

**British Columbia
Degree Quality Assessment Board**

**Annual Report
April 1, 2015 - March 31, 2016**

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Post-Secondary Education in BC

Overview

The public post-secondary system in BC is comprised of 11 research and teaching-intensive universities, 11 colleges and 3 institutes with a total enrolment of over 400,000 students.

In 2015/16, 15,000 students were enrolled in close to 60 degree programs at 20 private and out-of-province public post-secondary institutions that have consent to offer degree programs in the province.

Degree Quality Assessment Board - Overview

About the Board

The Degree Quality Assessment Board (the Board) is an independent advisory board to the Minister of Advanced Education. The purpose of the Board is to advance the quality of degree programs and make recommendations in respect of:

- Applications for consent under the *Degree Authorization Act* (DAA) from private and out-of-province public post-secondary institutions;
- Degree program proposals from British Columbia public post-secondary institutions; and
- Applications for exempt status.

The Board is informed by government priorities and addresses the following public policy objectives when carrying out its responsibilities:

- Quality education in degree programs;
- Coherent and integrated post-secondary system;
- Post-secondary system that responds to the labour market needs of the Province; and
- Protection of the interests of learners.

The Duties and Powers of the Board are listed in the Board's Terms of Reference (refer to Appendix 1).

Expanded Mandate

In 2015/16, the Terms of Reference were updated, through consultation with members, and the Duties and Powers of the Board were expanded to include:

- Undertaking research related to quality assurance and produce reports at the request of the Minister.
- Conducting assessments of new degrees at public post-secondary institutions regarding social and economic benefit; system coordination/ program duplication; student demand

and outcomes, and institutional mandate/ capacity. This resulted in the **Stage 1 Review Process** for BC public post-secondary institutions.

- Conducting periodic audits of internal degree program review measures based on information provided by public post-secondary institutions to ensure that rigorous, ongoing program and institutional quality assessment processes have been implemented. This resulted in the **Quality Assurance Process Audit**.

To carry out the expanded mandate, the composition of the Board was also amended. Representation from public post-secondary institutions expanded from four to five members and the student position and the ex-officio position representing the Private Career Training Institutions Agency were discontinued.

Policy Development

Stage 1 Review Process

The Stage 1 Review was established in 2015/16 to determine the need for a proposed program and how it fits with other programs currently offered within the BC public post-secondary education system.

Stage 1 criteria was implemented in 2015 and the Board worked throughout 2015/16 on the evolution and refinement of evaluation tools for assessing a degree program proposal's institutional mandate and capacity, social and economic benefit, system coordination/ program duplication and student demand/ benefit to students.

Quality Assurance Process Audit

The Minister of Advanced Education tasked the Board with developing and implementing a periodic Quality Assurance Process Audit (QAPA) of internal program review policies and processes at public post-secondary institutions. The Board formed the Quality Assurance Audit Committee (QAAC) as a standing committee that provides the Board with expert advice and guidance on the development and implementation of a periodic quality assurance process audit for public institutions that is compatible with the BC post-secondary system and is reflective of evolving best practices in Canada and internationally.

Quality Assessment Process

The Board conducts the quality assessment process to ensure that degree programs meet consistent and high-quality standards. The approval process for degree proposals and other applications can take six months to one year from initial submission to the Minister's decision.

Proposal Submissions

Applications for degree programs, exempt status and use of the word "university" were received by the Ministry between April 1, 2015 and March 31, 2016:

BC Public Post-Secondary Institutions	25
Private Post-Secondary Institutions	24

Peer Review

The quality assessment process is initiated with a 30-day public review of each application's full program proposal. The proposal is publicly posted on the Degree Granting Authorization web site. This enables the general public (including academic experts from inside and outside British Columbia) the opportunity to review the full program proposal and provide comments to the submitting institution and the board.

Reviews

The Board reviews the institution's application and supporting documents to determine if a review is required. For submissions from private post-secondary institutions, the Board also determines if a review of the organization is required.

The Board makes a determination on the type of review (for example: desk audit or three-person panel) and provides the Board Secretariat with advice on the selection of external experts.

External experts review submissions and visit the institution as part of the review process. Experts provide advice to the Board and are integral to the Board's role in ensuring that proposed degree programs at both private and public post-secondary institutions meet the Minister's criteria.

Board Recommendations

The Board reviews the proposal and the External Review Report and the institution's response to the report in making a determination on the submission.

In 2015/16 the Board met eight times and made recommendations to the Minister on eleven public post-secondary applications and nine private and out-of-province public institution applications.

