

# Degree Quality Assessment Board

The Degree Quality Assessment Board is an independent advisory board that ensures legislated quality assurance requirements are met for post-secondary education in B.C.

- [Board role and responsibilities](#)

There are:

- Up to 13 voting members appointed by the Minister

Members may be reappointed to consecutive terms by the Minister of Advanced Education.

- [Current members](#)
- [Board remuneration \(PDF\)](#)

## Board Meetings

The deadline for submissions to be considered for inclusion in the board's agenda package is 10 business days prior to the meeting. Given the large volume of materials the board reviews, submissions must be concise, with limited attachments, where possible. Applicants will be informed when their application has been forwarded to the board. The meeting schedule for April 2016 to June 2017 is as follows:

<b>2016</b>	<b>2017</b>
April 4, 2016	January 30, 2017
May 16, 2016	March 13, 2017
June 27, 2016	May 1, 2017
July 25, 2016	June 19, 2017
September 19, 2016	June 19, 2017
October 31, 2016	
December 12, 2016	

Prior to deliberation, institutions must provide complete documentation. Supporting documents may include:

- Application and supporting documentation
- Organizational profile
- Peer review comments
- Organization review, including expert analyses
- Degree program review, including expert analyses
- Applicant response to peer/public comments and external expert reports
- Ministry comments

In some cases, the board may have significant issues it wishes to be addressed, or it may require additional information, clarification or comment from the applicant prior to making a recommendation. Therefore, one or two representatives of the applicant, including the senior academic officer most familiar with the application,

should be available by telephone during the meeting. If desired by the applicant, the representatives may make themselves available in person rather than by telephone; however, the representatives will only be called into the meeting if the board needs to obtain clarification or discuss an aspect of the proposal with them. Any such discussion will normally be limited to 20 minutes and focus on allowing the applicant to respond to specific questions and outstanding issues. The time is not to be used for a general program overview or marketing presentation.

## The Board Secretariat

Staff members who work at the Ministry of Advanced Education perform the following secretariat duties:

- Administrative support
- Process / monitor applications
- Assist applicants and prospective applicants
- Coordinate meeting agendas, information packages and events
- Conduct research as directed

## Use of External Experts

External experts may be required to:

- Conduct an organization review, focusing on the characteristics of the institution
- Conduct a degree program review, focusing on the specifics of a proposal for a particular degree-level and discipline/area of study

The board will appoint any external experts. However, institutions can suggest appropriate qualified individuals for the board's consideration.

- [Learn about external expert qualifications](#)

## Conflict of Interest & Confidentiality Policy

The Conflict of Interest and Confidentiality Policy applies to board members, external experts conducting a review as well as any applicants who need to declare a conflict of interest with an board member or external expert.

- [Review the policy](#)