

TERMS OF REFERENCE

Quality Assurance Audit Committee

1.0 PURPOSE

The Quality Assurance Audit Committee (QAAC) is a standing committee that provides the Degree Quality Assessment Board (DQAB) 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.

2.0 RESPONSIBILITIES

The QAAC will:

- Recommend a quality assurance process audit process that will, to the extent possible, be streamlined and cost effective.
- Recommend an oversight structure for the process.
- Recommend standards to ensure that criteria and processes are in place at each institution for the examination of programs and to provide external assurance that those criteria and processes are being applied.
- Oversee implementation of the process.
- Administer, with delegated authority from the DQAB, the process in accordance with the QAPA Framework in the early years following implementation.

3.0 MEMBERSHIP

3.1 Membership

The DQAB will appoint members from the following areas:

- Two members with experience within the research university sector;
- Two members with experience within the teaching university or institute sector;
- Two members with experience within the public colleges sector;
- Two members from the Degree Quality Assessment Board;
- One member from the British Columbia Council on Admissions and Transfer; and
- One member from the Ministry.

3.2 Selection of Membership

Members must have experience in the post-secondary education community and expertise in quality assurance and periodic program and unit reviews.

Members represent the broad interests of the post-secondary system rather than the particular institution or constituency with which they are associated.

The Chair of the DQAB serves as the Chair of the standing committee. If the Chair is unable to perform the duties/functions of the Chair, one of the members from the DQAB will act as Chair of the standing committee.

3.3 Terms:

Members serve for the duration of time required to implement the QAPA in the initial years until March 2019 (or as otherwise determined by the DQAB).

4.0 CONFIDENTIALITY

Members will protect the integrity of the QAPA by maintaining confidentiality of individual submissions to the extent required or allowed by law.

5.0 PROCESS

The DQAB Secretariat staff will arrange meetings, notify the members and record meeting notes.

5.1 Decision-Making Process:

Recommendations will normally be based on a consensus model. If consensus is not achievable, the issue will be decided by a majority vote. In the event of a tied vote, the Chair will cast the tie-breaking vote.

5.2 Quorum:

The presence of a majority of the sitting members will constitute a quorum.

5.3 Meeting Attendance:

Members will attend meetings in person or by tele/videoconference. Alternates will not be permitted to attend meetings.

5.4 Schedule of Meetings:

Meetings will generally be held monthly or at the discretion of the Chair. The meetings may be held by teleconference.

5.5 Communications:

Communications with members will most often be made through the DQAB Secretariat, Chair or designate. Members may contact the Secretariat at DQABsecretariat@gov.bc.ca.



Chair

April 7, 2016

Date

Membership

Chair: Nicholas Rubidge, Degree Quality Assessment Board

Claire Avison, Degree Quality Assessment Board
ADM, Ministry of Advanced Education

Christine Bovis-Crossen, Thompson Rivers University
Provost & Vice-President Academic

Robert Fleming, Degree Quality Assessment Board
Executive Director and Co-Chair, BCCAT

Andrew Hay, Okanagan College
Vice President, Education

Barry Hogan, British Columbia Institute of Technology
Dean, Academic Planning and Quality Assurance

Kathryn McNaughton, Vancouver Community College
Vice President Academic, Students & Research

Glynn Nicholls, Simon Fraser University
Director, Academic Planning and Quality Assurance

Doug Owram, Degree Quality Assessment Board

John Stubbs, Degree Quality Assessment Board

David Witty, Vancouver Island University
Provost & Vice-President Academic