days. However, this can be attributed to the fact that all eight reviews conducted in 2017/2018 required receiving and processing additional information while in the previous year, only five out of nine FER reviews involved requests for follow-up information.

In 2017/2018, three out of 11 reviews underwent a PER review (one included elements of organizational review), lasting 111, 140 and 188 days. The longest one involved a denial by PRSC of a FER request by the institution, receiving an updated proposal, and conducting a review by a CAQC external evaluation team.



Overall, Council’s review time is affected by factors such as

- the completeness of the institution’s proposal
- whether an organizational evaluation is required before the program review
- the time it takes to recruit external reviewers and establish a site visit date mutually agreeable to all reviewers and the institution (e.g., reviews typically do not occur in the summer)
- whether the institution is asked to provide further refinements of the proposal (e.g., submit a revised proposal)
- the number and scope of reviews of additional information that are needed before a recommendation can be made to the Minister.

The following table outlines the proposals reviewed by Council and/or the degree programs approved by the Minister on recommendation of Council between 1 April 2017 and 31 March 2018.

Alberta Publicly-funded Institutions Program	Type of Review	CAQC Recommendation /Status	Minister's Decision	Date
Concordia University of Edmonton				
<i>Master of Education in Educational Leadership</i>	<i>Program</i>	<i>To Approve</i>	<i>Approved</i>	<i>27 Sept 2017</i>
<i>Doctor of Psychology</i>	<i>Organizational & Program</i>	<i>Under Review</i>		
Grant MacEwan University				
<i>Bachelor of Commerce (Legal Studies in Business)</i>	<i>Program*</i>	<i>To Approve</i>	<i>Approved</i>	<i>1 Sept 2018</i>
<i>Bachelor of Design</i>	<i>Program</i>	<i>To Approve</i>	<i>Approved</i>	<i>6 Feb 2018</i>
<i>Bachelor of Music in Jazz and Contemporary Popular Music (Recording and Production)</i>	<i>Program*</i>	<i>To Approve</i>	<i>Approved</i>	<i>5 March 2018</i>
<i>Bachelor of Science (Applied Statistics)</i>	<i>Program*</i>	<i>To Approve</i>	<i>Approved</i>	<i>11 July 2017</i>
Mount Royal University				
<i>Bachelor of Science (Chemistry)</i>	<i>Program*</i>	<i>To Approve</i>	<i>Approved</i>	<i>11 Dec 2011</i>
Red Deer College				
<i>Bachelor of Applied Arts in Animation and Visual Effects</i>	<i>Program</i>	<i>To Approve</i>	<i>Approved</i>	<i>6 April 2018</i>
<i>Bachelor of Applied Arts in Film, Theatre and Live Entertainment (Film Acting; Theatre Acting; Film Production; Live Entertainment Production)</i>	<i>Program</i>	<i>Under Review</i>		
The King's University				
<i>Bachelor of Arts (Sociology)</i>	<i>Program*</i>	<i>To Approve</i>	<i>Approved</i>	<i>6 July 2017</i>
University of Alberta				
<i>Bachelor of Science in Fashion Business Management</i>	<i>Program*</i>	<i>To Approve</i>	<i>Approved</i>	<i>13 Dec 2017</i>
University of Calgary				
<i>Doctor of Business Administration</i>	<i>Program*</i>	<i>To Approve</i>	<i>Approved</i>	<i>25 Sept 2017</i>
<i>Master of Management</i>	<i>Program*</i>	<i>Under Review</i>		
University of Lethbridge				
<i>Master of Arts in Cultural Resource Management</i>	<i>Program*</i>	<i>To Approve</i>	<i>Approved</i>	<i>2 March 2018</i>
<i>Master of Science (Remote Sensing)</i>	<i>Program*</i>	<i>Under Review</i>		

* Fully Expedited Review

Yukon College

On 15 September 2017, the Government of Alberta and the Government of Yukon signed a memorandum of agreement according to which CAQC will provide ongoing quality assurance for Yukon College planning to offer its own degree programs. The role of Council will be to evaluate the quality of new degree program proposals and to monitor programs after their implementation.

Based on this agreement, CAQC conducted a successful organizational evaluation of Yukon College in June 2017 using a Council-appointed external evaluation team to assess the organizational readiness of the institution to offer degree programming. This was followed by review of the College's first degree program – a 3-year Bachelor of Arts in Indigenous Governance – which was completed in February of 2018.