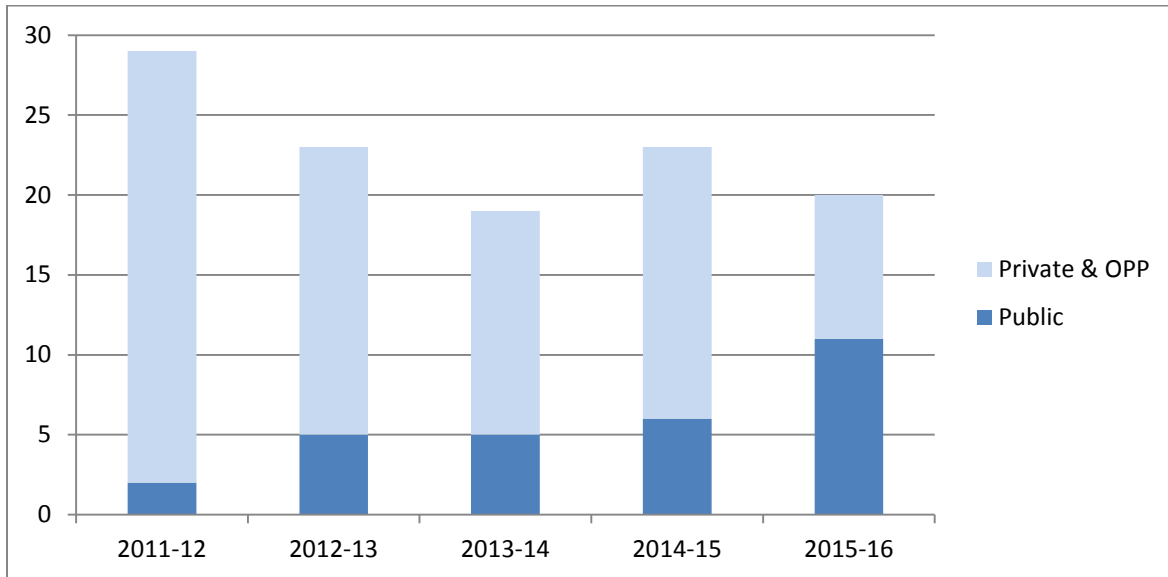
British Columbia Public Institutions' Applications Requiring Board Review in 2015/16:

Institution	Program	DQAB Recommendation
Capilano University	BMus in Jazz Studies	Recommend Approval
Douglas College	Bachelor of Social Work	Recommend Approval
Thompson Rivers University	Masters/ Master of Science in Environmental Economics and Management	Recommend Stage 1 Approval
Thompson Rivers University	Master of Nursing	Recommend Stage 1 Approval
University of British Columbia	Master of Data Science	Recommend Stage 1 Approval
University of the Fraser Valley	Bachelor of Arts, Theatre Major	Recommend Stage 1 Approval
University of the Fraser Valley	Bachelor of Arts, Indigenous Studies (Major and Minor)	Recommend Stage 1 Approval
University of the Fraser Valley	Bachelor of Arts, Peace and Conflict Studies (Major and Minor)	Recommend Stage 1 Approval
University of the Fraser Valley	Bachelor of Media Arts	Recommend Stage 1 Approval
University of the Fraser Valley	Bachelor of Agricultural Science, Horticulture Major	Recommend Stage 1 Approval
University of the Fraser Valley	Bachelor of Education	Recommend Stage 1 Approval

Private and Out-of-Province Public Institutions' Applications Requiring Board Review in 2015/16:

Institution	Program	DQAB Recommendation
Acsenda School of Management	Bachelor of Business Administration with Concentrations	Recommend Consent (under a new entity)
Acsenda School of Management	Bachelor of Hospitality Management	Recommend Consent (under a new entity)
Corpus Christi College	Associate of Arts	Recommend Re- Consent
Fairleigh Dickinson University	Bachelor of Arts in Individualized Studies	Recommend Re-Consent
Fraser International College	Associate of Arts	Recommend Re-Consent
New York Institute of Technology	Master of Science in Energy Management	Recommend Consent
New York Institute of Technology	Masters of Science in Instructional Technology	Recommend Consent
University Canada West	BCom General Studies	Recommend Re-Consent
University Canada West	Bachelor of Arts in Business Communication	Recommend Re-Consent

Applications Requiring Board Review, 2011/12 - 2015/16:



Determination of New Degree

In some instances it may be difficult to determine whether a proposed change in program offerings is of sufficient magnitude to be classed as a new degree. The Degree Program Review Criteria and Guidelines include a provision that allows institutions to request the Board's determination on whether a change in program offering is of sufficient magnitude to be classed as a new degree requiring Board review and/or approval of the Minister.

During 2015/2016, the Board reviewed ten requests received from institutions regarding changes to existing degrees. The Board determined that three of the ten requests did constitute a new degree, requiring more formal review and approval. The Board also determined that seven requests did not have substantive changes to be a new degree.

New degree submissions requiring Board review in 2015/16:

Institution	Program
Kwantlen Polytechnic University	Bachelor of Science in Nursing program. The Board determined that the changes were substantive and that KPU was required to submit a full proposal.
Kwantlen Polytechnic University	Bachelor of Psychiatric Nursing program. The Board determined that the changes were substantive and that KPU was required to submit a full proposal.
Thompson Rivers University	Minor in Language and Global Studies. The Board determined that the proposed minor is substantive and that TRU was required to submit a full proposal.

