



## 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



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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 - <sup>s.17</sup>  
s.17
- Trinity Western University - MA in Educational Studies (Special Education)
- University Canada West <sup>s.17</sup>

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



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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**

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#### **6. Proposals for Consideration and Recommendation**

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

**MOVED** Carolynne 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**



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#### **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**



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#### **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**<sup>S13</sup>

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**CARRIED**



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#### **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**

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**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



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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**

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institution would benefit from hiring an appropriate consultant to guide them through the process.

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#### **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 Carolyne 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**



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#### **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

August 27, 2013:

- Dr. Harold Coward (Chair), University of Victoria;
  - Dr. Adele Reinhartz , University of Ottawa;
  - Dr. Wayne McCready, University of Calgary
- **Master of Arts in Educational Studies (Special Education):** The Board Secretariat is currently conducting an initial review of the MA in Educational Studies (Special Education) proposal for completeness. The proposal will then be posted for the required 30-day peer/public review period.

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- Ministerial consent for the following four TWU programs expires on March 5, 2014:
  - Bachelor of Arts in Sociology,
  - Master of Arts in Marriage and Family Therapy,
  - Master of Science in Nursing, and
  - Bachelor of Arts in Leadership.

TWU has indicated that it is preparing applications for re-consent for the above four degrees. The required process for renewal of consent was clarified with TWU, including posting for the 30-day review.

## Trinity Western University

Re: Status of TWU degree proposals undergoing quality assessment process.

- Trinity Western University (TWU) has Exempt Status up to and including the Master's level and, therefore, proposals up to that level are not normally reviewed by the Degree Quality Assessment Board (Board).
- The following TWU degree proposals are currently in various stages of the degree quality assessment process:

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- **PhD in Religious Studies:** A three-person expert panel has been coordinated for the PhD in Religious Studies as follows and the site visit will take place on August 27, 2013:
  - Dr. Harold Coward (Chair), University of Victoria;
  - Dr. Adele Reinhartz, University of Ottawa;
  - Dr. Wayne McCready, University of Calgary
- **Master of Arts in Educational Studies (Special Education):** The Board Secretariat is currently conducting an initial review of the MA in Educational Studies (Special Education) proposal for completeness. The proposal will then be posted for the required 30-day peer/public review period.
- **International Master of Business Administration (iMBA in China):** The iMBA program proposal has completed the peer/public review process and is currently under review. TWU will be notified once the Minister's decision is made.

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  - Bachelor of Arts in Sociology,

- Master of Arts in Marriage and Family Therapy,
- Master of Science in Nursing, and
- Bachelor of Arts in Leadership.

TWU has indicated that it is preparing applications for re-consent for the above four degrees. The required process for renewal of consent was clarified with TWU, including posting for the 30-day review.

**Cc:** Brown, Susan B AVED:EX; Bakowski, Valarie AVED:EX  
**Subject:** update - Minister's Roundtable Discussion - July 30, 2013

Just a quick note to share highlights of yesterday's meeting.

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- 95337 – Adler School of Professional Psychology – degree approved
- 95363 – New York Institute of Technology – both degrees approved

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Please let me know if you have any questions,  
Jacqui

## **Jothen, Janet M AVED:EX**

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**From:** Jothen, Janet M AVED:EX  
**Sent:** Monday, July 29, 2013 2:31 PM  
**To:** Kilpatrick, Rosalyn AVED:EX  
**Cc:** Simmons, Vicki AVED:EX; Rogers, Dorothy AVED:EX  
**Subject:** RE: 94957 - TWU IMBA

Hi -

I was able to post this one using the same date for the T&Cs being sent and signed as the date on the letter.

Janet

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**From:** Kilpatrick, Rosalyn AVED:EX  
**Sent:** Monday, July 29, 2013 9:13 AM  
**To:** Jothen, Janet M AVED:EX  
**Cc:** Simmons, Vicki AVED:EX  
**Subject:** RE: 94957 - TWU IMBA

We will have the same issue with the TWU JD one I think...normally we get the T&C signed prior to Minister's approval but in both cases for TWU we did it afterwards. Vicki, do you recall how we handled this with PSIPS in the past?

R.

