



**British Columbia
Degree Quality Assessment Board**



**Annual Report
April 1, 2016 - March 31, 2017**

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Executive Summary

The Degree Quality Assessment Board

The DQAB advances the quality of degree programs in BC and makes recommendations to the Minister.

- The Board is composed of up to 13 voting members appointed by the Minister.

Degree Assessment Process

The Board conducts degree assessments to ensure that proposed degree programs meet a number of standards.

- The assessment process for degree proposals can take four months to one year from initial submission, through a 30-day public review process and the Board's review and recommendation, to the Minister's decision.

Stage 1 Review

Since 2015/16, the Board has assessed new degrees at public post-secondary institutions for social and economic benefit; system coordination/program duplication; student demand and outcomes, and institutional mandate/capacity.

- The Board has reviewed 27 Stage 1 proposals and has made 22 recommendations to approve and 5 recommendations to not approve to the Minister.

Stage 2 – Program Quality Review

The Board reviews an institution's application to determine if a program quality review is required.

- In 2016/17, the Board undertook 15 expert reviews for program quality.

Quality Assurance Process Audit

In 2016/17, the Board commenced periodic audits of internal program review measures for public post-secondary institutions.

- During this pilot year, two institutions proceeded through the audit process.

Board Recommendations

In 2016/17, the Board reviewed and made recommendations to the Minister on 32 applications from BC Public Post-Secondary Institutions and Private Post-Secondary and Out-of-Province Public Institutions.

- This represents a 38% increase from the previous year and is mainly a reflection of the addition of Stage 1 reviews of proposals from BC Public institutions.

Performance Monitoring and Reporting

The Board monitors degree programs and institutional capacity at post-secondary institutions with consent under the *Degree Authorization Act* (DAA).

- Performance meetings were conducted with 7 institutions.

Upcoming Activity

Highlights for the Board in 2017/18 include continuing to refine the Stage 1 Review process, proceeding with Pilot Year 2 of the Quality Assurance Process Audit, and conducting a review of Business Degree Programs in the province and throughout Canada.

Overview

Post-Secondary Education in BC

BC's post-secondary system is diverse and varied. It includes BC public institutions consisting of 11 research and teaching-intensive universities, 11 colleges and 3 institutes. It also includes public institutions based in other jurisdictions, and private institutions that all offer a wide range of degree and non-degree programs, vocational and language training programs and faith-based programs. There are 19 private and out-of-province public post-secondary institutions that have consent to offer degree programs in the province.

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.

About the Degree Quality Assessment Board

The Degree Quality Assessment Board (the Board) is an independent advisory board to the Minister of Advanced Education and is responsible for quality assessment of degree-level education in the province.

The purpose of the Board is to advance the quality of degree programs and make recommendations in respect of:

- Degree program proposals from British Columbia public post-secondary institutions;
- Applications for consent under the *Degree Authorization Act* (DAA) from private and out-of-province public post-secondary institutions; and
- Applications for exempt status.
- 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. This resulted in the **Stage 1 Review Process** for BC public post-secondary institutions.
- 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. This resulted in the **Quality Assurance Process Audit**.

When carrying out its responsibilities, the Board works toward the following 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.

A full listing of the Duties and Powers of the Board are in the Board's Terms of Reference (refer to Appendix 1 and on the [Ministry's website](#)).

Board Membership

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

Members are selected for their background, experience and interest in post-secondary education and are appointed 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.

Board members must be committed to the principles and practices of quality assurance in post-secondary education and have academic experience in areas such as quality assessment, curriculum design, teaching and learning, and administration. Members also require a broad outlook, open mind and sound judgement.

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).

2016/17 Board Membership Changes

In 2016/17, eight of thirteen positions on the Board became open for appointment or reappointment as, in addition to the requirement to fill two vacant Board positions, six positions reached the end of their terms in November, 2016. Once all thirteen positions were filled, the composition of the Board aligned with recommendations put forward in the 2011 Review of the Degree Approval Process in BC (Stubbs Report) regarding representation.

Board Appointment Process

The DQAB Secretariat manages the appointment process and a Notice of Position is posted on the Board Resourcing and Development Office (BRDO) website as well sent to institutions and sector groups.