Submissions approved without Board review as new degree in 2015/16:

Institution	Program
British Columbia Institute of Technology	Change of name from Bachelor of Technology in Ecological Restoration to Bachelor of Science in Ecological Restoration. The Board determined that the proposed name change did not constitute a new degree and that no further action was required by BCIT.
British Columbia Institute of Technology	Change of name from Bachelor of Technology in Architectural Science to Bachelor of Architectural Science. The Board determined that the proposed name change did not constitute a new degree and that no further action was required by BCIT.
University of the Fraser Valley	Change in terminology for their Bachelor of Business Administration program. The Board determined that the proposed change was not a new degree and requested that UFV provide clarification on how the institution determines majors and minors.
Vancouver Island University	Change of name from Bachelor of Arts, Major in Graphic Design to Bachelor of Design. The Board determined that the proposed name change did not constitute a new degree and recommended that "graphic design" be added to the Bachelor Design title.
Adler University	Change of name from Doctor of Clinical Psychology to Doctor of Psychology in Clinical Psychology. The Board determined that the proposed name change did not constitute a new degree.
Alexander College	Request for an Associate of Arts in Economics specialization and an Associate of Arts in Psychology specialization. The Board approved the specializations.
Queen's University	Change of name from Executive MBA to Executive MBA Americas. The Board determined that the change did not constitute a new degree and reminded Queen's that institutions must inform the Minister before implementation of any material or substantive change as per the Standard Terms and Conditions of Consent.

Exempt Status

Institutions with proven track records (10 years' history in enrolling students in programs in B.C. at a particular degree level) and appropriate governance mechanisms in place may apply for "exempt status" at a specific degree level. When an institution has been granted exempt status, proposals submitted for new degree programs do not require a quality review by the Board and go directly to the Minister for approval following the 30-day peer/public review period. The Minister may refer a new degree program for review should the Minister consider it necessary.

Submissions from Exempt Institutions not requiring Board Quality Review that received Minister Approval in 2015/16:

Institution	Submission
Simon Fraser University	Master of Arts in Comparative Media Arts
University of British Columbia	Bachelor of Urban Forestry
University of British Columbia	Master of Data Science
University of British Columbia	Master of Engineering Leadership
University of British Columbia	Master of Health Leadership and Policy in Seniors' Care
University of British Columbia, Okanagan	M.Sc. Medical Physics
University of British Columbia, Okanagan	PhD Medical Physics
University of Northern BC	Master Of Engineering in Integrated Wood Design
Trinity Western University	Bachelor of Arts in Corporate Communications (re-consent)
Trinity Western University	Bachelor of Fine Arts in Acting (re-consent)
Trinity Western University	Bachelor of Science, Majors in Biotechnology (re-consent)
Trinity Western University	Master of Arts in Linguistics (re-consent)

Minister Decisions

Submissions requiring Board Review that received Minister Approval or Consent in 2015/16:

Institution	Submission
British Columbia Institute of Technology	Master of Science in Ecological Restoration
Capilano University	BMus in Jazz Studies
Douglas College	Bachelor of Arts in Applied Criminology
Acsenda School of Management	Bachelor of Business Administration with Concentrations
Acsenda School of Management	Bachelor of Hospitality Management
Adler University	Master of Public Policy and Administration
Corpus Christi College	Associate of Arts Degree
Fairleigh Dickinson University	Bachelor of Arts in Individualized Studies
Fraser International College	Associate of Arts
New York Institute of Technology	Masters of Science in Energy Management
New York Institute of Technology	Masters of Science in Instructional Technology
Queen's University	Cornell-Queen's Executive MBA
University Canada West	BCom General Studies
University Canada West	Bachelor of Arts in Business Communication
Yorkville University	Bachelor of Business Administration
British Columbia Institute of Technology	Application for Exempt Status
Yorkville University	Use of the word "university"

Withdrawn Applications

Institutions are able to withdraw a proposal at any time prior to the Minister's decision. Institutions are informed at the time of application that withdrawn applications are posted publicly to ensure transparency and accountability in the quality assessment process.

Withdrawn applications in 2015/16:

Institution	Program
Kwantlen Polytechnic University	Bachelor of Business Administration in Communications
Thompson Rivers University	Master of Social Work
University of Victoria	Masters in Public History
Art Institute of Vancouver	Bachelor of Arts in Media Arts and Animation

Other Accomplishments

Meetings

In 2015/16, the Board held a total of eight meetings: four meetings in Vancouver, three in Victoria and one via teleconference. In July, 2015, the Board invited the Minister of Advanced Education to its meeting and discussed quality assurance in the province as well as specific topics such as labour market trends, the requirement for improved data, international students and private institutions competing with public institutions.

Direction and Advice

The Board engaged in discussions with the Ministry, and provided advice where applicable, on a wide range of topics including: Skills for Jobs Blueprint; applied research; International Education Strategy; sexual misconduct policies at post-secondary institutions, and; BC Tech Strategy.

Outreach

In 2015/16, the Ministry formed the Quality Assurance Audit Committee (QAAC), a standing committee of the Board with broad representation from the public universities, institutes, colleges and the DQAB. The QAAC provides the Board with expert advice and guidance on the development and implementation of a periodic Quality Assurance Process Audit (QAPA) for public institutions.

The QAAC adopted Guiding Principles, drafted Criteria and developed the Quality Assurance Process Audit Framework. The Audit Committee also developed an Implementation Plan, including a timeline, and identified institutions to pilot the process in 2017.

