

Rogers, Dorothy AVED:EX

From: Reid, Tracy-Jo AEIT:EX
Sent: Wednesday, April 10, 2013 2:28 PM
To: Simmons, Vicki AEIT:EX; Rogers, Dorothy AEIT:EX; Carnegie, Lynn AEIT:EX
Cc: Bakowski, Valarie AEIT:EX; Thiessen-Wale, Katherine AEIT:EX; Shaw, Judy E AEIT:EX
Subject: RE: FOR ACTION: Call For Records FOI Request: AED-2013-00045 - DUE APRIL 5
Importance: High

FYI – we will be issuing a fee estimate for this request (due to volume of records) which will place the 30 day timeline on hold until the applicant pays the fee. If they do not, the request will be closed.

Lynn: could you please complete the fee estimate form asap and forward to Judy with the original request?

Thanks to all.

Tracy Jo Reid

Director, Business Development |
Governance and Quality Assurance |
Ministry of Advanced Education, Innovation and Technology |
t: 250.387.6113 |

From: Simmons, Vicki AEIT:EX
Sent: Thursday, April 4, 2013 10:44 AM
To: Rogers, Dorothy AEIT:EX; Carnegie, Lynn AEIT:EX
Cc: Bakowski, Valarie AEIT:EX; Thiessen-Wale, Katherine AEIT:EX; Reid, Tracy-Jo AEIT:EX
Subject: RE: FOR ACTION: Call For Records FOI Request: AED-2013-00045 - DUE APRIL 5

I have placed all the documents and emails I have that may be responsive in a folder on the drive at

s.15

Vicki Simmons

Senior Policy Analyst
Governance and Quality Assurance Branch
BC Ministry of Advanced Education, Innovation and Technology

3rd Floor, 835 Humboldt St
PO Box 9883 Stn Prov Govt
Victoria BC V8W 9T6
(T) 250-356-2067 | (F) 250-387-3750 | (E) vicki.simmons@gov.bc.ca

From: Rogers, Dorothy AEIT:EX
Sent: Tuesday, April 2, 2013 5:10 PM
To: Carnegie, Lynn AEIT:EX
Cc: Simmons, Vicki AEIT:EX; Bakowski, Valarie AEIT:EX; Thiessen-Wale, Katherine AEIT:EX; Reid, Tracy-Jo AEIT:EX
Subject: FW: FOR ACTION: Call For Records FOI Request: AED-2013-00045 - DUE APRIL 5
Importance: High

Hi Lynn,

I see we received it the same day the fee estimate is due. Tomorrow we may need to put in a fee estimate as well.

Thank you.

Dorothy

Dorothy Rogers

Director

Quality Assurance Unit, DQAB Secretariat

Governance and Quality Assurance Branch

Ministry of Advanced Education, Innovation and Technology

From: Carnegie, Lynn AEIT:EX

Sent: Tuesday, April 2, 2013 9:11 AM

To: Rogers, Dorothy AEIT:EX; Simmons, Vicki AEIT:EX; Reid, Tracy-Jo AEIT:EX; Thiessen-Wale, Katherine AEIT:EX; Bakowski, Valarie AEIT:EX

Cc: Lee, Ally AEIT:EX

Subject: FOR ACTION: Call For Records FOI Request: AED-2013-00045 - DUE APRIL 5

Importance: High

Morning

Please provide any documents you have regarding the request attached to Ally by noon on Friday, April 5, 2013.

Thank you,

Lynn

From: Patterson, Catherine M AEIT:EX

Sent: Tuesday, April 2, 2013 9:07 AM

To: Laberge, Shelly A AEIT:EX; Lee, Ally AEIT:EX; Williams, Marty F AEIT:EX

Cc: Carnegie, Lynn AEIT:EX; Loster, Leanne AEIT:EX; Stewart, Jacqui AEIT:EX

Subject: FOR ACTION: Call For Records FOI Request: AED-2013-00045 - DUE APRIL 8

Importance: High

Good morning ladies,

I would appreciate it if you could please review your Branch for records and provide me PDF copies of anything prior to Monday April 8. If you have no records relating to this request, please let me know that as well.

With thanks,

Catherine

Jacqui: Copied to you FYI in Marty's absence.

From: Shaw, Judy E AEIT:EX

Sent: Tuesday, April 2, 2013 8:49 AM

To: Patterson, Catherine M AEIT:EX

Subject: FOR ACTION: Call For Records FOI Request: AED-2013-00045

Importance: High

Hi Catherine,

Attached please see attached new request for records as follows:

"In June 2012, the Trinity Western University submitted a proposal to establish a School of Law to the Ministry and the Federation of Law Societies of Canada to establish a J.D. program for 60 students per year in a three year program starting in September 2015; Provide reports, substantial correspondence (excluding the general public) and memos, briefing notes, and submissions sent about this proposed law school. Date range is January 1, 2012 to March 25, 2013."

Please note information is due back to me on or before April 9, 2013. Thank you!

Judy Shaw
Manager, Operations & Ministerial Correspondence
and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education, Innovation and Technology
and Minister Responsible for Multiculturalism
Telephone: 250 356-6284
Fax: 250 356-5468

This message may contain information that is privileged and confidential. If you have received this message in error, please notify me immediately and delete the original transmission without making a copy.

From: FOI Health Education CITZ:EX
Sent: Tuesday, March 26, 2013 3:31 PM
To: Shaw, Judy E AEIT:EX
Cc: Horn, Elizabeth M CITZ:EX
Subject: Call For Records FOI Request: AED-2013-00045

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be Elizabeth Horn.

Please send the records directly to FOI.Health.Education@gov.bc.ca by April 9, 2013.

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Kara Insley, Intake Administrator
Information Access Operations
Shared Services BC

Ministry of Citizens' Services and Open Government
Phone: (250) 387-7996 Fax: (250) 387-0817

Providing services to:
Ministries of Health, Education and Advanced Education, Innovation & Technology

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please phone or e-mail the sender immediately and delete the message.

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	March 25 2013	Elizabeth Horn	April 2, 2013	April 9, 2013

REQUEST DETAILS:

In June 2012, the Trinity Western University submitted a proposal to establish a School of Law to the Ministry and the Federation of Law Societies of Canada to establish a J.D. program for 60 students per year in a three year program starting in September 2015; Provide reports, substantial correspondence (excluding the general public) and memos, briefing notes, and submissions sent about this proposed law school. Date range is January 1, 2012 to March 25, 2013.

Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/> NO <input type="radio"/>
If yes, specify:	

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search
Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

Volume
Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

Could release of any/all of the responsive records potentially cause harm?

YES ☐ NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

(Please reference the information of concern, the harms, and associated page numbers below)

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

Rogers, Dorothy AVED:EX

From: Rogers, Dorothy AVED:EX
Sent: Thursday, December 12, 2013 1:32 PM
To: Thiessen-Wale, Katherine AVED:EX
Cc: Bakowski, Valarie AVED:EX
Subject: FW: FOR ACTION: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6
Attachments: Call - Form AED-2013-00138.pdf

I have not seen this before – have you?

Thanks,

Dorothy

Dorothy Rogers
Director
Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education
250-387-6298

From: Kisilewich, Nicole AVED:EX
Sent: Thursday, December 12, 2013 1:16 PM
To: Rogers, Dorothy AVED:EX
Subject: FW: FOR ACTION: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6

Did this get done?
It is Due Today...

From: Shaw, Judy E AVED:EX
Sent: Tuesday, November 26, 2013 3:54 PM
To: Patterson, Catherine M AVED:EX
Cc: Wyllie, Sandra AVED:EX
Subject: FOR ACTION: Call For Records FOI Request AED-2013-00138

Please provide records for the following new FOI Request:

Relating to a Trinity Western University submitted proposal to establish a School of Law to the BC Ministry of Advanced Education and the Federation of Law Societies of Canada in June 2012 to establish a J.D. program for 60 students per year in a three year program starting in September 2015: Reports, correspondence excluding that from the general public, memos, briefing notes, and submissions since January 1, 2012 until November 22, 2013.

Records are due back to me on or before December 10. Thank you

Judy Shaw
Manager, Business Services & Ministerial Correspondence

and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education
Telephone: 250 356-6284
Fax: 250 356-5468

This message may contain information that is privileged and confidential. If you have received this message in error, please notify me immediately and delete the original transmission without making a copy.