In 2016/17, the Board formed a DQAB Board Appointments Sub-Committee consisting of four Board members to review the appointment process and make recommendations to the Board and Ministry. The DQAB Board Appointments Sub-Committee, and subsequently the Board, provided the Ministry with advice on composition including gender diversity, experience, institution type, regional representation and the requirement for succession planning.

Degree Assessment Process

Process Overview

The Board conducts degree assessments to ensure that proposed degree programs meet standards established by the Minister. The assessment process for degree proposals and other applications can take four 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, 2016 and March 31, 2017. There were eighteen applications from BC Public Post-Secondary Institutions and eighteen applications from Private Post-Secondary and Out-of-Province Public Institutions.

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.

The peer review process is reflective of the Board's commitment to ensuring the interests of the public are served by having an open and accountable process. Peer comments are also beneficial to the Board during the review process and in making recommendations to the Minister.

Throughout 2016/17, 7 of 30 degree proposals that went through the Peer Review process received comments.

Stage 1 Review

In 2015/16, the Stage 1 Review Process was established 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. The Board worked throughout 2016/17 on refining the evaluation and assessment tools.

For submissions from BC Public Post-Secondary Institutions, the Board reviews the institution's Stage 1 submission and documents produced by the Ministry, including a Labour Market Data Review, to determine the need for the program.

Since the beginning of the Stage 1 Review Process in late 2015, the Board has reviewed 27 Stage 1 proposals and made 22 recommendations to approve and 5 recommendations to not approve to the Minister.

Stage 2 - Program Quality Review

Initially, 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 then 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 this Stage 2 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.

In 2016/17 there were a total of 15 expert reviews undertaken.

Board Recommendations

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

In 2016/17 the Board made recommendations to the Minister on eighteen public post-secondary applications and fourteen private and out-of-province public institution applications.

British Columbia Public Institutions' Applications Requiring Board Review in 2016/17:

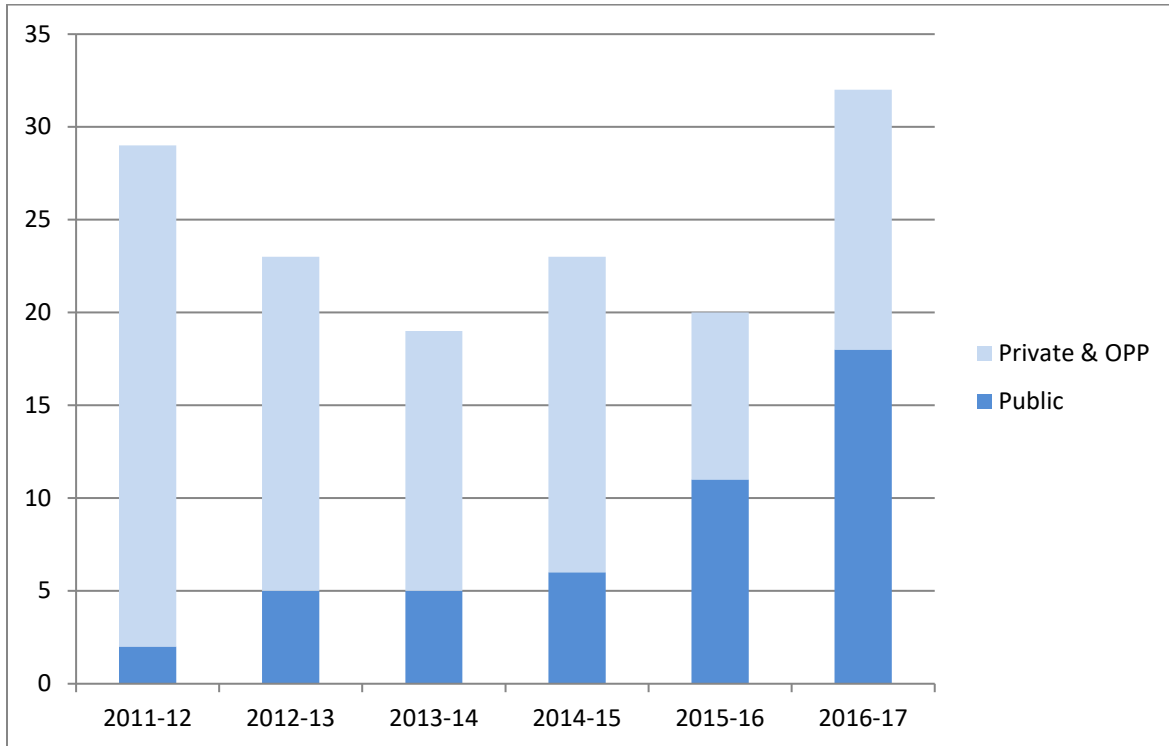
Institution	Program	Stage 1 - DQAB Recommendation	Stage 2 - DQAB Recommendation	Minister's Decision
Kwantlen Polytechnic University	Bachelor of Arts, Major in Human Services	Not Approve	n/a	Pending
Thompson Rivers University	Masters of Nursing	Approve	Approve	Approved
Thompson Rivers University	Bachelor of Education (Secondary) Science, Technology, Engineering, Mathematics (STEM)	Approve	Exempt	Approved
University of British Columbia	Master of Geomatics for Environmental Management	Approve	Exempt	Approved
University of British Columbia	Master of High Performance Coaching and Technical Leadership	Approve	Exempt	Approved
University of British Columbia	Master of Engineering Leadership in High Performance Buildings	Approve	Exempt	Approved
University of British Columbia	Doctor of Education in Reading Education	Not Approve	n/a	Denied
University of British Columbia	Master of Business Analytics	Approve	Exempt	Approved
University of British Columbia, Okanagan	Master of Science in Computer Science	Approve	Exempt	Approved
University of British Columbia, Okanagan	Bachelor of Science, Major in Data Science	Approve	Exempt	Approved
University of British Columbia, Okanagan	Master of Engineering Leadership in Resource Engineering	Approve	Exempt	Approved
University of British Columbia, Okanagan	PhD Health and Exercise Science	Not Approve	n/a	Pending
University of the Fraser Valley	Bachelor of Science, Computing Science Major	Approve and recommend Stage 2 review	Pending	Pending
University of the Fraser Valley	Bachelor of Professional Communication	Not Approve	n/a	Denied
University of the Fraser Valley	Bachelor of Science, Major in Biochemistry	Not Approve	n/a	Denied
University of Victoria	Master of Applied Science in Civil Engineering	Approve	Exempt	Approved
University of Victoria	Doctor of Philosophy in Civil Engineering	Approve	Exempt	Approved
Vancouver Island University	Master of Arts in International Development Administration and Management	Approve	Exempt	Denied