Performance Reporting and Monitoring

Annual Reports and Performance Meetings

In addition to a quality assessment process, the *Degree Authorization Act* (DAA) requires private and out-of-province public institutions offering degrees in BC to submit annual reports to the Ministry and the Board. The Report includes information on the institution, its operations in British Columbia, student demographics, the degree programs under consent and how they are continuing to meet or exceed performance standards under the established criteria.

In conjunction with the annual reporting cycle, the Board Secretariat may conduct a performance meeting with institutions. These meetings focus on evidence-based outcomes and act as a means to follow up on issues that have been raised in relation to current performance and quality assurance standards.

In 2015/16, nineteen institutions provided Annual Reports on the 2014/2015 academic year and the reports were submitted by July 31, 2015. Performance meetings were conducted with six institutions in November and December 2015 and the performance reports were sent to each institution to allow them the opportunity to provide a response before the Board reviewed the individual reports and the institution's response.

Substantive Changes

Under the Standard Terms and Conditions of Consent the Board also reviewed substantive changes, such as changes to an institution's "doing business as" name, location changes and changes to program implementation dates, from private and out-of-private public institutions.

In 2015/16, the Board made two recommendations related to consent change requests:

- Trinity Western University was granted consent to offer their International MBA degree program at their Richmond Centre campus.
- Alexander College's requested change in corporate structure was approved.

In 2015/16, the Board reviewed eighteen issues related to performance and quality assurance standards identified for review of special terms and conditions of consent or provisions of the Board.

Upcoming Activity

In 2016/17, the Stage 1 Review process will continue to be developed and refined as the Board strives to provide comprehensive advice to the Minister regarding system coordination assessments of new degrees from public institutions.

The Quality Assurance Process Audit Framework will be finalized in 2016/17 and the QAPA pilot process will begin in the Fall with two institutions. The site visits for the two pilot reviews are scheduled to occur in the Spring, 2017. Also in 2016/17, the Quality Assurance Audit Committee will develop a roster of QAPA assessors, provide assessors with orientation sessions, and plan a symposium for 2017 to share lessons learned during the first year reviews.

In addition, the increasingly complex private post-secondary sector in BC places demands on the Board through, for example, international corporations seeking to offer degrees in the province and institutions broadening their range of programs with an increasing focus on international students.

In 2016/17, the Board will proceed with succession planning of members to ensure the appropriate composition and expertise of members is in place for the Board to continue to provide quality, expert advice and recommendations to the Minister.

Degree Quality Assessment Board - Membership and Support

Board Appointment Process

The Board Resourcing and Development Office (BRDO) oversees and monitors all appointments and publicly issues a Notice of Position prior to upcoming vacancies. The DQAB Secretariat manages the appointment process and provides the BRDO with a list of potential members.

Members are selected for their background, experience and interest in post-secondary education and are appointed, through Ministerial Order, for terms of varying lengths. Members may serve more than one term and generally do not serve more than a total of six consecutive years. The reappointment process for members includes a performance appraisal.

Members are appointed from the public post-secondary and private degree granting sectors, from the business community and from the general public and the Board also includes representation from the Ministry of Advanced Education and the British Columbia Council on Admissions and Transfer (BCCAT).

Board Membership

The Board is composed of up to thirteen voting members appointed by the Minister, including a Chair and Vice-Chair. 2015/16 members (refer to Appendix 2 for board member biographies):

Member	Sector Representation
Dr. Nicholas Rubidge	Public Post-Secondary
Dr. John Stubbs	Public Post-Secondary
Dr. Douglas Owram	Public Post-Secondary
Dr. Carolyne Smart	Public Post-Secondary
Dr. Donald Page	Private Post-Secondary
Laurel Douglas	Business/ Employers/ Industry
Don McKendrick	Business/ Employers/ Industry
Frank Pasacreta	Business/ Employers/ Industry
Garth Evans	General Public
Dr. Rob Fleming	BCCAT
Claire Avison	Ministry of Advanced Education

Quality Assurance Audit Committee

The DQAB appointed an eleven member standing committee.

2015/16 membership included the following Board members: **Dr. Nicholas Rubidge** (Chair), **Dr. John Stubbs**, **Dr. Douglas Owram**, **Dr. Robert Fleming** and **Claire Avison**.

2015/16 members representing the public post-secondary sector included: **Dr. Andrew Hay** (Vice-President Education, Okanagan College), **Dr. Barry Hogan** (Dean of Academic Planning and Quality Assurance, British Columbia Institute of Technology), **Dr. Glynn Nicholls** (Director, Academic Planning and Quality Assurance, Simon Fraser University), **Dr. David Witty** (Provost and Vice-

President, Academic, Vancouver Island University), **Dr. Christine Bovis-Crossen** (Provost and Vice-President, Academic, Thompson Rivers University, and **Dr. Kathryn McNaughton** (Vice-President, students, academic and Applied Research, Vancouver Community College).

Expert Reviewers

The DQAB relies on the excellent work of highly qualified expert reviewers and those who take part in the peer-review process. The willingness of these experts to serve on review panels, and the quality of their advice, has greatly assisted the Board in conducting its work.