Rosalyn Kilpatrick  
Education Officer  
Ministry of Advanced Education  
250-387-6176

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**From:** Jothen, Janet M AVED:EX  
**Sent:** Monday, July 29, 2013 8:38 AM  
**To:** Kilpatrick, Rosalyn AVED:EX  
**Subject:** RE: 94957 - TWU IMBA

OK, not sure if you were involved the last time I posted one, but I don't recall how we dealt with it in terms of the dates. PSIPS wants a date before the Minister approves...but the process is that we get the T&Cs signed after the Minister approves.

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**From:** Kilpatrick, Rosalyn AVED:EX  
**Sent:** Monday, July 29, 2013 8:35 AM  
**To:** Jothen, Janet M AVED:EX  
**Subject:** RE: 94957 - TWU IMBA

'Morning Janet!

TWU has signed the T&C, I've just saved to shared drive (sorry, I forgot to do this on Fri).

Cheers,  
Ros

Rosalyn Kilpatrick  
Education Officer  
Ministry of Advanced Education  
250-387-6176

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**From:** Jothen, Janet M AVED:EX  
**Sent:** Monday, July 29, 2013 8:29 AM  
**To:** Kilpatrick, Rosalyn AVED:EX  
**Subject:** RE: 94957 - TWU IMBA

Hi Ros,

I assume I can't post this until the Terms and Conditions have been signed? PSIPS requires that the T&Cs are posted before the letter, and I can't recall how we dealt with this the last time I posted a letter with T&Cs. I think we just fudged the date to be before the Minister signed the letter,...

Janet

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**From:** Kilpatrick, Rosalyn AVED:EX  
**Sent:** Friday, July 26, 2013 2:59 PM  
**To:** Jothen, Janet M AVED:EX  
**Subject:** FW: 94957 - TWU IMBA

Hi Janet,

This letter has now been sent out to TWU.

R.

Rosalyn Kilpatrick  
Education Officer  
Ministry of Advanced Education  
250-387-6176

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**From:** Lee, Ally AVED:EX  
**Sent:** Thursday, July 25, 2013 11:54 AM  
**To:** Rogers, Dorothy AVED:EX  
**Cc:** Carnegie, Lynn AVED:EX; Kilpatrick, Rosalyn AVED:EX  
**Subject:** 94957 - TWU IMBA

Hi Dorothy,

Please see attached for the signed/approved DN and letter re the above. Can you please advise if the letter can be sent out?

Thanks,  
Ally

Ally Lee  
A/Office Assistant  
Governance and Quality Assurance Branch



Ministry of Advanced Education  
Phone: (250) 356-9734  
Email: [Ally.Lee@gov.bc.ca](mailto:Ally.Lee@gov.bc.ca)

- 95337 – Adler School of Professional Psychology – degree approved
- 95363 – New York Institute of Technology – both degrees approved

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Please let me know if you have any questions,  
Jacqui

## **Call with Dr. Bob Wood re TWU Proposed School of Law**

### **Speaking Notes:**

#### Juris Doctor (JD) Degree

- The Degree Quality Assessment Board conducts quality assessment activities on behalf of the Ministry to ensure new proposed degree programs at both private and public post-secondary institutions in BC meet consistent and high quality criteria. All applicants must undergo the same rigorous quality assessment process.
- As you know, the Board determined that the proposal would undergo a full quality assessment review by a 5-person panel of experts. The expert panel has submitted its report which has been forwarded to TWU for response prior to review by the Board.
- Since the proposal represents a significant departure from programs historically offered by TWU, the Board's review focused not only on the degree program criteria but also on broader issues regarding the institution's capacity, infrastructure and resources required to develop an entirely new faculty.
- TWU asked for an extension to respond to the expert panel report. I understand that the Board provided a 2 week extension as per their standard practice. As you know, TWU's response is due by May 17, 2013.
- The expert panel report and TWU's response will be considered at the Board's June 10, 2013 meeting for recommendation to the Minister.
- It would not be appropriate for me to comment on the particulars of the expert report or the Board's quality assessment review until the process is complete and the Minister makes a determination.

#### Other Proposals Submitted by TWU

##### *Master of Business Administration (iMBA in China)*

- The proposal was not reviewed by the Board since TWU has exempt status to the masters' level.
- The proposal completed the mandatory 30-day peer/public review on April 5, 2013. The proposal will now go directly to the Minister for determination.

##### *PhD in Religious Studies*

- The Board determined that the proposal would undergo a full quality assessment review by a 3-person panel of experts. The Secretariat is currently in the process of organizing the review panel and will be in contact with TWU to arrange the date for the site visit within the next few weeks.