Private and Out-of-Province Public (OPP) Institutions' Applications Requiring Board Review in 2016/17:

Institution	Program	DQAB Recommendation	Minister's Decision
Adler University	Master of Arts in Counselling Psychology and Masters in Counselling Psychology	Re-Consent	Consent for 7 years
Alexander College	Associate of Science	Re-Consent	Consent for 5 years
Art Institute of Vancouver	Bachelor of Design in Fashion Design	Not Consent	Denied
Art Institute of Vancouver	Bachelor of Science in Game Programming	Re-Consent	Consent for 5 years
Art Institute of Vancouver	Organization Review	Accept	n/a
Art Institute of Vancouver	Bachelor of Applied Design in Interior Design	Re-Consent	Consent for 2 years
Dorset College	Associate of Arts	Not Consent	Denied
Fairleigh Dickinson University	Master of Administrative Science	Re-Consent	Consent for 5 years
Fairleigh Dickinson University	Bachelor of Science in Business Administration	Re-Consent	Consent for 5 years
Fairleigh Dickinson University	Use of the word "university"	Re-Consent	Consent for 5 years
Fairleigh Dickinson University	Bachelor of Science in Information Technology	Re-Consent	Consent for 5 years
New York Institute of Technology	Organization Review	Accept	n/a
New York Institute of Technology	Master of Business Administration	Re-Consent	Consent for 5 years
Quest University	Bachelor of Arts and Science	Re-Consent	Consent for 5 years

The thirty-two total applications that the Board made recommendations to the Minister on represents a 38% increase from the previous year and the highest number of applications in recent years. Note that this increase is a reflection of the recent addition of Stage 1 reviews of proposals from BC Public institutions.

Applications Requiring Board Review, 2011/12 - 2016/17:



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 2016/2017, the Board reviewed sixteen requests received from institutions regarding changes to existing degrees. The Board determined that four of the sixteen requests did constitute a new degree, requiring more formal review and approval. The Board also determined that twelve requests did not have enough substantive changes to be considered a new degree.