The following list of expert reviewers includes those that were involved in a quality assessment report where the report was submitted during 2015/16:

Dr. Werner Antweiler	Dr. Stephen Duguid	Dr. Lili Liu
Mr. Larry Bafia	Mr. Steve Finn	Mr. Ian McDougall
Dr. Thomas Baker	Ms. Maureen Fizzell	Dr. Robert McTavish
Dr. Lyn Bartram	Prof. Darrell Fox	Dr. Nancy Olewiler
Mr. Darrell Bethune	Dr. Peter Gabor	Prof. Jonathan Rouse
Dr. Catherine Black	Dr. John Gilbert	Dr. Andrew Rowe
Dr. Leslie Burns	Dr. Rebecca Grant	Dr. Robina Thomas
Lorna Butler	Dr. Stephen Grundy	Dr. Mary-Ellen Tyler
Dr. Robert Campbell	Dr. Sonya Grypma	Dr. Frank Ulbrich
Dr. Sunah Cho	Dr. Julia Jahansoozi	Mr. Owen Underhill
Dr. Peter Chow-White	Mr. Woonam Kim	Dr. Mark Wallin
Mr. Michael Conlin	Dr. Penny Le Couteur	Dr. Jay Wilson
Hélène Day Fraser	Dr. Lori Letts	Dr. Lela Zimmer

Board Secretariat

The Governance and Quality Assurance Branch of the Ministry of Advanced Education provides secretariat support to the Board. The Secretariat provides policy and procedural advice, organizes meetings and expert review panels, and responds to inquiries from the public and applicant institutions. The Secretariat consists of:

Dorothy Rogers, Director
 Dawn House, Education Officer
 Rosalyn Kilpatrick, Education Officer
 Dao Luu, Education Officer
 Vicki Simmons, Senior Policy Analyst
 Craig Mayer, Research Officer
 Janet Jothen, Contract Administrator
 Beth Nichols, Administrative Assistant
 Elissa Whittington, Co-op student (summer, 2015)

Acknowledgements

The DQAB extends its gratitude to the external expert reviewers, faculty members, sector groups, institutional representatives, members of the public, Ministry staff and staff at other provincial ministries including Jobs, Tourism & Skills Development and Health that contribute to continually improving BC's post-secondary system.

The DQAB also extends its gratitude to the Campus Alberta Quality Council for their assistance in the development of the quality assurance process audit.

The Board members look forward to continuing to work with the Minister of Advanced Education and Ministry staff as well as stakeholders and students to ensure the Province of British Columbia continues to build a reputation as a jurisdiction of post-secondary educational excellence.

Appendix 1 - DQAB Terms of Reference

PURPOSE

The Government of British Columbia is committed to ensuring the relevance and high quality of post-secondary education for all learners and the national and international recognition of British Columbia degrees. The purpose of the Degree Quality Assessment Board (the Board) is to advance the quality of degree programs and make recommendations to the Minister of Advanced Education in respect of:

- Applications for consent under the *Degree Authorization Act* (DAA) from private and out-of-province public post-secondary institutions;
- Degree program proposals from British Columbia public post-secondary institutions; and
- Applications for exempt status.

In conducting quality assessment processes or undertaking recurring audits of an institution's internal program review processes, the Board will be informed by government priorities and will address the following public policy objectives:

- Quality education in degree programs;
- Coherent and integrated post-secondary system;
- Post-secondary system that responds to the labour market needs of the Province; and
- Protection of the interests of learners.

GUIDING PRINCIPLES

The operations of the Board will be affordable, accountable, efficient and effective. The principles outlined below will inform and guide the relationship between the Board and the Ministry of Advanced Education (AVED).

Affordable

- The structure and operation of the Board will be affordable and reflect the policy objectives of AVED.
- The structure and operation of the Board will reflect the spending policies and accountabilities of government.
- The Board will ensure that its policies and practices do not impose costs on institutions that are greater than necessary to ensure quality degree programming in British Columbia.

Accountable

- The Board structure, operations and policies will be open and transparent.

Efficient

- The Board will pursue expeditious decision-making practices while supporting degree quality.

Effective

- The Board will ensure that effective quality assessment processes and mechanisms are in place.

Board members will follow the Board Resourcing and Development Office's (BRDO) General Conduct Principles for Public Appointees.

1) BOARD COMPOSITION

The Board is composed of up to 13 voting members appointed by the Minister, including a Chair and a Vice-Chair.

- a) Members will be drawn from the following areas and possess the skills and experience outlined below:
 - i) Five individuals with experience in degree program review, as well as educational expertise within the public post-secondary degree granting sector;
 - ii) Two individuals with experience in degree program review, as well as educational expertise within the private post-secondary degree-granting sector;
 - iii) Three individuals from the business community reflective of economic development priorities in large and small industries and employers, regionally and provincially, with background or interest in post-secondary education;
 - iv) One individual from the general public;
 - v) One individual with expertise in articulation and transfer arrangements (preferably, the Executive Director of the British Columbia Council on Admissions and Transfer); and
 - vi) One AVED representative.

The Minister will appoint the Chair and Vice-Chair from among the members.