From: Mino, Lise MTIC:EX
Sent: Tuesday, November 26, 2013 3:25 PM
To: Shaw, Judy E AVED:EX
Cc: Horn, Elizabeth M MTIC:EX
Subject: Call For Records FOI Request AED-2013-00138

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be Elizabeth Horn

Please send the records to FOI.Health.Education@gov.bc.ca by December 10, 2013

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

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 - whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
 - ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request

Lise Mino | Freedom of Information and Privacy Analyst | Information Access Operations | Shared Services BC
Ph: 250 387 7996 | **e:** Lise.Mino@gov.bc.ca |

Providing Services to: Ministry of Advanced Education, Ministry of Education and Ministry of Health

"We judge ourselves by our intentions; others judge us by our actions."

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	November 22, 2013	Elizabeth Horn	December 5, 2013	December 10, 2013

REQUEST DETAILS:

Relating to a Trinity Western University submitted proposal to establish a School of Law to the BC Ministry of Advanced Education and the Federation of Law Societies of Canada in June 2012 to establish a J.D. program for 60 students per year in a three year program starting in September 2015: Reports, correspondence excluding that from the general public, memos, briefing notes, and submissions since January 1, 2012 until November 22, 2013.

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If yes, specify:		

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

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Estimated Hours

Actual Hours

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Tasks may include:

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Actual Hours

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Estimated Pages

Actual Pages

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Estimated Pages

Actual Pages

*Other documents

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Actual Pages

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Estimated Hours

Actual Hours

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Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

(Please reference the information of concern, the harms, and associated page numbers below)

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

Rogers, Dorothy AVED:EX

From: Rogers, Dorothy AVED:EX
Sent: Monday, December 16, 2013 10:13 AM
To: Callow, Sharlane AVED:EX
Cc: Simmons, Vicki AVED:EX; Bakowski, Valarie AVED:EX
Subject: FW: STATUS PLEASE: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6

Hi Sharlane,

I will need Vicki's assistance to do this FOI request today. Vicki, I will be in the office shortly - the file is in Janet's in-box.

Thank you.

Dorothy

From: Bakowski, Valarie AVED:EX
Sent: December 16, 2013 10:07 AM
To: Rogers, Dorothy AVED:EX
Cc: Patterson, Catherine M AVED:EX; Stewart, Jacqui AVED:EX; Callow, Sharlane AVED:EX
Subject: RE: STATUS PLEASE: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6

Dorothy,

The request for the extension was two days after the due date and as a result we can't get an extension. We have had 14 working days to complete the request.

You or Vicki and Janet will have to work on the report.

I realize that there are other priorities, but this is a political request and we have missed the legislated timeline.
Val

From: Rogers, Dorothy AVED:EX
Sent: Monday, December 16, 2013 9:39 AM
To: Bakowski, Valarie AVED:EX
Cc: Patterson, Catherine M AVED:EX
Subject: FW: STATUS PLEASE: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6
Importance: High

Hi Val,

Please see Catherine's request for status of this FOI request

I was waiting for a response from Judy to my request for an extension and I did not hear back.

How would you like to proceed? The only people who have been involved in TWU JD has been myself. Vicki and Katherine

If this is the priority, and no extension is given, then either Vicki or I would be required to work on it for the day.

Otherwise you could possibly assign to someone else? The file folder is quite complete but it will be the severing that will take a great deal of time. As well, there has been letters that have gone out that are likely not in the file etc. so a CLIFF search will need to be done.

As you know, Katherine and I did not find out about this FOI request until last Thursday afternoon.

Dorothy

From: Patterson, Catherine M AVED:EX
Sent: December 16, 2013 8:54 AM
To: Rogers, Dorothy AVED:EX
Cc: Bakowski, Valarie AVED:EX; Kisilewich, Nicole AVED:EX
Subject: STATUS PLEASE: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6

Hi Dorothy,

I would appreciate it if you would please let me know the status of this FOI request.

With thanks,

Catherine

From: Hansen, Erin AVED:EX
Sent: Monday, December 16, 2013 8:52 AM
To: Patterson, Catherine M AVED:EX
Subject: FW: FOR ACTION: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6

From: Rogers, Dorothy AVED:EX
Sent: Thursday, December 12, 2013 4:44 PM
To: Shaw, Judy E AVED:EX
Cc: Thiessen-Wale, Katherine AVED:EX; Bakowski, Valarie AVED:EX; Kisilewich, Nicole AVED:EX; Hansen, Erin AVED:EX
Subject: RE: FOR ACTION: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6

I would estimate that it is 800-1,000 pages in the file not including an estimate on electronic records people may have in their email. The primary record holder of electronic records is

SN

Judy, I don't think it will be done by Monday. We need an extension.

As well, the severing will need to be carefully done given the content of this request.

Sorry

Dorothy

Dorothy Rogers
Director
Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education
250-387-6298

From: Shaw, Judy E AVED:EX
Sent: Thursday, December 12, 2013 3:15 PM
To: Rogers, Dorothy AVED:EX
Cc: Thiessen-Wale, Katherine AVED:EX; Bakowski, Valarie AVED:EX; Kisilewich, Nicole AVED:EX; Hansen, Erin AVED:EX
Subject: RE: FOR ACTION: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6
Importance: High

Hi Dorothy,

Can you please advise on how much time you were looking to extend to? I imagine I'll only be able to get an extension until the end of day Monday, but I'm waiting to hear back from the IAO. In fact I'm not sure I'll be able to get an extension at all because the records were due to the IAO on Dec 10.

In the meantime, I would continue to gather records and review for harms as that needs to be done as well.

I'll get back to you when I hear back from the IAO. Thanks

Judy Shaw
Manager, Business Services & Ministerial Correspondence
and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education
Telephone: 250 356-6284
Fax: 250 356-5468

This message may contain information that is privileged and confidential. If you have received this message in error, please notify me immediately and delete the original transmission without making a copy.

From: Rogers, Dorothy AVED:EX
Sent: Thursday, December 12, 2013 2:01 PM
To: Shaw, Judy E AVED:EX
Cc: Thiessen-Wale, Katherine AVED:EX; Bakowski, Valarie AVED:EX; Kisilewich, Nicole AVED:EX
Subject: FW: FOR ACTION: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6

Hi Judy,

Due to priorities in our branch and workload we will need an extension. Given the time of the window of the request is almost two years, the request will likely be sizable.

Thanks,

Dorothy

Dorothy Rogers
Director
Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education
250-387-6298

From: Kisilewich, Nicole AVED:EX
Sent: Thursday, December 12, 2013 1:16 PM
To: Rogers, Dorothy AVED:EX
Subject: FW: FOR ACTION: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6

Did this get done?
It is Due Today...

From: Shaw, Judy E AVED:EX
Sent: Tuesday, November 26, 2013 3:54 PM
To: Patterson, Catherine M AVED:EX
Cc: Wyllie, Sandra AVED:EX
Subject: FOR ACTION: Call For Records FOI Request AED-2013-00138

Please provide records for the following new FOI Request:

Relating to a Trinity Western University submitted proposal to establish a School of Law to the BC Ministry of Advanced Education and the Federation of Law Societies of Canada in June 2012 to establish a J.D. program for 60 students per year in a three year program starting in September 2015: Reports, correspondence excluding that from the general public, memos, briefing notes, and submissions since January 1, 2012 until November 22, 2013.

Records are due back to me on or before December 10. Thank you

Judy Shaw
Manager, Business Services & Ministerial Correspondence
and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education
Telephone: 250 356-6284
Fax: 250 356-5468

This message may contain information that is privileged and confidential. If you have received this message in error, please notify me immediately and delete the original transmission without making a copy.

From: Mino, Lise MTIC:EX
Sent: Tuesday, November 26, 2013 3:25 PM
To: Shaw, Judy E AVED:EX
Cc: Horn, Elizabeth M MTIC:EX
Subject: Call For Records FOI Request AED-2013-00138

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Elizabeth Horn**

Please send the records to FOI.Health.Education@gov.bc.ca by December 10, 2013

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or any other questions or concerns relating to this request

Lise Mino | Freedom of Information and Privacy Analyst | Information Access Operations | Shared Services BC
Ph: 250 387 7996 | **e:** **Lise.Mino@gov.bc.ca** |

Providing Services to: Ministry of Advanced Education, Ministry of Education and Ministry of Health

"We judge ourselves by our intentions; others judge us by our actions."