New degree submissions requiring a quality review in 2016/17:

Institution	Program	Request
Thompson Rivers University	Bachelor of Education, Trades and Technology	changes to the program
Royal Roads University	MSc credential	a new credential for MA students
Adler University	Master of Arts in Organizational Psychology	change in degree requirements
Trinity Western University	Undergraduate Core Curriculum	revisions to the curriculum

Submissions approved without Board review as new degree in 2016/17:

Institution	Program	Request
British Columbia Institute of Technology	Bachelor of Technology in Accounting	name change
Capilano University	Bachelor of Business Administration	shift from advanced diplomas to concentrations
Emily Carr University of Art and Design	Master of Applied Arts	name change
University of British Columbia, Okanagan	Majors in Biochemistry	Name change
University of British Columbia, Okanagan	Honours in Biochemistry	name change
University of British Columbia, Okanagan	Graduate Program in Environmental Sciences	name change
University of British Columbia, Okanagan	Bachelor of Education	changes to the program
University of the Fraser Valley	Applied Statistics Minor	added Minor
Vancouver Community College	Bachelor of Hospitality Management	changes to the program
Columbia College	Associate of Arts	addition of a Concentration
Trinity Western University	Liberal Arts Core	changes to the program
Trinity Western University	Major Project Model in the Master of Science in Nursing program	changes to the program

Exempt Status

Institutions with proven track records (10 years' history in enrolling students in programs in BC 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 proceed through the Stage 1 Review Process but do not require a quality review. However, when reviewing the Board's Stage 1 recommendation, the Minister may then refer a new degree program for quality review should the Minister consider it necessary.

List of institutions with Exempt Status:

Exempt Status to the Doctoral Level
Simon Fraser University
University of British Columbia
University of Victoria

Exempt Status to the Masters Level
Royal Roads University
University of Northern British Columbia
Athabasca University
Trinity Western University

Exempt Status to the Baccalaureate Level
British Columbia Institute of Technology
Emily Carr University of Art and Design
Kwantlen Polytechnic University
Thompson Rivers University
University of the Fraser Valley
Vancouver Island 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 2016/17:

Institution	Program
Thompson Rivers University	Master of Tourism in Experience Studies
Art Institute of Vancouver	Bachelor of Science in Instructional Technology and Design
Art Institute of Vancouver	Bachelor of Science in Software Development for Creative Technologies

Performance Reporting and Monitoring

Overview

The Board monitors degree programs and institutional capacity at post-secondary institutions with consent under the *Degree Authorization Act* (DAA) and provides advice and direction to institutions based on annual reports and advises the Minister as appropriate.

In 2016/17, the Board reviewed thirty issues related to performance and quality assurance standards identified for review of special terms and conditions of consent or provisions of the Board. The Board also monitored and provided direction to the Ministry on issues related to compliance and specific complaints made against institutions.

Private and Out-of-Province Public Institutions

In addition to a quality assessment process, the 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.

Refer to Appendix 2 for the 2015/16 Annual Performance and Monitoring Report for summative information on DAA institutions.

In conjunction with the annual reporting cycle, Board Secretariat staff determine if performance meetings with institutions are conducted. These meetings act as a means to follow up on issues that have been raised in relation to current performance and quality assurance standards. Institutions will be subject to a performance meeting if, for the preceding twelve months, the institution had outstanding terms and conditions of consent, concerns had been raised about the institution and/or its degree programs, or substantive or material changes were made in the institution and/or its degree program offerings.

In 2016/17, twenty institutions provided Annual Reports on the 2015/2016 academic year and the reports were submitted by July 31, 2016. Performance meetings were conducted with seven institutions 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.

2016/17 Performance Meetings:

Institution	Meeting Date
Gonzaga University	November 18, 2016
Yorkville University	November 22, 2016
Fraser International College	November 23, 2016
University Canada West	November 24, 2016
City University of Seattle	November 30, 2016
Acsenda School of Management	December 1, 2016
Fairleigh Dickinson University	December 8, 2016

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.

Consent holders must inform the Minister of any material change in circumstance or of substantive changes that may change the scope of consent.