2) DUTIES AND POWERS

a) The Board will

- i. Conduct quality reviews of applications for new degree programs, applications for use of the word “university”, and applications for exempt status, and other matters referred to it by the Minister, and make recommendations to the Minister on these applications and other matters;
- ii. Conduct assessments of new degrees at public post-secondary institutions regarding social and economic benefit; system coordination/program duplication; student demand and outcomes, and institutional mandate/capacity.
- iii. Review applications and make recommendations to the Minister with respect to renewals of consent for existing degree programs and use of the term “university” from private and out-of-province public institutions.
- iv. Monitor degree programs and institutional capacity at post-secondary institutions with consent under the *Degree Authorization Act*; provide advice and direction to institutions based on annual reports and advise the Minister as appropriate.
- v. Assess requests for degree and credential name changes and changes to consent.
- vi. Conduct periodic audits of internal degree program review measures based on information provided by public post-secondary institutions to ensure that rigorous, ongoing program and institutional quality assessment processes have been implemented;
- vii. Recommend to the Minister criteria that will apply for the purposes of giving or refusing consent/approval or attaching terms and conditions to consent;
- viii. Protect the integrity of the application and review process by maintaining confidentiality of individual submissions to the extent required or allowed by law;
- ix. Undertake research related to quality assurance and produce reports at the request of the Minister; and
- x. Perform other duties that may be requested by the Minister.

b) The Board may:

- i. Establish review committees and call upon subject experts, as required, to assist the Board in its review of applications;
- ii. Seek other advice, as it deems necessary, to assist the Board in providing recommendations and advice to the Minister; and
- iii. Establish procedures for reviewing applications and other matters referred to it.

3) MEETINGS

- a) The Board will meet up to 10 times a year, or as required to fulfill the duties and responsibilities outlined herein.
- b) The Chair may call special meetings of the Board.
- c) Regular meetings and special meetings of the Board may be conducted in person or via teleconference, or other means approved by the Board.
- d) Meeting agendas and supporting materials will be circulated no fewer than seven calendar days prior to the scheduled Board meeting.
- e) Decisions of the Board will be arrived at through deliberation and consensus, whenever possible. The Board will establish its own voting procedures and may authorize voting to take place in person or by telephone, facsimile or other means approved by the Board.
- f) At a meeting of the Board, the presence of a majority of the sitting members of the Board will constitute a quorum.
- g) An act or thing done by a majority of the members of the Board present at a meeting, if the members present constitute a quorum, is deemed to have been done by the Board.
- h) A vacancy in the membership of the Board does not invalidate the Terms of Reference of the Board or impair the right of the members in office to act.

4) DUTIES OF THE CHAIR AND VICE-CHAIR

- a) The Chair of the Board will perform the duties outlined below:
 - i. Consult with the Minister or Deputy Minister, as appropriate, regarding these Terms of Reference.
 - ii. Provide leadership in guiding the Board and coordinating its activities in order to fulfill its advisory duties.
 - iii. Ensure timely and effective communications with other Board members, appropriate agencies and government.
 - iv. Appoint review committee members and subject experts, approve their terms of reference, and ensure appropriate reporting mechanisms of Board committees.
 - v. Ensure that there is an orientation program for new Board members and an ongoing development program for existing Board members aimed at increasing the Board members' familiarity with the Board's roles, duties and responsibilities.

- vi. Provide reports to the Minister as required.
 - vii. Consult with the Secretariat regarding the *Freedom of Information and Protection of Privacy Act* concerning its collection, disclosure and use of information to ensure that it is consistent with government policy and legislation.
- b) The duty of the Vice-Chair will be to act as Chair of the Board if the Chair is unable to perform the duties/functions of the Chair.

5) SECRETARIAT

- a) The Board will have a Secretariat of AVED staff to provide administrative support to the Board, to process and monitor applications for Board consideration, and to work with applicants and prospective applicants to facilitate the application process.
- b) As directed by the Board, the Secretariat will undertake the research necessary to support the duties of the Board.
- c) The Secretariat will coordinate the agenda, information packages and related events for Board meetings.
- d) The Secretariat will follow standard government policies and procedures in carrying out its duties (e.g., records management, financial management, communications, and freedom of information and protection of privacy).

6) EFFECT OF TERMS OF REFERENCE

These Terms of Reference do not affect, modify, limit or interfere with the responsibilities of any of its parties under law. In the event of any conflict between these Terms of Reference and any law, including the Act and its regulations, the law prevails. The Act and its regulations shall guide interpretation of the Terms of Reference.



Minister of Advanced Education

December 3, 2015



Chair, Degree Quality Assessment Board

November 10, 2015

Appendix 2 - Board Member Biographies

Nicholas Rubidge, Chair

Nicholas Rubidge recently completed a term as interim President, Northern Lights College. Upon his retirement from the presidency of the College of the Rockies was appointed president emeritus. Rubidge serves as chair of the Province of British Columbia's Degree Quality Assurance Board and prior to his appointment to DQAB he was chair of the BC Post-Secondary Employers Association. He is presently a member of the Board for the Ontario Colleges Quality Assurance Service. He has more than 40 years' experience in the post-secondary system. Before joining the College of the Rockies, Rubidge served 23 years in various capacities in the Provinces Ministry of Advanced Education, lastly as director of the colleges and institutional planning branch at the Ministry of Advanced Education and Labour Market Development, Training and Technology in Victoria and as vice-president of Royal Roads University. In 1975, Rubidge was one of the educational administrators hired to create a multi-campus college for the East Kootenay region. That college became East Kootenay Community College and was later renamed College of the Rockies. He has represented the province and Canada at various national and international venues, such as the council of Canadian ministers of education, the commonwealth ministers of education and meetings of the south east Asia ministers of education. His educational background includes a master's degree in agricultural economics and a doctorate in adult education from the University of British Columbia, and a Bachelor of Science degree from London University in England.