Evaluation Teams

Council's fifth principle states that peer evaluation is an essential component of Council's evaluation of degree programs. The involvement of independent peer evaluators is very important as they provide expert advice to Council and to institutions proposing new degree programs. As well, they provide assurance to learners regarding the quality of degree programs, and promote the quality of Alberta programming in other jurisdictions. Therefore, recruitment of appropriate external experts to assist with Council's evaluations is vital as the quality of the reviewers affects the quality of the review, which in turn affects the quality of the program under review. Council ensures the external reviewers' perspectives brought to the evaluation process are a judicious mix of relevant disciplinary expertise and an objective external point of view. Council employs three types of expert teams:

- ▶ *Organizational evaluation teams* assist Council in examining the extent to which the systems and processes of the institution establish its capacity to achieve excellence in providing learning credentials at the degree level.
- ▶ *Program evaluation teams* help ensure that degree programs offered by institutions are of an acceptably high quality and comparable in quality to other degree programs in Alberta and Canada.
- ▶ *Comprehensive evaluation teams* help fulfill Council's monitoring role with respect to periodic evaluations of institutions offering approved degree programs.

Once the review is completed, team members and the institution are asked to provide feedback about their experience and offer suggestions for improving the review process. As this is a continuous process, at their September 2017 retreat, Council members reviewed the feedback and considered refinements to review processes, documents and advice. Overall, the feedback indicates a high level of satisfaction with the work of Council and its Secretariat.

Evaluators are senior academics and/or academic administrators from institutions offering approved degree programs in Alberta or elsewhere in Canada. In 2017/2018, Council conducted one organizational review and four program reviews (one with elements of organizational evaluation) involving CAQC-appointed review teams (16 experts in total – six from BC, four from Ontario, three from Alberta, two from Saskatchewan and one from Tennessee, USA).

Council acknowledges the commitment of the following reviewers who provided their evaluation services during the 2017/2018 reporting year:

<i>Prof. Leslie Bishko</i>	<i>Emily Carr Univ. of Art + Design</i>	<i>Prof. Alison Miyachi</i>	<i>Watkins College of Art</i>
<i>Dr. George Buck</i>	<i>University of Alberta</i>	<i>Dr. Greg Moran</i>	<i>HEQCO</i>
<i>Dr. Andrew Hay</i>	<i>Okanagan College</i>	<i>Prof. Angela Norwood</i>	<i>York University</i>
<i>Prof. Neil Hunter</i>	<i>Algonquin College</i>	<i>Dr. Margaret Patterson</i>	<i>University of Calgary</i>
<i>Prof. Karin Jager</i>	<i>University of the Fraser Valley</i>	<i>Dr. Greg Poelzer</i>	<i>University of Saskatchewan</i>
<i>Dr. Charles Jago</i>	<i>UNBC</i>	<i>Dr. John Stubbs</i>	<i>Simon Fraser University</i>
<i>Dr. Nathalie Kermaal</i>	<i>University of Alberta</i>	<i>Dr. Angela Stukator</i>	<i>Sheridan College</i>
<i>Dr. Sheryl Lightfoot</i>	<i>University of British Columbia</i>	<i>Dr. Keith Walker</i>	<i>University of Saskatchewan</i>

Prior to review by Council, all program proposals are expected to undergo an assessment by independent external experts recruited by the institution.

Monitoring and Periodic Review

The Programs of Study Regulation (91/2009) outlines Council's responsibilities with respect to monitoring of approved degrees. Monitoring may take various forms including annual reporting, periodic reporting, comprehensive evaluations, audits, as well as review of results of an institution's cyclical program reviews. Council may also ask for reporting prior to or after implementation of a new program. The extent of monitoring varies based on Council's appraisal of the institution's experience and capacity in offering degree programs, its assessment of the rigour and quality of application of the institution's internal review processes, any issues identified as part of the proposal review and/or follow-up to the annual reporting, substantive program changes, and issues related to compliance with Council's minimum staffing standards.