2016/17 substantive change requests:

Institution	Request Type	DQAB Recommendation	Minister's Decision
Acsenda School of Management	Change of ownership	to approve change from CBIT to EduCo International Group	Consent to remain in place
Adler University	Extension of Consent	to extend consent for the Master of Arts in Community Psychology degree program	Consent extended
Adler University	Location change	to offer degree programs at a new location	Consent changed
Art Institute of Vancouver	Change of ownership	to approve sale to LaSalle College	Consent to remain in place
Art Institute of Vancouver	Name change	to approve name change to LaSalle College Vancouver	Pending
Trinity Western University	Location change	to offer the BA in Leadership and MBA degree programs at separate campus	Consent changed
University Canada West	Governance change	to approve change to corporate governance structure	n/a
Yorkville University	Location change	to offer the BBA degree program at a new location	Consent changed

Expired Consent

In 2016/17, the University of Oregon decided to discontinue offering the Master of Education in Educational Leadership degree program in BC that had been offered since 2007. All admitted students successfully completed the program and graduated. Authority for the University of Oregon to use the word "university" and offer the Master of Education in Educational Leadership program expired in October, 2016.

Other Board Activities

Direction and Advice

The Board engaged in discussions with the Ministry, and provided advice where applicable, on a wide range of topics including: applied research activity at public post-secondary teaching institutions, the Common Online Application Project (EducationPlannerBC), associate degrees and mental health initiatives at institutions.

The Board closely monitored the International Education Strategy Refresh, the closure of multiple private career training institutions and the transition of private training into government through the Private Training Act.

The Board also provided advice on updates to the Organization Review Criteria as it pertains to the Sexual Violence and Misconduct Policy Act (2016), and the Degree Program Review Criteria as it pertains to co-operative education opportunities for students in technology-related degree programs.

In addition, when necessary or at the request of the Ministry, the Board Chair met with institutional Boards and executive to review, discuss and provide advice.

System Support

The Board provides its support to institutions that offer degree programs in BC through assisting institutions in their dealings with significant issues, such as advising associations and foreign governments of BC's degree quality assurance process and degree level standards and requesting equitable tax exemptions for private institutions.

Quality Assurance Process Audit (QAPA)

For public post-secondary institutions, the Board commenced periodic audits of internal program review measures in 2016/17. During this pilot year, two institutions proceeded through the audit process: Simon Fraser University and Vancouver Island University. The final Audit Review Team Reports will be completed in 2017.

Quality Assurance Audit Committee (QAAC)

The Quality Assurance Audit Committee (QAAC) is a standing committee of the DQAB created in 2015 that provides the Board with expert advice and guidance on the development and implementation of a periodic Quality Assurance Process Audit (QAPA) for public institutions that is compatible with the BC post-secondary system and is reflective of evolving best practices in Canada and internationally.

Through the Quality Assurance Audit Committee's guidance, assessors were appointed and provided orientation and then reviewed institutions and reported on their findings.

Upcoming Activity

Stage 1 Review Process

In 2017/18, the Stage 1 Review process will continue to be refined as the Board strives to provide comprehensive advice to the Minister regarding system coordination assessments of new degrees from public institutions. The Board will also review how and to what extent institutions are advised of Minister Stage 1 decisions.

QAPA

Pilot Year 2 of the Quality Assurance Process Audit process will include the final audit reports of the two Pilot Year 1 institutions and audit reviews of an additional three institutions: British Columbia Institute of Technology, Okanagan College and Royal Roads University. The Quality Assurance Audit Committee will continue to develop a roster of QAPA assessors and provide assessors with orientation sessions. In addition, a symposium is planned for 2017 to share lessons learned during the first year reviews.

Review of Business Degree Programs

In 2017/18, the Board intends to commission an independent analysis of business programs (BBA and MBA) in BC and Canada.

There are currently twelve institutions offering over thirty different MBA (or equivalent) degrees and twenty-five institutions offering BBA (or equivalent) degrees in BC. In addition, six institutions are currently seeking Ministerial consent or approval, to offer nine business programs at the Bachelor, Masters, or Doctorate level.

The Board is increasingly concerned that the post-secondary education system in BC may be saturated with business programs and that new degrees in this field may not add value to the province or potential graduates.

Monitoring Offshore Programs

The Board is committed to monitor offshore post-secondary degree programs offered by BC institutions in order to be able to provide effective advice, direction and recommendations to the Minister.

Board Appointments

In 2017/18, the Board will proceed with appointments, reappointments and succession planning of members as terms end for six positions.