John Stubbs, Vice-Chair

John Stubbs is a professor emeritus of history and past president and vice-chancellor of Simon Fraser University. A long-time university executive and educator, Stubbs has served as president and vice-chancellor of Trent University, associate dean of arts at the University of Waterloo, governor of Sir Sandford Fleming College, and a member of the executive of the Council of Ontario Universities. He has taught politics and history at Trent University and history at the University of Waterloo. He is the author of articles and papers on British political history and the history of journalism. Stubbs is a former director of BC Hydro and the Laurier Institution. In the past, he served as a director for the Association of Universities and Colleges of Canada, the Vancouver Board of Trade, and the Business Council of British Columbia. He served as a director of the Canada Millennium Scholarship Foundation from 1999 to 2010. Stubbs holds a bachelor of arts from the University of Toronto, a master of science from the London School of Economics, and a doctor of philosophy from Oxford University.

Garth M. Evans

Garth M. Evans lives in Burnaby BC and practices law with the Vancouver law firm of Barbeau Evans & Goldstein concentrating on real estate, commercial and corporate matters. He graduated from the UBC in 1971 with a bachelor of arts (economics) and in 1974 with a bachelor of laws and was called to the British Columbia Bar in 1975. In 1981 he was awarded the Canadian Medal of Bravery. He was the chair of the Solicitors' Issues Committee of the BC Branch of the Canadian Bar Association from 2003 to 2007. He was a Burnaby city councillor from 2005 to 2008 and is a member of the Burnaby Board of Trade. He is actively involved in the management of a number of small businesses. He is a member of the B.C. Medical Association Environmental Health Committee and chair of its Water Quality Subcommittee and a director of a number of non-profit societies including Fairhaven United Church Homes Society and L'Arche Greater Vancouver Society.

Donald M. Page

Don Page is currently Trinity Western University's Senior Fellow and Professor Emeritus in the Master of Arts in Leadership (MAL) program. He served as the university's academic vice president for ten years before establishing the MAL program and the Laurentian Leadership Centre in Ottawa. He has also served as the program director for the Executive Leadership Institute for training new university presidents and chief academic officers. Before joining the university in 1989, he was a foreign policy analyst and speech writer in the Department of Foreign Affairs and International Trade. He has conducted workshops on leadership and team building for non-profit and business organizations and government departments throughout Canada and in the United States, Kenya, South Africa, and China. He has published more than six dozen studies on foreign affairs, public history, and leadership, the most recent being his book on Servant Empowered Leadership: A Hands-On Guide to Transforming You and Your Organization. He holds his B.A., M.A., and Ph.D. degrees in history from the University of Toronto.

Frank Pasacreta

Frank Pasacreta has over 30 years of experience in Industrial Relations. Prior to his retirement in December 2007 he spent 18 years with the BC Maritime Employers Association (BCMEA), most recently as President and CEO, and before that as Executive Vice-President and Vice-President of Operations. As CEO he was responsible for all of the BCMEA activities including, Health & Safety, Collective Bargaining, Labour Relations, Recruitment and Training, Claims Management, Information Services, Payroll & Benefits, Legislative Advocacy and the Longshore Despatch Centres. Prior to joining the BCMEA in 1987 he held a variety of senior positions in the Human Resources field with the Provincial Department of Labour, BC Labour Relations Board, Construction Labour Relations and Canada Post. Frank, who lives in Kelowna, has served as a fundraiser for the Lions Gate Hospital 911 Relay for 10 years and volunteers as an account executive for the United Way. Pasacreta currently serves as a Director and Chair of the Board of the Industry Training Authority and as Director of the Templeton Secondary School Education Foundation. He is a former Director of Family Services of Greater Vancouver, Greater Vancouver Gateway Council, Western Marine Community and Federal Employers Transportation & Communications (FETCO).

Carolyn Smart

Carolyn Smart is professor emerita of business strategy and former dean of the Faculty of Business Administration at Simon Fraser University. She has spent the last 25 years as an academic and senior administrator at Simon Fraser University. Carolyn is academically trained in the discipline of strategic analysis and planning and she has developed a deep understanding and appreciation of management processes within not-for-profit and entrepreneurial organizations. She has published extensively on issues relating to improving organizational decision-making processes, particularly during crises, and the quality of strategic decisions made by entrepreneurial enterprises. She also is the former director of the Scotia Bank Centre for Women Entrepreneurs and she works extensively with female business owners. Carolyn served as a member of the Board of Directors of the Vancouver Arts Stabilization Team and she has a particular interest in strategic decision-making in arts and cultural organizations. She holds the degrees of bachelor of commerce (marketing), master of business administration (organizational theory) and doctor of philosophy (strategy) from The University of British Columbia.