Rogers, Dorothy AVED:EX

From: Reid, Tracy-Jo AVED:EX
Sent: Monday, December 16, 2013 1:42 PM
To: Simmons, Vicki AVED:EX; Bakowski, Valarie AVED:EX; Jothen, Janet M AVED:EX
Cc: Rogers, Dorothy AVED:EX; Shaw, Judy E AVED:EX
Subject: RE: FOI -

Importance: High

Yes – the scope of the request is the same with new records included from March 26, 2013 to November 22, 2013. Only the records from March to November need to be provided.

Tracy Jo Reid

Director, Business Development |
Governance and Quality Assurance |
Ministry of Advanced Education |
t: 250.387.6113 |

From: Simmons, Vicki AVED:EX
Sent: Monday, December 16, 2013 10:24 AM
To: Bakowski, Valarie AVED:EX; Jothen, Janet M AVED:EX
Cc: Rogers, Dorothy AVED:EX; Reid, Tracy-Jo AVED:EX
Subject: RE: FOI

Hi,

We already did a similar FOI for this in April, so I expect that the only new records would be those between April and November 2013.

s.15 Tracy-Jo – you worked on the one mentioned above^{s.15}
Do you agree that it asked for the same information as the new one below?

Vicki

Vicki Simmons

Governance and Quality Assurance Branch
BC Ministry of Advanced Education

3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Bakowski, Valarie AVED:EX
Sent: Monday, December 16, 2013 9:42 AM
To: Simmons, Vicki AVED:EX; Jothen, Janet M AVED:EX
Subject: FOI

Relating to a Trinity Western University submitted proposal to establish a School of Law to the BC Ministry of Advanced Education and the Federation of Law Societies of Canada in June 2012 to establish a J.D. program for 60

students per year in a three year program starting in September 2015: Reports, correspondence excluding that from the general public, memos, briefing notes, and submissions since January 1, 2012 until November 22, 2013.

Rogers, Dorothy AVED:EX

From: Jothen, Janet M AVED:EX
Sent: Tuesday, December 17, 2013 12:28 PM
To: Simmons, Vicki AVED:EX
Cc: Rogers, Dorothy AVED:EX; Kisilewich, Nicole AVED:EX
Subject: FW: FOR ACTION: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6

Importance: High

Hi Vicki,

I have assembled the PDF document and reviewed for duplication. There is still some duplication, but wasn't sure if they are revised documents or not, so left them in to be safe.

The final scanned document is on the drive in the FOI folder for this request...entitled "_FINAL SCANNED".

Got it down from 1689 pages to 1574....although there were a lot of blank pages I eliminated. :)

Good luck!

Janet

From: Rogers, Dorothy AVED:EX
Sent: Monday, December 16, 2013 8:48 PM
To: Jothen, Janet M AVED:EX
Cc: Simmons, Vicki AVED:EX
Subject: FW: FOR ACTION: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6
Importance: High

Hi Janet,

Sorry I have to put you on this, but Katherine and I have put our emails in the file. You may need to review for duplication when you PDF.

Vicki, at the end of the day Val said that she wanted you to sever the records due to the risk of not having someone who is familiar with the file – she wants you to do it and she will talk to Jacqui.

s.22

Dorothy

Dorothy Rogers
Director
Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education
250-387-6298

From: Shaw, Judy E AVED:EX
Sent: Thursday, December 12, 2013 3:15 PM
To: Rogers, Dorothy AVED:EX
Cc: Thiessen-Wale, Katherine AVED:EX; Bakowski, Valarie AVED:EX; Kisilewich, Nicole AVED:EX; Hansen, Erin AVED:EX
Subject: RE: FOR ACTION: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6
Importance: High

Hi Dorothy,

Can you please advise on how much time you were looking to extend to? I imagine I'll only be able to get an extension until the end of day Monday, but I'm waiting to hear back from the IAO. In fact I'm not sure I'll be able to get an extension at all because the records were due to the IAO on Dec 10.

In the meantime, I would continue to gather records and review for harms as that needs to be done as well.

I'll get back to you when I hear back from the IAO. Thanks

Judy Shaw
Manager, Business Services & Ministerial Correspondence
and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education
Telephone: 250 356-6284
Fax: 250 356-5468

This message may contain information that is privileged and confidential. If you have received this message in error, please notify me immediately and delete the original transmission without making a copy.

From: Rogers, Dorothy AVED:EX
Sent: Thursday, December 12, 2013 2:01 PM
To: Shaw, Judy E AVED:EX
Cc: Thiessen-Wale, Katherine AVED:EX; Bakowski, Valarie AVED:EX; Kisilewich, Nicole AVED:EX
Subject: FW: FOR ACTION: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6

Hi Judy,

Due to priorities in our branch and workload we will need an extension. Given the time of the window of the request is almost two years, the request will likely be sizable.

Thanks,

Dorothy

Dorothy Rogers
Director
Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education
250-387-6298

From: Kisilewich, Nicole AVED:EX
Sent: Thursday, December 12, 2013 1:16 PM
To: Rogers, Dorothy AVED:EX
Subject: FW: FOR ACTION: Call For Records FOI Request AED-2013-00138 - DUE TO ADMO FRIDAY DECEMBER 6

Did this get done?
It is Due Today...

From: Shaw, Judy E AVED:EX
Sent: Tuesday, November 26, 2013 3:54 PM
To: Patterson, Catherine M AVED:EX
Cc: Wyllie, Sandra AVED:EX
Subject: FOR ACTION: Call For Records FOI Request AED-2013-00138

Please provide records for the following new FOI Request:

Relating to a Trinity Western University submitted proposal to establish a School of Law to the BC Ministry of Advanced Education and the Federation of Law Societies of Canada in June 2012 to establish a J.D. program for 60 students per year in a three year program starting in September 2015: Reports, correspondence excluding that from the general public, memos, briefing notes, and submissions since January 1, 2012 until November 22, 2013.

Records are due back to me on or before December 10. Thank you

Judy Shaw
Manager, Business Services & Ministerial Correspondence
and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education
Telephone: 250 356-6284
Fax: 250 356-5468

This message may contain information that is privileged and confidential. If you have received this message in error, please notify me immediately and delete the original transmission without making a copy.

From: Mino, Lise MTIC:EX
Sent: Tuesday, November 26, 2013 3:25 PM
To: Shaw, Judy E AVED:EX
Cc: Horn, Elizabeth M MTIC:EX
Subject: Call For Records FOI Request AED-2013-00138

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be Elizabeth Horn

Please send the records to FOI.Health.Education@gov.bc.ca by December 10, 2013

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or any other questions or concerns relating to this request

Lise Mino | Freedom of Information and Privacy Analyst | Information Access Operations | Shared Services BC
Ph: 250 387 7996 | **e:** Lise.Mino@gov.bc.ca |

Providing Services to: Ministry of Advanced Education, Ministry of Education and Ministry of Health

"We judge ourselves by our intentions; others judge us by our actions."

Rogers, Dorothy AVED:EX

From: Jothen, Janet M AVED:EX
Sent: Wednesday, January 15, 2014 9:05 AM
To: Shaw, Judy E AVED:EX
Cc: Simmons, Vicki AVED:EX; Rogers, Dorothy AVED:EX; Bakowski, Valarie AVED:EX; Wyllie, Sandra AVED:EX; Reid, Tracy-Jo AVED:EX
Subject: RE: QUESTIONS: EXTENSION: Call For Records FOI Request AED-2013-00138 - DUE END OF DAY JAN 17/14

Hi Judy,

Dorothy asked me to respond to your request as Vicki is busy working on other priorities.

Please see my answers to your questions below (in red):

s.13

Hope this helps. Please do not hesitate to contact me, if you require anything further.