Reporting Process

The Board has also committed to review the DAA reporting process, including updating the reporting templates and reviewing all Annual Reports each year. Additional priorities for the coming year include criteria updates and supporting the development of a Credential Framework.

Degree Quality Assessment Board - Membership and Support

Degree Quality Assessment Board (DQAB)

The Board met ten times throughout the year. 2016/17 members:

Sector Representation	April, 2016 - March, 2017	
Public Post-Secondary	Dr. Nicholas Rubidge	
Public Post-Secondary	Dr. John Stubbs	
Public Post-Secondary	Dr. Douglas Oworm	
Business/ Employers/ Industry	Ms. Laurel Douglas	
Business/ Employers/ Industry	Mr. Don McKendrick	
Business/ Employers/ Industry	Mr. Frank Pasacreta	
BCCAT	Dr. Rob Fleming	
Ministry of Advanced Education	Ms. Claire Avison	
Sector Representation	April, 2016 - November, 2016	December, 2016 - March, 2017
Public Post-Secondary	Dr. Carolyn Smart	Dr. Barry Hogan
Public Post-Secondary	<i>Vacant</i>	Dr. Kathy Denton
Private Post-Secondary	Dr. Donald Page	Dr. Trevor Toone
Private Post-Secondary	<i>Vacant</i>	Dr. Kimberly Franklin
General Public	Mr. Garth Evans	Dr. David Lefebure

DQAB Biographies

Dr. 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 province's 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.

Dr. 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.

Dr. 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.

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.

Frank Pasacreta

Frank Pasacreta has more than 30 years' industrial relations experience and is President of F.A. Pasacreta & Associates. Mr. Pasacreta currently serves on the Degree Quality Assessment Board. He retired in December, 2007 from the BC Maritime Employers Association (BCMEA) after 20 years with the organization. Frank left BCMEA as President and CEO and previously served as Executive Vice-President and Vice-President of Operations. From May, 2010 to June, 2012 Mr. Pasacreta was President of the Metro Vancouver Container Drayage Association (MVCDA). The Association, which has now been taken over by the BC Trucking Association, was focused on improving the operational performance of the container hauling sector through engagement with the Vancouver Fraser Port Authority and other key stakeholders in the container sector. Before joining the MVCDA and BCMEA he held a variety of senior human resources positions with the BC Ministry of Labour, BC Labour Relations Board, Construction Labour Relations Association of BC and Canada Post. In the past, Mr. Pasacreta volunteered as a United Way account executive and as a fundraiser for the Lions Gate Hospital 911 Relay for 10 years. He also served as a board member of Family Services of Greater Vancouver, Greater Vancouver Gateway Council, Western Marine Community, Templeton Secondary School Education Foundation, Federally Regulated Employers' Transportation and Communications, Canadian Apprenticeship Forum and Interprovincial Association of Apprenticeship Board Chairs.

Dr. 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. 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.

Dr. Carolyne Smart

Carolyne Smart is professor emeritus 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. Carolyne 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. Carolyne 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.

Dr. 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.

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.

Dr. Barry Hogan

Barry Hogan joined the British Columbia Institute of Technology (BCIT) in 2002, and has held progressive positions across the Institute; he was appointed Dean of Academic Planning and Quality Assurance for the British Columbia Institute of Technology in 2013. Previously, he held senior positions in industry (vice-president, general manager) in both Toronto and Vancouver. In his community, Dr. Hogan serves as Member of the Seymour Power Squadron and has served as a Member of the British Columbia Ministry of Advanced Education Expert Council on Quality, Chair of the Education sub-committee for the BCIT Sustainability Committee, Vice Chair of the BCIT Education Council, and Head Coach for North Vancouver Minor Hockey. He holds his Doctor of Education from Simon Fraser University, Master of Business Administration from the University of Toronto, and Bachelor of Commerce from the University of Windsor.