Laurel Douglas

Laurel Douglas has been CEO of Women's Enterprise Centre (WEC) since 2004. Under Laurel's leadership, WEC has become recognized as the go-to place for women entrepreneurs in BC and a best practice internationally. From its offices in Kelowna, Vancouver and Victoria, WEC provides business loans up to \$150,000, business advisory services, training, mentoring, export support, supplier diversity certification assessments, resources and a supportive community. Laurel has a passion for empowering women to their business success. She spent the first 20 years of her career in the financial services and technology sectors in Canada, France, Germany and the UK. She settled in BC in the mid 90's and chose economic development as her vocation. Laurel has served on the board of the Central Okanagan Economic Development Commission since 2003, is a founding member of the National Taskforce on Women's Business Growth and director of Women's Enterprise Organizations of Canada. She co-founded the WEB Alliance in 2009, helped organize the BC Economic Forum and WE for SHE. Laurel serves on UBC Okanagan's External Advisory Committee and the provincial Degree Quality Assessment Board. Nationally and internationally, Laurel speaks on the topics of women's leadership, economic empowerment and diversity. She represented Canada at the W20 engagement group for the G20, and the 2011 APEC Summit. Laurel has been recognized for her contributions by the Greater Vancouver Board of Trade, the BC Economic Development Association, the Kelowna Chamber, Small Business BC, the Professional Women's Network and The International Alliance of Women.

Don McKendrick

Don McKendrick currently works as an independent management consultant. His career spans almost 40 years in the pulp and paper sector. Don has worked in senior level positions in operations and corporate services for various companies in BC and Ontario. Most recently, he provided leadership support for the start-up of a world-class pulp mill in Rizhau, China. Previous to this, Don was VP of Operations at Canada's largest paper complex in Crofton BC. Don's academic background includes a degree in Chemical Engineering from the University of British Columbia, a diploma from the Banff School of Advanced Management, a Coaching Certificate from the Learning Institute of Seattle and a diploma from the Centre for Creative Leadership in Greensboro, North Carolina.

Doug Owram

Doug Owram is a Canadian historian who was educated at Queen's University (B.A. , M.A.) and the University of Toronto (PhD). He joined the University of Alberta in 1976 and became full professor in 1985. He served in several administrative positions, becoming Vice-President (Academic) in 1995. As such he was senior vice-president of the university and its chief operating officer. His term was completed in 2003. In 2006 he was recruited to the position of Deputy Vice-Chancellor and Principal of the University of British Columbia's Okanagan campus. He completed his term on June 30, 2012. Professor Owram has authored or edited nine books and many articles. In recognition of his scholarship he was made a member of the Royal Society of Canada (1990) and won the university's research prize in 1995. Major external roles include the Presidency of the Canadian Federation of Humanities and Social Sciences (2002-2004) and the founding Chair of the Campus Alberta Quality Council (2003-2006), Alberta's accreditation body.

Rob Fleming

Dr. Robert Fleming is the Executive Director & Co-chair of the BC Council on Admissions and Transfer (BCCAT). Prior to being appointed BCCAT Executive Director and Co-chair in 2010, Dr. Fleming taught at various institutions in BC and served in faculty and administrative roles, including English department Co-chair, Dean of Humanities, and Associate Vice-President Academic. He is also one of several founding directors of the Pan-Canadian consortium on Admissions and Transfer, which was established in 2013 to further the work of credit transfer and student mobility across Canada. Over his career, he has contributed as a member of several provincial, national, and international post-secondary committees, organizations, and projects. His scholarship includes presentations and publications on literature and composition, curriculum development and review, post-secondary policy and systems, and organizational cultures. Dr. Fleming holds Bachelor of Arts and Master of Arts degrees from the University of British Columbia, and a Doctorate from Simon Fraser University.

Claire Avison

Claire Avison is Assistant Deputy Minister, Ministry of Advanced Education. Claire Avison joined the BC Public Service in 2001, working at the Ministry of Health for five years in the health promotion area before moving to the Ministry of Education in 2006 and assuming responsibility for a broad range of policy matters. The work at the Ministry of Education included a two year term as the Executive Director responsible for the national Consortium for School Health, bringing together senior policy makers from provincial and territorial ministries of health and education along with the Public Health Agency of Canada to work more effectively together on areas of common interest, and, subsequently a lead role in the promotion of healthy schools, the expanded community use of schools and support for vulnerable students. In 2010, Claire began working with the Deputy Minister and ministry executive to ensure policy alignment within the K-12 sector's transformation initiatives. In 2011, Claire was appointed Assistant Deputy Minister, Governance, Legislation and Regulation. Her responsibilities included governance and legislation, teacher regulation, international education, independent schools and labour relations. Claire was also a member of the Board of the BC Public Schools Employers Association and the Board of the BC Council for International Education and served as the government representative on the BC Teachers' Council. In November 2013, she joined the Ministry of Advanced Education in the capacity of Assistant Deputy Minister with the Governance, Legislation and Strategic Policy Division. She oversees governance and quality assurance, strategic policy and planning, labour relations as well as post-secondary audit and accountability. Claire brings a wide range of experience in policy alignment, governance, legislation and labour relations to her role with the Ministry of Advanced Education.