Janet

From: Rogers, Dorothy AVED:EX
Sent: Tuesday, January 14, 2014 4:32 PM
To: Jothen, Janet M AVED:EX
Cc: Simmons, Vicki AVED:EX

Subject: FW: QUESTIONS: EXTENSION: Call For Records FOI Request AED-2013-00138 - DUE END OF DAY JAN 17/14
Importance: High

Janet, can you go through it for Vicki in terms of duplication and any other issues such as areas that were severed and others that were not?

Dorothy

Dorothy Rogers
Director, Quality Assurance
Governance and Quality Assurance Branch
Ministry of Advanced Education
250-387-6298

From: Shaw, Judy E AVED:EX
Sent: Tuesday, January 14, 2014 03:47 PM
To: Simmons, Vicki AVED:EX
Cc: Bakowski, Valarie AVED:EX; Wyllie, Sandra AVED:EX; Reid, Tracy-Jo AVED:EX
Subject: QUESTIONS: EXTENSION: Call For Records FOI Request AED-2013-00138 - DUE END OF DAY JAN 17/14

Hi Vicki,

s.13

I understand that this is very big and that it takes a huge amount of time out of your day, but I need you to please go through the document one more time to ensure that we have deleted duplicates and that severing has been consistent throughout. We only need to provide one document if it is the same throughout the pkg? Please advise? Thank you very much!

Judy Shaw
Manager, Business Services & Ministerial Correspondence
and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education
Telephone: 250 356-6284
Fax: 250 356-5468

This message may contain information that is privileged and confidential. If you have received this message in error, please notify me immediately and delete the original transmission without making a copy.

From: Simmons, Vicki AVED:EX
Sent: Thursday, January 2, 2014 9:03 AM
To: Philps, Kathy AVED:EX; Shaw, Judy E AVED:EX
Cc: Bakowski, Valarie AVED:EX; Rogers, Dorothy AVED:EX; Jothen, Janet M AVED:EX
Subject: RE: EXTENSION: Call For Records FOI Request AED-2013-00138 - DUE END OF DAY JAN 17/14

Hi,

The final version of the FOI package with the notations as to potential harms to be severed is complete and ready for Kathy and Val's review (see attached).

It is saved at
s.15

Thanks,
Vicki

Vicki Simmons
Senior Policy Analyst
Governance and Quality Assurance Branch
BC Ministry of Advanced Education

3rd Floor, 835 Humboldt St
PO Box 9883 Stn Prov Govt
Victoria BC V8W 9T6
(T) 250-356-2067 | (F) 250-387-3750 | (E) vicki.simmons@gov.bc.ca

From: Philps, Kathy AVED:EX
Sent: Thursday, December 19, 2013 4:50 PM
To: Shaw, Judy E AVED:EX; Simmons, Vicki AVED:EX
Cc: Bakowski, Valarie AVED:EX
Subject: RE: EXTENSION: Call For Records FOI Request AED-2013-00138 - DUE END OF DAY JAN 17/14

Hi Judy.

The team and I really appreciate you going to bat for us on this one. Based on the time in today to complete 800 pages of review, I anticipate the assessment will be complete within 1-2 working days at most. Vicki, thank you for your work on this file today^s

-kathy

From: Shaw, Judy E AVED:EX
Sent: Thursday, December 19, 2013 3:51 PM
To: Philps, Kathy AVED:EX
Cc: Simmons, Vicki AVED:EX; Bakowski, Valarie AVED:EX; Reid, Tracy-Jo AVED:EX

Subject: EXTENSION: Call For Records FOI Request AED-2013-00138 - DUE END OF DAY JAN 17/14

Importance: High

Hi Kathy,

Further to our conversation of today regarding this file, please note that this file has been extended due to the volume of records.

Please ensure that a full harms assessment has been completed and sent to me by **end of day on Friday January 17th**.

Thank you!

Judy Shaw

Manager, Business Services & Ministerial Correspondence
and Research Unit

Office of the Deputy Minister
Ministry of Advanced Education

Telephone: 250 356-6284

Fax: 250 356-5468

This message may contain information that is privileged and confidential. If you have received this message in error, please notify me immediately and delete the original transmission without making a copy.

From: Mino, Lise MTIC:EX

Sent: Tuesday, November 26, 2013 3:25 PM

To: Shaw, Judy E AVED:EX

Cc: Horn, Elizabeth M MTIC:EX

Subject: Call For Records FOI Request AED-2013-00138

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be Elizabeth Horn

Please send the records to FOI.Health.Education@gov.bc.ca by December 10, 2013

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
 - whether the information is being prepared for public release or is already publicly available;
 - whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
 - ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request

Lise Mino | Freedom of Information and Privacy Analyst | Information Access Operations | Shared Services BC
Ph: 250 387 7996 | **e:** Lise.Mino@gov.bc.ca |

Providing Services to: Ministry of Advanced Education, Ministry of Education and Ministry of Health

"We judge ourselves by our intentions; others judge us by our actions."

Rogers, Dorothy AVED:EX

From: Rogers, Dorothy AVED:EX
Sent: Monday, June 16, 2014 5:32 PM
To: FOI Health Education MTIC:EX
Subject: RE: TRIM: FW: TWU FOI - AED-2013-00138/30/41

For the later ones there will be further records. I will need to assess the dates.

Dorothy Rogers
Director, Quality Assurance
Governance and Quality Assurance Branch
Ministry of Advanced Education
250-387-6298
Cell 250-217-0689

From: FOI Health Education MTIC:EX
Sent: Monday, June 16, 2014 8:16 AM
To: Rogers, Dorothy AVED:EX
Subject: RE: TRIM: FW: TWU FOI - AED-2013-00138/30/41

Hi Dorothy,

Thanks for that. Were there any additional records located for any of the TWU requests, or was this it?

From: Rogers, Dorothy AVED:EX
Sent: Thursday, June 12, 2014 10:22 AM
To: FOI Health Education MTIC:EX
Subject: FW: TRIM: FW: TWU FOI - AED-2013-00138/30/41

Hi Rhianna,

Here is the additional record that was missing from the original FOI request.

Thanks,

Dorothy

Dorothy Rogers
Director, Quality Assurance
Governance and Quality Assurance Branch
Ministry of Advanced Education
250-387-6298
Cell 250-217-0689

Dorothy Rogers
Director, Quality Assurance
Governance and Quality Assurance Branch
Ministry of Advanced Education
250-387-6298
Cell 250-217-0689

From: FOI Health Education MTIC:EX
Sent: Wednesday, June 11, 2014 11:29 AM
To: Rogers, Dorothy AVED:EX
Subject: RE: TRIM: FW: TWU FOI - AED-2013-00138/30/41

Hi Dorothy,

Just a heads up that we have sent out the consultation records to TWU for their reply as we discussed last week. As soon as you provide the new records to me I will incorporate them and we can begin the sign off process.

Thanks,
Rhianna

From: Rogers, Dorothy AVED:EX
Sent: Friday, June 6, 2014 4:09 PM
To: FOI Health Education MTIC:EX
Subject: TRIM: FW: TWU FOI - AED-2013-00138/30/41
Importance: High

Hi Rhianna,

Here is the redline with my comments in it.

I will send you the other docs to be added.

Dorothy Rogers
Director, Quality Assurance
Governance and Quality Assurance Branch
Ministry of Advanced Education
250-387-6298
Cell 250-217-0689

From: FOI Health Education MTIC:EX
Sent: Wednesday, June 4, 2014 2:38 PM
To: Rogers, Dorothy AVED:EX
Subject: FW: TWU FOI - AED-2013-00138/30/41
Importance: High

Hi Dorothy,

I wanted to check in with you regarding the email I sent last Thursday. I am hoping to put the request in through the formal approval process tomorrow or Friday in order to comply with timelines. Are you able to discuss my note below tomorrow or Friday am?

Thank you,

Rhianna Begley BA, BSW, CIAPP-C | FOI Analyst | Information Access Operations | Shared Services BC
Ph: 250-387-4383 | **e:** Rhianna.Begley@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1



INFORMATION
ACCESS OPERATIONS
A BRANCH SHARED SERVICES BC

From: Begley, Rhianna MTIC:EX
Sent: Thursday, May 29, 2014 7:57 AM
To: Rogers, Dorothy AVED:EX
Subject: TWU FOI - AED-2013-00138/30/41

Hi Dorothy,

We discussed earlier in the week that I would submit my questions to you on the redline once Maxine, my manager has had an opportunity to peer review. Given the timeframe, we have decided it would probably be best to do these two reviews concurrently. For this reason, the redline that is attached here is a *draft* redline as Maxine is currently reviewing the records and adding her own questions to them.