Annual Reporting

To enable timely feedback regarding approved degree programs, all institutions except CARIs are required to submit their annual reporting by 1 November so the assessments of these reports, prepared by MSC, can be reviewed by Council at its winter meeting. An institution is not required to report annually on a program if Council is satisfied with the results of its cyclical review of the program. At the same time, Council may reinstate its annual reporting requirement for those programs which, in its opinion, need improvements with respect to their quality (e.g., as evidenced by the results of program cyclical reviews).

Comprehensive Evaluation

In addition to annual reporting, Council normally conducts at least one comprehensive evaluation of a resident institution offering approved degree programs no sooner than in the sixth academic year after the institution begins offering its first degree program. This review typically includes the results of the institution's cyclical reviews of some of its approved degree programs using external evaluators. A subsequent comprehensive evaluation may be conducted.

Council has scheduled its first comprehensive evaluation of the Alberta College of Art and Design for 2021/2022. GMU, MRU, NAIT and SAIT have each undergone their first comprehensive evaluation.

Cyclical program reviews

Council's third principle recognizes that the primary responsibility for academic and institutional quality assurance rests with degree granting institutions themselves. Therefore, Council, through its MSC, assists institutions in the development of their internal cyclical review policies and provides feedback on the results of cyclical program reviews. This type of monitoring activity, which is growing in scope, is very important as it provides Council with an opportunity to contribute to the development of institutional quality assurance systems.

Quality assurance of programs delivered in collaboration

As the number of degree programs delivered in collaboration between either BASIs or PIs and Comprehensive Community Institutions (CCIs) is increasing within the province, CAQC expects that programs delivered in collaboration will be of similar quality to the approved programs offered on the home campus. CAQC provides its feedback on developing collaborative arrangements and monitors programs on host campuses after program implementation, e.g., through including them in its annual reporting processes, and expecting that institutions offering degrees in collaboration will review programs both on the home campus and at the off-site location.

Membership of Council

Council consists of 11 members appointed by the Minister, including a chair and 10 members representing expertise in the post-secondary system (brief biographical information about the members is available in Appendix 1).

Over the reporting period, Dr. Peter Mahaffy and Dr. Art Quinney continued to share the Chair's responsibilities. CAQC is grateful for their exceptional leadership and contributions.

After completion of the ABC review of CAQC, three new members were appointed to vacant positions on Council in September 2017.

The following 11 individuals served on Council in 2017/2018:

Co-Chairs	Peter Mahaffy Art Quinney	
Members	Gurston Dacks Judy Eifert Paul Gooch Gordon Nixon Janet Paterson-Weir	Annie Prud'homme-Généreux (from 30 Sept 2017) John Stubbs (from 30 Sept 2017) Lynn Taylor (from 30 Sept 2017) Robert Woodrow

CAQC Secretariat

The CAQC Secretariat, provided by the Ministry of Advanced Education, assists the Co-Chairs and Council in their activities by providing expert advice on matters of policy and procedure, organizing all Council and subcommittee meetings, helping to set meeting agendas and preparing background documentation, drafting publications, helping to orient new members, and performing environmental scanning. As well, it coordinates all aspects of Council's external evaluation teams and the Secretariat's Director or Manager serves as an advisory member on the teams to provide advice and ensure consistency across reviews.

The Secretariat also provides information and advice in response to inquiries from various agencies, current and prospective applicants, and members of the public about matters related to quality assurance of new degree programs. It also maintains the Council's website and SharePoint sites.

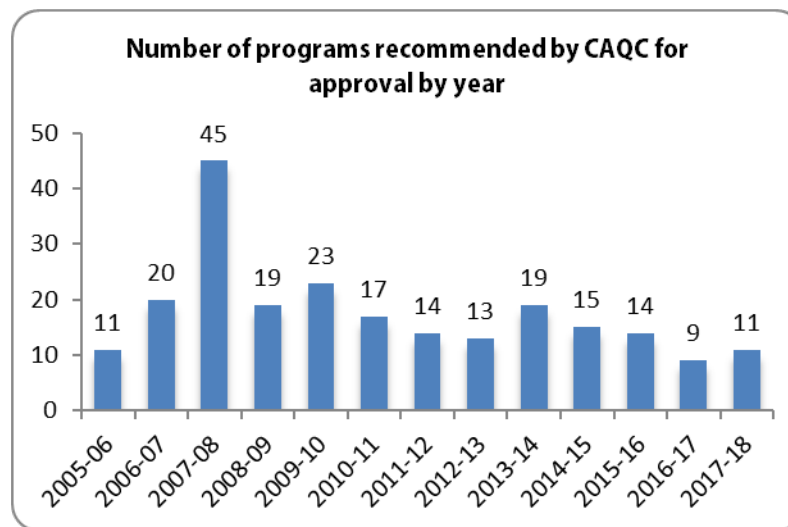
The Secretariat and Council underwent an important transition during the reporting year, as the Secretariat's first director retired from government after 42 years. Council and the Secretariat extend their sincere thanks to Marilyn Patton for her hard work and dedication to the well-being of her fellow Albertans. Since the Council's establishment, she has been an invaluable source of expertise and support in the area of degree quality assurance not only to this Ministry and Alberta institutions, but to governments and institutions across Canada.