Dr. Kathy Denton

Dr. Kathy Denton is the President of Douglas College. She obtained her PhD in Psychology from the University of Western Ontario, and is a postdoctoral Fellow of the Social Sciences and Humanities Research Council of Canada. Dr. Denton has worked at Douglas College since 1993, first as a faculty member, then in a sequence of administrative positions: Chair of Psychology, Dean of Humanities and Social Sciences, Vice President Academic and Provost. As VP Academic and Provost, Dr. Denton was responsible for all educational programs at the College, as well as the professional development and research activities that enable faculty to stay current and engaged. Her responsibilities also included external partnerships related to educational programs and research. Dr. Denton played a key role in developing and implementing an innovative degree partnership program with SFU. She also introduced a first year program that enables students to explore their interests before making a commitment to a specific area of study. These and other initiatives reflect her commitment to student mobility, flexible curriculum, and system-wide planning and cooperation. Although Dr. Denton has spent most of her career in administrative roles, she has continued to stay active in research. She is interested in social processes that support people's misrepresentations of themselves, including their failures, personal limitations, and moral transgressions.

Dr. Trevor Toone

Trevor Toone has been the Principal of Columbia College since 1999. In the past, he was the Vice Principal of Columbia College and a chemistry instructor for Columbia College. Prior to that, he was a research associate for the chemistry department in the University of BC. He is a member of the Transfer and Articulation Committee of the BC Council of Administrative Tribunals. Mr. Tonne holds his Doctorate (Ph.D) in Physical Organic Chemistry and his Master of Science, both from the University of East Anglia in England. He also holds his Bachelor of Science in Chemistry from the University of Sussex. Mr. Toone completed his post-doctoral fellowship in chemistry at York University and the University of BC.

Dr. Kimberly Franklin

Kimberly P. Franklin is Interim Vice Provost of Teaching and Learning at Trinity Western University (TWU). Prior to this role, she served the School of Education at TWU as Dean and Associate Professor, teaching in the areas of Curriculum Development and Assessment for Learning. Before joining TWU, Dr. Franklin was the Director of Instruction at Pacific Academy. She also served as Chair of the Association of BC Deans of Education (2015-2017). She holds her Doctorate in Education from Simon Fraser University, her Master of Education from the Ontario Institute for Studies in Education (OISE) and her Bachelor of Education from the University of BC.

Dr. David Lefebure

David Lefebure is the Principal of Lefebure Geologic Ltd, a consulting company that provides expertise to companies, government agencies, Indigenous communities and other clients. He is also an Adjunct Professor at the University of Victoria. Dave is a well-travelled geologist with a private sector and government career that has taken him across Canada to numerous mines, quarries and mineral exploration properties. He uses this background to advise interested parties and to play an active role in explaining modern mining. A former Chief Geologist for British Columbia, he provided strong leadership at the provincial and national levels during this time. This included key roles in the provincial mineral potential assessment, British Columbia Mining Plan, Canadian trade missions to Asia and national geoscience committees and organizations. Throughout his career Dave has developed innovative and collaborative partnerships involving government, industry, academic and/or non-profit organizations. For example, he helped initiate Minerals North, Geoscience BC and the British Columbia Centre of Training Excellence in Mining. A life-long volunteer, he is currently active with Mining Sector Advisory Group for the Industry Training Authority, the Aboriginal Relations Committee of the Association for Mineral Exploration, and the Centre of Training Excellence in Mining. Dave has a master's degree in geology from Queen's University and a doctor of philosophy in geology from Carleton University.

Quality Assurance Audit Committee (QAAC)

The QAAC is an eleven member standing committee first appointed in 2015 to administer the Quality Assurance Process Audit. The Committee met six times throughout 2016/17 to finalize processes and guide the two institutions and assessors through the 2016/17 Pilot Year.

Membership in 2016/17 included the following Board members: **Dr. Nicholas Rubidge** (Chair), **Dr. John Stubbs**, **Dr. Douglas Owram**, **Dr. Robert Fleming** and **Claire Avison**.

Membership in 2016/17 also included representatives of the public post-secondary sector: **Dr. Andrew Hay** (Vice- President Education, Okanagan College), **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), **Dr. Kathryn McNaughton** (Vice-President, Students, Academic and Applied Research, Vancouver Community College) and **Dr. Barry Hogan** (Dean of Academic Planning and Quality Assurance, British Columbia Institute of Technology and also a DQAB member beginning in December, 2016).

QAAC Biographies

Dr. Andrew Hay

Dr. Andrew Hay holds a doctoral degree in mechanical engineering from the University of Alberta, is a professional engineer registered in B.C. and an honorary member of the Applied Science Technologists and Technicians of B.C. (ASTTBC). He has taught at the University of Alberta, the Northern Alberta Institute of Technology and Okanagan University College. He has been involved in a number of technology-related associations including having served as the president and an executive board member of the Okanagan Science and Technology Council (OSTEC), a member of the ASTTBC Accreditation Board, the Airport Training Council, the National Committee of the Deans of Technology, and various international committees of the Society of Manufacturing Engineers.