In the meantime, I was hoping you could take a look at the records and my questions. They are marked with a sticky note that begins with 'Attention Dorothy'. Please note that the other sticky notes are the harms recommendations received by your Ministry. The questions all relate to two issues:

Please don't hesitate to be in touch if you have any questions. I would like to aim to incorporate your responses and Maxine's review into a final redline mid-week, next week so that your Ministry has plenty of time for the final approval stage.

Thank you so much,

Rhianna Begley BA, BSW, CIAPP-C | FOI Analyst | Information Access Operations | Shared Services BC
Ph: 250-387-4383 | **e:** Rhianna.Begley@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1



INFORMATION
ACCESS OPERATIONS
A BRANCH OF SHARED SERVICES BC



DEGREE QUALITY ASSESSMENT BOARD

MEETING MINUTES

Monday, June 10, 2013

In Attendance:

Nick Rubidge (Chair); Richard Tees (Vice-Chair); Garth Evans; Robert Rogerson; John Stubbs; Laurel Douglas; Carolyne Smart; Don Page; Don McKendrick; Rob Fleming (Ex-Officio); Valarie Bakowski (Ministry); Dorothy Rogers (Secretariat); Craig Mayer (Secretariat)

Regrets:

Frank Pasacreta; Ian Rongve (Ex-Officio); Karin Kirkpatrick (Ex-Officio)

The Chair called the meeting to order at 9:30 am.

1. Previous Meeting Notes Agreement

The Board reviewed the draft meeting notes from the DQAB's April 22, 2013 meeting.

MOVED John Stubbs/ SECONDED Richard Tees

THAT the April meeting minutes be approved as presented.

CARRIED

2. Approval of Agenda and Declarations of Interest

a) Approval of Agenda

The Secretariat noted that some agenda items will be presented out of order due to the time commitments of review panel and institution representatives who will be on standby to join the teleconference. The Secretariat handed out a response to a public comment under agenda item 8. a).

MOVED John Stubbs/ SECONDED Richard Tees

THAT the agenda be approved as amended.

CARRIED

- b) Declarations of Interest - Robert Rogerson agreed to recuse himself during agenda item 7. b).

3. Ministry Report

- a) Please see: Status of Applications Submitted



DEGREE QUALITY ASSESSMENT BOARD

MEETING MINUTES

Monday, June 10, 2013

c) Applications received since last meeting

BC Public Institutions (Peer Review Requested)

- Thompson Rivers University - Bachelor of Journalism
- University of Victoria - Bachelor of Science (Chemistry for the Medical Sciences)
- University of Victoria - MA Indigenous Communities Counselling
- University of Victoria - PhD in Environmental Studies

Private and Out-of-Province Public Institutions (Submitted to Secretariat)

- Canterbury Christ Church University
- Trinity Western University - MA in Educational Studies (Special Education)
- University Canada West -

d) Applications approved or given consent by the Minister

- British Columbia Institute of Technology - Bachelor of Interior Design

e) Status of expert review panels

BCIT - BSc in Food Technology and Operations Management

- Expert Panel:
 - Gwen Chapman, UBC (Chair); Ian McCarthy, SFU; Marleny Saldana, University of Alberta
 - Site visit: June 25; report due July 10

UFV - BA, Major in Economics

- Expert Panel:
 - Jock Munro, Chair; Kenneth Carlaw, UBCO; Rosmy Jean Louis, Vancouver Island University
 - Site visit: June 21; report due July 8

f) Ministry Update

- Don McKendrick was appointed to the Board on April 26, 2013 with a term end date of November 30, 2015. Don fills one of the three positions on the board that represent business, employers and industry.
- Amrik Virk (Surrey Tynehead) was introduced as the new Minister of Advanced Education on Friday, June 7. Virk was a RCMP Inspector and has served on the



DEGREE QUALITY ASSESSMENT BOARD

MEETING MINUTES

Monday, June 10, 2013

Board of Directors of the Surrey Memorial Hospital Foundation and as Vice-Chair of the Board at Kwantlen Polytechnic University.

4. General Correspondence Sent

a.) British Columbia Institute of Technology - Bachelor of Interior Design

The Secretariat noted that the letter from the Board followed the Minister's letter.

5. General Correspondence Received

a.) British Columbia Institute of Technology - Bachelor of Interior Design (Minister Approval)

b.) University of the Fraser Valley - BECE proposal not approved

The Secretariat informed the Board that the proposal was determined not to go forward from a system coordination perspective.

c.) Simon Fraser University - Bachelor of Arts in Cinema Studies proposal not approved

The Secretariat informed the Board that the proposal was determined not to go forward from a system coordination perspective. As SFU has exempt status the proposal would not have come to the DQAB.

d.) Victoria College of Art

s.17

6. Proposals for Consideration and Recommendation

a.) Queen's University - National Executive and Accelerated MBA programs (renewal of consent)

MOVED Carolyn Smart/ **SECONDED** Richard Tees

THAT the Board recommend that the Minister grant consent to Queen's University's National Executive and Accelerated MBA programs degree proposal.

CARRIED



DEGREE QUALITY ASSESSMENT BOARD

MEETING MINUTES

Monday, June 10, 2013

b.) New York Institute of Technology - Master of Science in Information, Network and Computer Security

The Board noted that the degree program review was thorough and touched on key issues and that the institution's response attempted to address each issue.

The Board called a member of the panel to discuss the report and the institution's response to the report. The panel's primary concern was the thesis option however the institution has since pulled back on that requirement. The panel remains concerned with the low TOEFL requirements.

MOVED Laurel Douglas/ SECONDED Don Page

THAT the Board recommend that the Minister grant consent to New York Institute of Technology's Master of Science in Information, Network and Computer Security degree proposal with the condition that the TOEFL requirements be raised to 570 and with the understanding that the program include a course-only (non-thesis) option and that any proposed change to this would require notifying the board.
CARRIED

c.) New York Institute of Technology - MBA, Concentrations in Finance, Health Care Administration, Hospitality and Tourism

The Board noted that the institution agreed to all of the panel's recommendations in their response to the report,

MOVED John Stubbs/ SECONDED Garth Evans

THAT the Board recommend that the Minister grant consent to New York Institute of Technology's degree proposal with the provision that the institution follow through on their commitments to accept the review panel's recommendations including renaming the Hospitality and Tourism concentration "Tourism" and withholding the Health Care Administration concentration. The degrees that the Board recommends consent for are MBA (Finance) and MBA (Tourism).
CARRIED



DEGREE QUALITY ASSESSMENT BOARD

MEETING MINUTES

Monday, June 10, 2013

d.) Adler School of Professional Psychology - Master of Counselling Psychology: Art Therapy

MOVED John Stubbs/ SECONDED Don Page

THAT the Board recommend that the Minister grant consent to Adler School of Professional Psychology's Master of Counselling Psychology: Art Therapy degree proposal subject to the institution implementing the panel's recommendations as agreed to in their response to the report.

CARRIED

e.) Trinity Western University - Juris Doctor

The Secretariat informed the Board that TWU's Juris Doctor degree program proposal was determined to require a formal review by the Minister.

The Board called the Panel Chair and the Chair informed the Board that the institution had addressed each panel recommendation in its response to the report. The Chair noted that the institution answered the panel's questions on the quality of the curriculum and that the panel no longer has concerns in this area.

The Board and the panel expressed concerns over the considerable number of courses planned to be taught by adjunct faculty members.

The Board expressed its concern with the impact on faculty with regard to the institution's Statement of Faith and the Community Covenant and the Board suggests that the issue of Statement of Faith and the Community Covenant should be referred to the Minister. The Board also noted that students will be unable to article if the Law Society of BC does not support the program.