As of 31 March 2018, the Secretariat consisted of:

Acting Director Guy Germain
Research Officer Alex Makar
Office Manager Shirley Miskowicz-Thomson

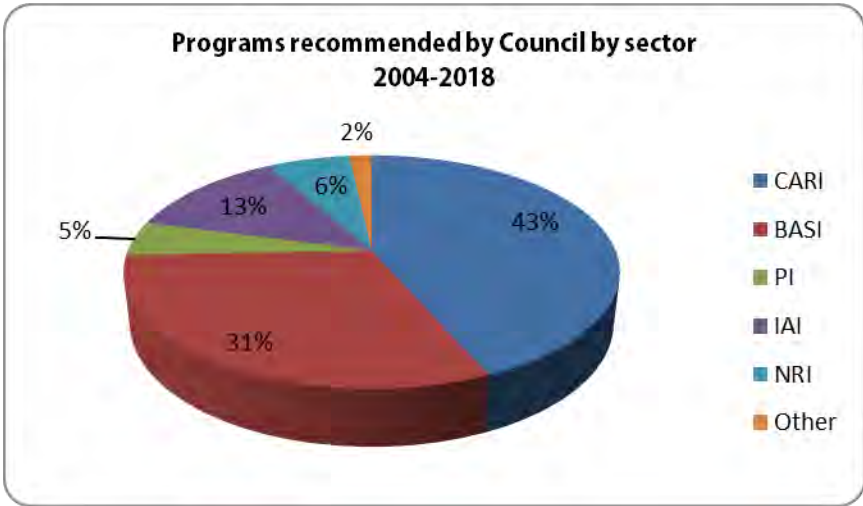
A Glance Back

Since its creation in 2004, Council has been involved in the review of numerous degree programs at the baccalaureate and graduate levels. In particular, it has recommended approval of 230 programs (158 baccalaureate and 72 graduate). The table below provides an annual distribution of programs recommended by Council.