Dr. Glynn Nicholls

Dr. Glynn Nicholls is the Director, Academic Planning and Quality Assurance at Simon Fraser University.

Dr. David Witty

Since the start of his term in July 2010 as Provost and Vice-President Academic at Vancouver Island University, Dr. Witty has been responsible for the quality and direction of VIU's academic vision and mission. As the Senior Vice-President and Chief Academic Officer, the Provost collaborates closely with the President and the Vice-President Administration and Finance to provide direction and leadership for the institution. Dr. Witty ensures effective institutional planning and assessment processes are in place and executed in an integrated manner. Dr. Witty has a B.A. (Hons) from the University of Waterloo, an M.A. from the School of Urban and Regional Planning, University of Waterloo and a Doctor of Philosophy from the School of Community and Regional Planning, UBC.

Dr. Kathryn McNaughton

Dr. Kathryn McNaughton is the Vice President, Students, Academic & Applied Research at Vancouver Community College. An experienced academic leader, Dr. McNaughton held roles at many post-secondary institutions across Canada. In addition to her decades of experience as instructional faculty, her past leadership roles include time as Dean for the School of Education at Thompson Rivers University, and more recently, as Dean for the Centre for Teaching Excellence, Innovation & Research at Red River College. Kathryn also brings with her significant experience at a senior strategic level, having held the position of Vice President, Academic & Research for many years at the University College of the North.

Dr. Christine Bovis-Crossen

Dr. Christine L. Bovis-Crossen, FRSA is TRU's Provost and Vice-President Academic. Christine is responsible for the overall academic enterprise of the University, including academic planning and the academic priorities of the university as well as being the Chair of the Budget Committee of Senate. She is a graduate of McMaster University in Hamilton with a BA Honours in Political Science, and has an MA in Political Science from Wilfrid Laurier University in Waterloo and a PhD in Sociology and Social Anthropology from the University of Hull in the UK. Prior to taking up her position at TRU, Christine was Vice-President, Academic at the Ontario College of Art and Design University (OCAD U) in Toronto.

Quality Assurance Audit Reviewers

The DQAB relies on the excellent work of highly qualified reviewers for the audit process. The 2016/17 reviewers included **Dr. Sam Scully**, **Dr. Stephen Grundy** and **Dr. Art Quinney**.

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 2016/17:

Dr. Catherine Althaus-Kaefer	Dr. Richard Gale	Dr. Ross Paul
Dr. Faith Auton-Cuff	Dr. Rebecca Grant	Dr. John Ries
Mr. Larry Bafia	Dr. Waqar Haque	Dr. Blanca Schorcht
Dr. Lyn Bartram	Dr. Paul Harrison	Prof. Ramin Shadmehr
Mr. Darrell Bethune	Dr. Andrew Hay	Dr. Daniel Shapiro
Dr. Daniel Birch	Dr. Barry Hogan	Ms. Brenda Snaith
Dr. John Black	Mr. Woonam Kim	Prof. Andrea Soberg
Dr. Roger Blackman	Dr. Saul Klein	Dr. David Thomas
Dr. Ronald Bond	Dr. Carl Lowenberger	Dr. Rosalie Tung
Dr. Michael Brydon	Dr. Barbara Marcolin	Dr. Roger Wolff
Dr. Vadim Bilitko	Mr. Matt Milovick	Dr. Brian Wyvill
Dr. Kathy Denton	Dr. John (Jock) Munro	
Ms. Helen Evans Warren	Dr. David Paterson	

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
Kristine Chan, Policy Analyst
Chad Doerksen, Education Officer
Alexander Harper, Contract Administrator
Dawn House, Education Officer
Janet Jothan, Contract Administrator (to December, 2016)
Rosalyn Kilpatrick, Education Officer (to December, 2016)
Dao Luu, Education Officer
Craig Mayer, Research Officer
Beth Nichols, Administrative Assistant
Vicki Simmons, Senior Policy Analyst

Acknowledgements

The DQAB extends its gratitude to standing committee members, 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 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 enhance its 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