MOVED John Stubbs/ SECONDED Richard Tees

THAT the Board recommend that the Minister grant consent to Trinity Western University's Juris Doctor degree proposal with the condition that the institution implement the agreed to conditions of the review panel's report, that the institution hire qualified faculty

CARRIED



DEGREE QUALITY ASSESSMENT BOARD

MEETING MINUTES

Monday, June 10, 2013

7. Performance Reporting and Monitoring

a.) Gonzaga University - Master of Counselling (Special Terms and Conditions)

The Board called the desk audit reviewer to discuss the report and the institution's response. The reviewer noted that the response did not adequately address the scholarly writing component including higher-order learning objectives especially in regard to the volume of writing required.

The Board called the institution to discuss the report, the institution's response and issues that remain from the desk audit. The institution responded to the Board's concerns regarding the writing requirement by noting that they have undertaken work on their Action Plan and have implemented online American Psychological Association tutorials, for students and faculty, targeting the plagiarism issue.

The Board agreed that the condition pertaining to student writing should remain as it is essential that the written work of the student be of a higher quality.

MOVED Don Page/ SECONDED John Stubbs

THAT the Board recommend to the Minister that the curriculum/ program content condition on Gonzaga University's Master of Counselling program remain and that random samples of student capstone papers be reviewed for evidence of scholarly writing at the next scheduled Ministry site visit.

CARRIED

b.) University Canada West - Annual Performance Report

s.13



DEGREE QUALITY ASSESSMENT BOARD

MEETING MINUTES

Monday, June 10, 2013

s.13

**c.) Corpus Christi College - Annual Performance Report (Reporting Follow Up/
Request to change “doing business as” name denied)**


The Board reviewed its letter to CCC regarding the Board’s review of the institution’s Annual Performance Report and denial of the institution’s request to change its “doing business as” name.

**d.) New York Institute of Technology - Annual Performance Report (Reporting
Follow Up)**

The Board reviewed its letter to NYIT regarding the Board’s review of the institution’s Annual Performance Report. The Board also reviewed the Minister’s letter to the institution indicating the removal of the Special Terms and Conditions of Consent for NYIT’s Master of Business Administration program.

e.) Art Institute of Vancouver - Annual Performance Report (Reporting Follow Up)

The Board reviewed its letter to AIV regarding the Board’s review of the institution’s Annual Performance Report and that further detailed information was required regarding the reduction in the number of credit hours within each program. The Board noted that

	<p style="text-align: center;">DEGREE QUALITY ASSESSMENT BOARD</p> <p style="text-align: center;">MEETING MINUTES</p> <p style="text-align: center;">Monday, June 10, 2013</p>
-----------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

the letter to the institution does not mention the Board's comment that not reporting a change in leadership is unacceptable.

The Board also reviewed the Minister's letter to the institution indicating the removal of the Special Terms and Conditions of Consent for AIV's Bachelor of Applied Design in Graphic Design program.

f.) Bachelor of Performing Arts - Program duration clarification

The Board reviewed correspondence from the Consortium clarifying the program duration.

g.) Langara College - Program Review and Renewal Policy

The Board reviewed correspondence from Langara College updating the Board on recent and planned program reviews.

h.) Vancouver Community College - scholarship development of faculty (BScN)

The Board reviewed correspondence from VCC regarding scholarship development of faculty within the Bachelor of Science in Nursing program.

8. Proposals to be Reviewed

a.) Vancouver Animation School - Organization Review

b.) Vancouver Animation School - Bachelor of Arts in Character Animation

s.13



DEGREE QUALITY ASSESSMENT BOARD

MEETING MINUTES

Monday, June 10, 2013

s.13

9. Requests for Determination of New Degree

a.) Vancouver Community College - Hospitality Management

MOVED Don Page/ SECONDED John Stubbs

THAT the Board considers the proposed changes to the Hospitality Management curriculum to be of sufficient magnitude to constitute a new degree and that Vancouver Community College will be required to submit a full degree program proposal and undergo a full quality assessment review.

CARRIED

b.) Camosun College - Bachelor of Business Administration, Major in Marketing Communications Management (change of name request)

MOVED Carolyn Smart/ SECONDED John Stubbs

THAT the Board considers the proposed changes to the Bachelor of Business Administration, Major in Marketing Communications Management to be of sufficient magnitude to constitute a new degree and that Camosun College will be required to submit a full proposal and undergo a full quality assessment review.

CARRIED

c.) University of Northern British Columbia - name change request: Master of Science in Mathematical, Computer, and Physical Sciences (addendum request)

MOVED John Stubbs/ SECONDED Don Page

THAT the Board accept the University of Northern British Columbia's addendum to the MSc change of name request.

CARRIED



DEGREE QUALITY ASSESSMENT BOARD

MEETING MINUTES

Monday, June 10, 2013

d.) Art Institute of Vancouver - Request to reduce degree program credits

MOVED Don Page/ SECONDED Garth Evans

THAT the Board approves the Art Institute of Vancouver's request to reduce the number of credits in its degree programs from 194 to 180 quarter-credits given that the institution is removing what is no longer relevant and that the institution provided adequate rationale for this proposed reduction.

CARRIED

10. Change to DQAB Process

MOVED Laurel Douglas/ SECONDED Don Page

THAT the Board approve the letter as drafted.

CARRIED

11. Quality Assurance Framework - Update

The Ministry provided an update on the Quality Assurance Framework noting that the next phase of engagement begins this month with discussion tables to be held in Prince George and Kelowna.

12. System Coordination Criteria

The Ministry provided the Board with review criteria guidelines for new degree proposals and noted that the guidelines currently apply to BC public post-secondary institutions and that the Ministry is moving toward applying the criteria to private institutions. The Board agreed that the criteria should also be applied to the private institutions and recommended that the criteria be posted publicly as soon as possible.

13. Theological Institutions List

The Secretariat provided the Board with an updated list of the 16 theological institutions authorized to offer degrees in BC.

14. Date of next meeting - July 15, 2013

15. Future meeting items

- a) Discussion Paper on DQAB's role in reviewing applications for degree programs to be offered overseas including policy for DAA consent holders offering degree programs overseas
- b) Inter-provincial (Ontario, BC, Alberta) protocol on degree recognition



DEGREE QUALITY ASSESSMENT BOARD

MEETING MINUTES

Monday, June 10, 2013

16. Adjournment

The meeting adjourned at 2:40 pm.

MOVED John Stubbs/ SECONDED Richard Tees
THAT the meeting be adjourned.
CARRIED

Future meeting dates

July 15, 2013

September 16, 2013

October 28, 2013

December 2, 2013

Rogers, Dorothy AVED:EX

From: Thiessen-Wale, Katherine AVED:EX
Sent: Thursday, August 14, 2014 4:06 PM
To: McLeod, Lorie E AVED:EX; Wyllie, Sandra AVED:EX
Cc: Simmons, Vicki AVED:EX; Poirier, Dorice AVED:EX
Subject: RE: RUSH REQUEST FOR ACTION: Call For Records FOI Request AED-2014-00105

Hi Lorie, I absolutely cannot manage this request by Monday. It is now late Thursday afternoon, and we are extremely short staffed with almost everyone in our branch away tomorrow. I have other commitments for my time tomorrow. I believe we must seek an extension and at three weeks is needed.

Katherine Thiessen-Wale

Director, Legislation and Board Appointments
Governance and Quality Assurance Branch
Ministry of Advanced Education

From: McLeod, Lorie E AVED:EX
Sent: Thursday, August 14, 2014 3:59 PM
To: Thiessen-Wale, Katherine AVED:EX; Gill, Manjit AVED:EX; Poirier, Dorice AVED:EX
Cc: Wyllie, Sandra AVED:EX; Przada, Jennifer AVED:EX; Dolan, Chelsea AVED:EX
Subject: RUSH REQUEST FOR ACTION: Call For Records FOI Request AED-2014-00105
Importance: High

Hello,

Apologies for the RUSH request. Attached is a call for records as follows:

Relating to a Trinity Western University submitted proposal to establish a School of Law to the Ministry and the Federation of Law Societies of Canada in June 2012 to establish a J.D. program for 60 students per year in a three year program starting in September 2015: Reports, substantial correspondence, but not from the general public and memos briefing notes and submissions sent to the Ministry about this proposed law school since February 11, 2014 excluding news media clippings or press releases.