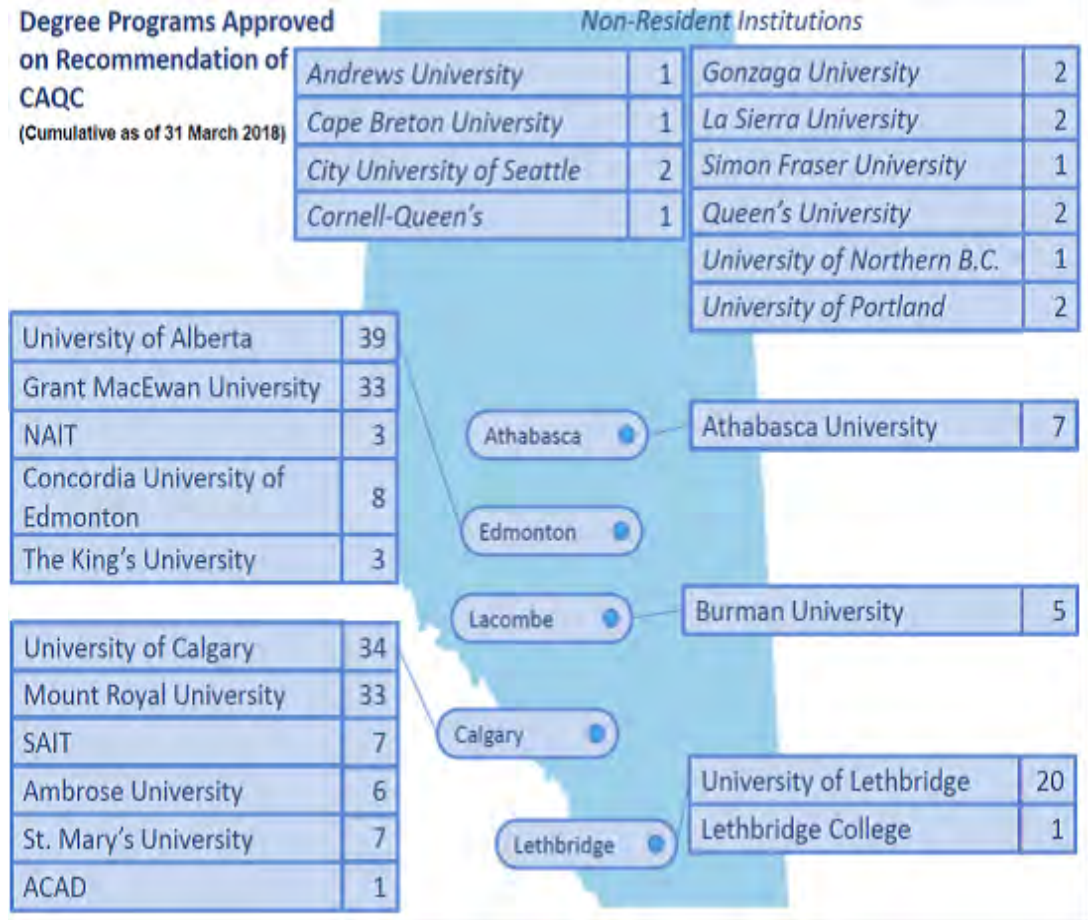
Of these 230 programs, 100 were proposed by CARIs, 71 by BASIs, 29 by IAIs, 15 by NRIs, 11 by PIs, two by CCIs, and one each by a Specialized Arts and Culture Institution and a private resident institution.² The chart below shows the percentage distribution of programs recommended by Council by post-secondary sector (the three institutions with two or one Council-recommended programs were combined under 'Other').

² For information on classification of post-secondary institutions in Alberta within the six sector model see Chapter 2.1.2 of the *CAQC Handbook* at www.caqc.gov.ab.ca.



The Minister subsequently approved 222 of these 230 programs and was considering approval of one program as of 31 March 2018. As well, the Minister deferred a decision on six programs. The approval process for one program was not finalized as the proposing institution ceased its operations in Alberta.

The chart below shows the number of approved programs by institution. In 2017/2018, four institutions (University of Alberta, Mount Royal University, University of Calgary, and Grant MacEwan University) accounted for 62.6% of all programs approved on Council's recommendation, which was slightly higher than 62.3 % in 2016/2017.



As shown below, the degree programs approved on Council’s recommendation have a significant number of enrolments and graduates. In particular, the BASIs (MRU and GMU) together accounted for 73.7% of the total enrolments in CAQC-recommended programs in 2016/2017 and 73.2% of all graduates. At the same time, the PIs (NAIT and SAIT) accounted for 10.1% of students and 10.7% of graduates. Although CARIs seem to have fewer enrolments and graduates than institutions in the BASI and PI sectors, this is because CARIs offer a large number of new graduate-level programs which, on average, have smaller enrolments than undergraduate degrees. As well, many baccalaureate-level degrees offered by CARIs predate the establishment of CAQC and data for these programs have not been included in the table summary.