Please provide records back to me by **August 18, 2014**.

Thank you!

Lorie McLeod
A/Manager, Business Services &
Ministerial Correspondence and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education
(250) 952-7408

This message may contain information that is privileged and confidential. If you have received this message in error, please notify me immediately and delete the original transmission without making a copy.

From: Mino, Lise MTIC:EX
Sent: Thursday, July 31, 2014 1:55 PM
To: McLeod, Lorie E AVED:EX

Cc: Haak, Bethany MTIC:EX
Subject: Call For Records FOI Request AED-2014-00105

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be Bethany Haak

Please send the records to FOI.Health.Education@gov.bc.ca by August 15, 2014

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or any other questions or concerns relating to this request

Warmly,

Lise Mino | Freedom of Information and Privacy Analyst | Information Access Operations | Shared Services BC
Ph: 250 387 7996 | **e:** Lise.Mino@gov.bc.ca |

Providing Services to: Ministry of Advanced Education, Ministry of Education and Ministry of Health

"We judge ourselves by our intentions; others judge us by our actions."

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Media	July 31, 2014	Bethany Haak	August 12, 2014	August 15, 2014

REQUEST DETAILS:

Relating to a Trinity Western University submitted proposal to establish a School of Law to the Ministry and the Federation of Law Societies of Canada in June 2012 to establish a J.D. program for 60 students per year in a three year program starting in September 2015: Reports, substantial correspondence, but not from the general public and memos briefing notes and submissions sent to the Ministry about this proposed law school since February 11, 2014 excluding news media clippings or press releases.

Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/> NO <input type="radio"/>
If yes, specify: <input type="text"/>	

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2: Fee Estimate Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search
Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

Volume
Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours

Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

Could release of any/all of the responsive records potentially cause harm?

YES ☐

NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harm assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

(Please reference the information of concern, the harms, and associated page numbers below)

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Harms assessment completed by (Full Name, Title)

Program Area:

Harms assessment approved by (Full Name, Title)

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

Rogers, Dorothy AVED:EX

From: Simmons, Vicki AVED:EX
Sent: Friday, August 15, 2014 8:27 AM
To: Wyllie, Sandra AVED:EX
Cc: Thiessen-Wale, Katherine AVED:EX
Subject: RE: RUSH REQUEST FOR ACTION: Call For Records FOI Request AED-2014-00105

Hi Sandra,

As well, there are probably going to be many responsive records in Dorothy's email which we will not have access to until she returns on September 2nd.

Vicki

Vicki Simmons

Senior Policy Analyst
Governance and Quality Assurance Branch
BC Ministry of Advanced Education
| E | Vicki.Simmons@gov.bc.ca | T | 250.356.2067

From: Wyllie, Sandra AVED:EX
Sent: Thursday, August 14, 2014 4:11 PM
To: Poirier, Dorice AVED:EX; Massey, Christine AVED:EX; Stewart, Jacqui AVED:EX; McConnan, Kelly AVED:EX; Thiessen-Wale, Katherine AVED:EX
Cc: Laberge, Shelly A AVED:EX; Williams, Marty F AVED:EX; Simmons, Vicki AVED:EX; MacLean, Madeline AVED:EX; Kisilewich, Nicole AVED:EX; Avison, Claire AVED:EX; McLeod, Lorie E AVED:EX
Subject: RE: RUSH REQUEST FOR ACTION: Call For Records FOI Request AED-2014-00105

There is a cross-over on dates from the previous FOI submission. I am waiting for advice - We may only require one week of information. Stay tuned.

Thanks

From: Poirier, Dorice AVED:EX
Sent: Thursday, August 14, 2014 4:06 PM
To: Massey, Christine AVED:EX; Stewart, Jacqui AVED:EX; McConnan, Kelly AVED:EX; Thiessen-Wale, Katherine AVED:EX
Cc: Laberge, Shelly A AVED:EX; Williams, Marty F AVED:EX; Simmons, Vicki AVED:EX; MacLean, Madeline AVED:EX; Kisilewich, Nicole AVED:EX; Wyllie, Sandra AVED:EX; Avison, Claire AVED:EX
Subject: FW: RUSH REQUEST FOR ACTION: Call For Records FOI Request AED-2014-00105
Importance: High

Please can you answer Lori ASAP (by **August 18, 2014.**)
questions. Thanks

Contact Sandra if you have any

Dorice Poirier | Executive Administrative Assistant to Assistant Deputy Minister, Claire Avison - Sector Strategy and Quality Assurance | Ministry of Advanced Education | ☎ 250 356-0826 ✉ Dorice.Poirier@gov.bc.ca

From: McLeod, Lorie E AVED:EX
Sent: Thursday, August 14, 2014 3:59 PM

Rogers, Dorothy AVED:EX

From: Wyllie, Sandra AVED:EX
Sent: Monday, August 18, 2014 1:55 PM
To: Kisilewich, Nicole AVED:EX; Wyllie, Sandra AVED:EX; Poirier, Dorice AVED:EX; Massey, Christine AVED:EX; Stewart, Jacqui AVED:EX; McConnan, Kelly AVED:EX; Thiessen-Wale, Katherine AVED:EX; Wyllie, Sandra AVED:EX; Rogers, Dorothy AVED:EX; Williams, Marty F AVED:EX; Simmons, Vicki AVED:EX; MacLean, Madeline AVED:EX; Kisilewich, Nicole AVED:EX; McLeod, Lorie E AVED:EX; Cook, Jeannette AVED:EX; Meadows, Jennifer L AVED:EX; Laberge, Shelly A AVED:EX
Cc: Wyllie, Sandra AVED:EX
Subject: RE: RUSH REQUEST FOR ACTION: Call For Records FOI Request AED-2014-00105 -NOW DUE SEPTEMBER 15

Please note Further clarification on this request :

The timeline for AED-2014-000105 has been amended to Feb 28, 2014 to July 31, 2014, (although recommended that program staff review from Feb 11 to July 31 inclusive and eliminate records that have been sent previously for Feb 11-Feb 28 period).

Thanks .

S

From: Kisilewich, Nicole AVED:EX
Sent: Monday, August 18, 2014 1:21 PM
To: Wyllie, Sandra AVED:EX
Subject: RE: RUSH REQUEST FOR ACTION: Call For Records FOI Request AED-2014-00105 -NOW DUE SEPTEMBER 15

Just wondering about the green highlighted below? Is it one week or the whole time frame?

Thanks

From: Wyllie, Sandra AVED:EX
Sent: Friday, August 15, 2014 2:26 PM
To: Wyllie, Sandra AVED:EX; Poirier, Dorice AVED:EX; Massey, Christine AVED:EX; Stewart, Jacqui AVED:EX; McConnan, Kelly AVED:EX; Thiessen-Wale, Katherine AVED:EX; Wyllie, Sandra AVED:EX; Rogers, Dorothy AVED:EX
Cc: Laberge, Shelly A AVED:EX; Williams, Marty F AVED:EX; Simmons, Vicki AVED:EX; MacLean, Madeline AVED:EX; Kisilewich, Nicole AVED:EX; Avison, Claire AVED:EX; McLeod, Lorie E AVED:EX; Cook, Jeannette AVED:EX; Meadows, Jennifer L AVED:EX; Poirier, Dorice AVED:EX
Subject: RE: RUSH REQUEST FOR ACTION: Call For Records FOI Request AED-2014-00105 -NOW DUE SEPTEMBER 15

Hi, please be advised that we have received an extension on this request now due September 15.

From: Wyllie, Sandra AVED:EX
Sent: Thursday, August 14, 2014 4:11 PM
To: Poirier, Dorice AVED:EX; Massey, Christine AVED:EX; Stewart, Jacqui AVED:EX; McConnan, Kelly AVED:EX; Thiessen-Wale, Katherine AVED:EX
Cc: Laberge, Shelly A AVED:EX; Williams, Marty F AVED:EX; Simmons, Vicki AVED:EX; MacLean, Madeline AVED:EX; Kisilewich, Nicole AVED:EX; Avison, Claire AVED:EX; McLeod, Lorie E AVED:EX
Subject: RE: RUSH REQUEST FOR ACTION: Call For Records FOI Request AED-2014-00105

There is a cross-over on dates from the previous FOI submission. I am waiting for advice - We may only require one week of information. Stay tuned

Thanks

From: Poirier, Dorice AVED:EX

Sent: Thursday, August 14, 2014 4:06 PM

To: Massey, Christine AVED:EX; Stewart, Jacqui AVED:EX; McConnan, Kelly AVED:EX; Thiessen-Wale, Katherine AVED:EX

Cc: Laberge, Shelly A AVED:EX; Williams, Marty F AVED:EX; Simmons, Vicki AVED:EX; MacLean, Madeline AVED:EX; Kisilewich, Nicole AVED:EX; Wyllie, Sandra AVED:EX; Avison, Claire AVED:EX

Subject: FW: RUSH REQUEST FOR ACTION: Call For Records FOI Request AED-2014-00105

Importance: High

Please can you answer Lori ASAP (by **August 18, 2014.**) . I am not here tomorrow. Contact Sandra if you have any questions. Thanks

Dorice Poirier | Executive Administrative Assistant to Assistant Deputy Minister, Claire Avison - Sector Strategy and Quality Assurance | Ministry of Advanced Education | ☎ 250 356-0826 ✉ Dorice.Poirier@gov.bc.ca

From: McLeod, Lorie E AVED:EX

Sent: Thursday, August 14, 2014 3:59 PM

To: Thiessen-Wale, Katherine AVED:EX; Gill, Manjit AVED:EX; Poirier, Dorice AVED:EX

Cc: Wyllie, Sandra AVED:EX; Przada, Jennifer AVED:EX; Dolan, Chelsea AVED:EX

Subject: RUSH REQUEST FOR ACTION: Call For Records FOI Request AED-2014-00105

Importance: High

Hello,

Apologies for the RUSH request. Attached is a call for records as follows:

Relating to a Trinity Western University submitted proposal to establish a School of Law to the Ministry and the Federation of Law Societies of Canada in June 2012 to establish a J.D. program for 60 students per year in a three year program starting in September 2015: Reports, substantial correspondence, but not from the general public and memos briefing notes and submissions sent to the Ministry about this proposed law school since February 11, 2014 excluding news media clippings or press releases.

Please provide records back to me by **August 18, 2014.**

Thank you!

Lorie McLeod
A/Manager, Business Services &
Ministerial Correspondence and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education
(250) 952-7408

This message may contain information that is privileged and confidential. If you have received this message in error, please notify me immediately and delete the original transmission without making a copy.

From: Mino, Lise MTIC:EX

Sent: Thursday, July 31, 2014 1:55 PM

To: McLeod, Lorie E AVED:EX
Cc: Haak, Bethany MTIC:EX
Subject: Call For Records FOI Request AED-2014-00105

Hello,

Please find attached a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be Bethany Haak

Please send the records to FOI.Health.Education@gov.bc.ca by August 15, 2014

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits to prove that they have conducted an adequate search for relevant records.

Please do not hesitate to contact your analyst to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- whether staff would be available to discuss the request with the applicant, if the applicant is agreeable;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or any other questions or concerns relating to this request

Warmly,

Lise Mino | Freedom of Information and Privacy Analyst | Information Access Operations | Shared Services BC
Ph: 250 387 7996 | **e:** Lise.Mino@gov.bc.ca |

Providing Services to: Ministry of Advanced Education, Ministry of Education and Ministry of Health

"We judge ourselves by our intentions; others judge us by our actions."

Rogers, Dorothy AVED:EX

From: Simmons, Vicki AVED:EX
Sent: Tuesday, August 26, 2014 11:51 AM
To: Rogers, Dorothy AVED:EX
Cc: Azaransky, Debbie L AVED:EX; Thiessen-Wale, Katherine AVED:EX; MacLean, Madeline AVED:EX
Subject: RE: FOI Request 292-30/AED-2014-00105 Trinity Western University

Hi Dorothy,

I have pulled everything from my email, the Briefing Notes folder, the Correspondence folder, and TWU's JD folder on the LAN. These documents are saved at: $\frac{10}{5}$

You just need to add anything you have in your email and then they are ready to be put in a package and marked for harms.

Thanks,
Vicki

Vicki Simmons

Senior Policy Analyst
Governance and Quality Assurance Branch
BC Ministry of Advanced Education

3rd Floor, 835 Humboldt St
PO Box 9883 Stn Prov Govt
Victoria BC V8W 9T6
(T) 250-356-2067 | (F) 250-387-3750 | (E) vicki.simmons@gov.bc.ca

From: Thiessen-Wale, Katherine AVED:EX
Sent: Monday, August 25, 2014 12:13 PM
To: MacLean, Madeline AVED:EX
Cc: Azaransky, Debbie L AVED:EX; Simmons, Vicki AVED:EX; Rogers, Dorothy AVED:EX
Subject: RE: FOI Request 292-30/AED-2014-00105 Trinity Western University

Hi Madeline, this is the FOI for which we received an extension to September 15. See attached.
I will therefore ask for Vicki and Dorothy (once she is back) to consider this with reference to the other FOI releases.

Katherine Thiessen-Wale

Director, Legislation and Board Appointments
Governance and Quality Assurance Branch
Ministry of Advanced Education

From: MacLean, Madeline AVED:EX
Sent: Monday, August 25, 2014 10:03 AM
To: Azaransky, Debbie L AVED:EX; Thiessen-Wale, Katherine AVED:EX
Subject: FOI Request 292-30/AED-2014-00105 Trinity Western University

Hello,

Please review for harms and highlight area to be removed.

Thank you,

~~Madeline MacLean~~

Administrative Assistant
Governance and Quality Assurance Branch
Ministry of Advanced Education
3rd Floor - 835 Humboldt St.
Victoria BC V8V 4W8
Phone:250-356-9734
Fax:250-387-3750
Email: Madeline.MacLean@gov.bc.ca

Rogers, Dorothy AVED:EX

From: Thiessen-Wale, Katherine AVED:EX
Sent: Thursday, September 4, 2014 12:27 PM
To: Rogers, Dorothy AVED:EX; Simmons, Vicki AVED:EX; Mayer, Craig W AVED:EX
Cc: MacLean, Madeline AVED:EX
Subject: RE: FOR ACTION: Call For Records FOI Request AED-2014-00105 Due: Sept 14

I don't have any records of this type.

Katherine Thiessen-Wale

Director, Legislation and Board Appointments
Governance and Quality Assurance Branch
Ministry of Advanced Education

From: Rogers, Dorothy AVED:EX
Sent: Thursday, September 4, 2014 8:03 AM
To: Simmons, Vicki AVED:EX; Mayer, Craig W AVED:EX; Thiessen-Wale, Katherine AVED:EX
Cc: MacLean, Madeline AVED:EX
Subject: FW: FOR ACTION: Call For Records FOI Request AED-2014-00105 Due: Sept 14
Importance: High

Hi,

We have received another FOI request regarding TWU. Please review to see if you have any records.

* * * * *

Dorothy Rogers
Director, Quality Assurance
Governance and Quality Assurance Branch
Ministry of Advanced Education
250-387-6298

s.17

From: McLeod, Lorie E AVED:EX
Sent: Wednesday, September 3, 2014 8:33 PM
To: Rogers, Dorothy AVED:EX
Cc: Wyllie, Sandra AVED:EX; MacLean, Madeline AVED:EX; Poirier, Dorice AVED:EX
Subject: FOR ACTION: Call For Records FOI Request AED-2014-00105 Due: Sept 14
Importance: High

Hi Dorothy,

Can you please assist with this call for records as follows:

Relating to a Trinity Western University submitted proposal to establish a School of Law to the Ministry and the Federation of Law Societies of Canada in June 2012 to establish a J.D. program for 60 students per year in a three year program starting in September 2015: Reports, substantial correspondence, but not from the general public and memos briefing notes and submissions sent to the Ministry about this proposed law school since February 11, 2014 excluding news media clippings or press releases. The date range is from February 11, 2014 to July 31, 2014.

Please provide records with harms assessment back to me by: **September 14, 2014.**

Thanks very much!

Lorie

Lorie McLeod
A/Manager, Business Services &
Ministerial Correspondence and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education
(250) 952-7408

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