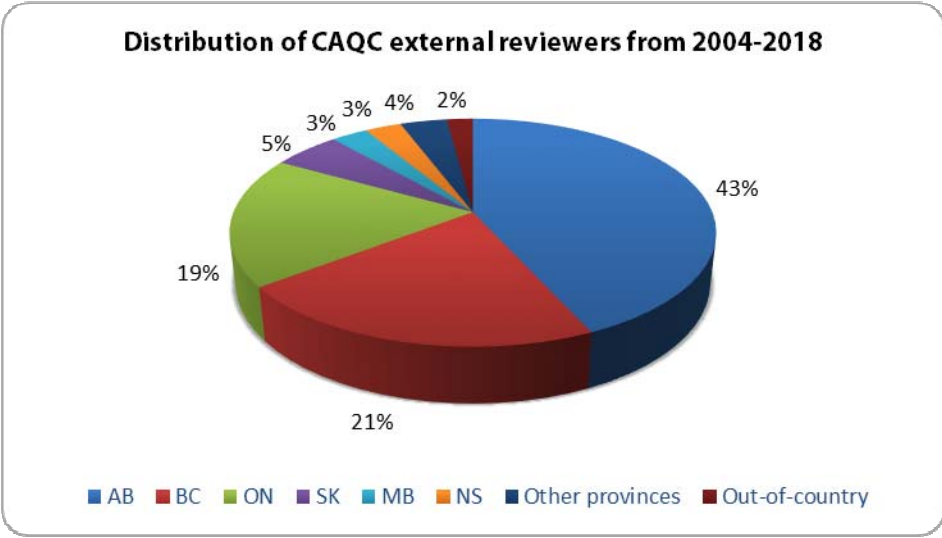
In 2016/2017, the programs offered by IAls accounted for 5.5% of enrolments and 5.9% of graduates in CAQC-recommended programs. Further, the data below indicate a gradual increase in enrolments and graduates in degree programs offered by CCIs (i.e., from 164.99 FLE and no graduates in 2015/2016 to 215.03 FLE and 11 graduates in 2016/2017). Most of the enrolments in this category are students in collaboratively delivered programs, i.e., between a BASI or a PI institution and a CCI institution (194.53 FLE in 2016/2017). The CCI category also includes data for one new CAQC-recommended applied degree. Overall, the table reflects a large spectrum of high quality post-secondary study options available to students within Campus Alberta both at the graduate and undergraduate levels.

**Enrolments and graduates in programs approved on CAQC recommendation
(by Campus Alberta sector)**

Campus Alberta sector	Number of learners 2016/2017 (FLE)	Number of graduates (since program approval)
Comprehensive Academic and Research Institutions	1,920.04	2,182
Baccalaureate and Applied Studies Institutions	14,755.23	15,770
Polytechnical Institutions	2,025.90	2,295
Comprehensive Community Institutions	215.03	11
Independent Academic Institutions	1,090.85	1,278
Specialized Arts and Culture Institutions	7.1	2
Total for all resident institutions	20,014.15	21,538

In 2016/2017, there were also 606 unique learners and 183 graduates from NRI programs offered in Alberta and approved on CAQC recommendation.

Since its inception, CAQC has engaged 243 external reviewers, 43% of whom were from Alberta and 57% from other Canadian jurisdictions, the USA and Australia. The table below shows their geographical distribution. *Note: The ‘Other provinces’ category includes five reviewers from Quebec, three from New Brunswick and one from Prince Edward Island. The ‘Out-of-country’ category includes four reviewers from the USA and one from Australia.*



Looking Forward

As one of the outcomes of its recent ABC review, CAQC was expected to submit an action plan to the Minister by 31 March 2018, based on the review recommendations. Council agreed that rather than producing a separate action plan, it will incorporate any relevant items from the review into its main action plan. Therefore, CAQC developed its new 2018-2021 Action Plan, which was approved by Council at its 16 March 2018 meeting, and submitted it to the Minister. We look forward to the implementation of recommendations from the ABC review of CAQC, and to making any improvements to Council’s work based on the outcome of that review.

Focusing on student needs in the areas of its two core activities, Council will ensure that all new degree program proposals referred to it by the Minister meet its quality standards, and that approved programs continue to meet quality standards after implementation. As a stakeholder in promoting and sustaining quality in the Alberta post-secondary system, Council will continue to actively engage with institutions from various sectors in the development of their internal quality assurance processes.

In addition, Council will continue to work closely with institutions to refine and clarify Council’s expectations with respect to the role of faculty scholarship, and research and teaching excellence in contributing to high quality degree programs. Council will also continue to support collaboration within Campus Alberta by ensuring that new collaborative delivery of degree arrangements, developed on the basis of the programs approved on Council’s recommendation, meet CAQC’s quality standards and conditions. Regarding our monitoring function, Council will work with the CARIs to implement the second round of audits of quality assurance processes, and will begin to implement extension of the audit process for the monitoring of degree programs at institutions beyond the CARI sector. To insure that Alberta standards are recognized nationally and internationally, Council will continue to engage in discussion with other Canadian and international agencies with similar mandates.

Council members will continue to participate in the Ministry’s review of post-secondary institution roles and mandates and are open to working on any other initiative related to Council’s mandate.

Appendix 1

Campus Alberta Quality Council Member Information (as of March 2018)



Dr. Peter Mahaffy, Co-Chair Term: 27 September 2017 to 30 June 2019; member since 13 July 2009
Dr. Mahaffy is Professor of Chemistry at The King's University and co-director of the King's Centre for Visualization in Science. He is active internationally in science and science education, and is a former chair of the Committee on Chemistry Education of the International Union of Pure and Applied Chemistry. He is a 3M National Teaching Fellow and a previous member of the Private Colleges Accreditation Board.



Dr. Art Quinney, Co-Chair Term: 27 September 2017 to 30 June 2019; member since 13 July 2009
Dr. Quinney is a professor emeritus of the University of Alberta, former Chair of the Department of Physical Education and Sport Studies, and former Dean of Physical Education and Recreation. He was Associate Vice-President (Academic) from 2000-2002 and Deputy Provost from 2002-2007.



Dr. Gurston Dacks Term: 1 December 2017 to 30 June 2020; member since 17 September 2013
Dr. Dacks is a professor emeritus of Political Science and former Acting Dean of Arts at the University of Alberta. He served on the Board of Governors and the Academic Standards Committee of the University and, in his administrative roles in the Faculties of Arts and Native Studies, participated in preparing undergraduate and graduate program proposals.



Dr. Judy Eifert Term: 1 December 2017 to 30 June 2020; member since 1 July 2010
Dr. Eifert served as Provost and Vice-President Academic, Dean of Continuing Education, Dean of Community and Health Studies, and Department Chair of Nursing at Mount Royal College (now Mount Royal University). She currently works as an educational consultant to colleges and universities in Canada.



Dr. Paul Gooch Term: 30 January 2015 to 30 June 2018; member since 30 January 2012
Dr. Gooch is Professor of Philosophy and former President & Vice-Chancellor of Victoria University, federated with the University of Toronto. He has held various academic administrative posts at the University of Toronto, including Vice-Provost, decanal positions in the School of Graduate Studies, and chair of Humanities at the Scarborough campus.



Dr. Gordon Nixon Term: 27 September 2017 to 30 June 2020; member since 30 October 2014
Dr. Nixon is the former Vice President Academic and Dean of Information and Communications Technologies at SAIT Polytechnic. He has served on a number of academic and business committees and boards provincially, nationally and internationally.



Dr. Janet Paterson-Weir Term: 27 September 2017 to 30 June 2018; member since 30 October 2014
Dr. Paterson-Weir served as Provost and Vice President, Academic at Grant MacEwan University from 2001-2013. She is the former Executive Dean of Business and Applied Arts and professor of Business at Algonquin College in Ottawa.



Dr. Annie Prud'homme-Généreux Term: 30 September 2017 to 30 June 2020
Dr. Annie Prud'homme-Généreux is the Vice President Science at TELUS World of Science – Edmonton. She was one of the five founding faculty at Quest University Canada in British Columbia and served there as Chair, Life Sciences and Vice President Research and Administration. She was recognized with the 2012 National Association of Biology Teachers' Award for innovative teaching.



Dr. John Stubbs Term: 30 September 2017 to 30 June 2020
Dr. John Stubbs is a retired Professor of History at Simon Fraser University where he also served as President and Vice-Chancellor. He was previously President and Vice-Chancellor of Trent University and was also an Associate Dean in the Faculty of Arts at the University of Waterloo. From 2008 to 2017 he was a member and, more recently, Vice-Chair, of the B. C.'s Degree Quality Assessment Board.



Dr. Lynn Taylor Term: 30 September 2017 to 30 June 2020
Dr. Lynn Taylor is former Vice-Provost (Teaching and Learning) at the University of Calgary, and former director of learning and teaching centres at Dalhousie University and the University of Manitoba. She has been committed to the development of academic programs and institutional cultures that support and recognize postsecondary teaching and learning.



Dr. Robert Woodrow Term: 1 December 2017 to 30 June 2018; member since 1 July 2010
Dr. Woodrow is a Professor of Mathematics and Statistics at the University of Calgary. He is the former Deputy Provost and Associate Vice-President (Academic) and served as Associate Dean and Vice Dean in Science. He has been active with mathematics outreach and the activities of the Canadian Mathematics Society.

NOTES

www.caqc.ab.ca