

# Position Profile

## Campus Alberta Quality Council

### Profile Overview

**Competition #:** 424

**Role(s) Required:** Members

**Agency Website:**

[Campus Alberta Quality Council](#)

**Responsible Ministry:** Advanced Education

**Opening Date:** 05/18/2017

**Closing Date:** 06/08/2017

### Role(s) Required

Members

### Role Description

#### Role of the Member

The member shares, with the Chair and other members of the Council, the responsibilities of: governing the organization; inquiring into and reviewing degree proposals; formulating and revising as needed the standards and processes to enable the Council to make responsible recommendations to the Minister on degree program approval; and once approved, monitoring in order to encourage improvement in quality assurance at institutions offering approved degrees in Alberta.

#### Benefits of Serving as a Member

The member is in a position to impact and influence Alberta's post-secondary learning system, contributing to the quality of degree education in the province to the benefit of learners, the population and the economy of Alberta. As a member of CAQC you will have an opportunity to use your diverse set of competencies and experiences to enhance the effectiveness of the Council in carrying out its mandate.

### About the Agency

Campus Alberta Quality Council is an expert committee established under the *Post-secondary Learning Act*. Council's work is guided by its [principles](#). To enable it to address the broad range of degree programming in Alberta, Council's membership as a whole should reflect, over time, the diversity within Campus Alberta (e.g., sectoral, geographical) and within the academic community (e.g., disciplinary areas, gender). Council members, including the chair, are independent experts and are collectively responsible for carrying out the following Council duties, without representing constituencies:

- establishing minimum organizational and program assessment conditions and standards;
- periodically reviewing and assessing its guidelines and standards;
- inquiring into and reviewing proposals to offer a program of study leading to any degree (except degrees in divinity) from any resident or non-resident institution;
- making recommendations to the Minister respecting the approval of programs at public or private institutions leading to an applied, baccalaureate, master's or doctoral degree;
- monitoring of approved degree programs;
- helping to develop and recommend policies respecting the approval of degree programs offered in Alberta;

- serving on Council's standing committees and/or other subcommittees as required; and
- making rules governing the conduct of meetings and reporting.

### **Council Responsibilities**

Collectively, members are expected to contribute to the following Council responsibilities:

- inquires into and reviews any matter relating to a proposal to offer a program of study leading to the granting of a degree as referred to it by the Minister;
- ensures that evaluations directed by Council are conducted according to the appropriate schedule and according to Council's guidelines and standards;
- ensures that due process is followed in dealing with applicant institutions and with recommendations to the Minister;
- ensures that decisions and recommendations reached by Council are implemented;
- reviews applicable annual reports and other periodic reports to assess the progress of institutions in meeting any conditions/reporting requirements specified by the Council with respect to specific approved degree programs;
- ensures that emerging issues in the area of quality assurance are addressed by Council;
- encourages improvement in quality assurance policies and promotes effective practices; and
- communicates with stakeholders and the post-secondary community.

### **Individual Responsibilities**

Following Council's principles, a Council member is responsible for:

- acting in an ethical manner and complying with the applicable sections of the *Post-secondary Learning Act*, the Programs of Study Regulation, and with Council's Code of Conduct, policies and procedures;
- preparing appropriately for Council meetings (Council normally meets 4-5 times per year, some of which may be by teleconference; some in-person meetings are two-day meetings);
- attending Council meetings on a regular basis, including subcommittee meetings, as required; and
- ensuring that the confidentiality of Council proceedings is maintained.

### **Agency Classification**

Campus Alberta Quality Council is an advisory agency subject to the *Alberta Public Agencies Governance Act*.

### **Skills and Experience**

*The successful applicant will demonstrate the following competencies and skills:*

- a university-level degree (minimum of a baccalaureate or equivalent from a recognized post-secondary institution);
- demonstrated experience and proficiency in teaching, and/or scholarship and/or service;
- demonstrated interest in, awareness and/or experience with issues and trends affecting post-secondary education and life-long learning;
- knowledge of the Alberta (or other) post-secondary system and its diversity; and
- working knowledge of undergraduate and/or graduate programs (e.g. academic programs and admissions policies).

### **Specialized Knowledge and Expertise**

*Preferred applicant may also demonstrate:*

- program development and/or review experience;

- demonstrated knowledge with issues and trends in post-secondary quality assurance, including from national and international jurisdictions;
- recent senior post-secondary administration or managerial experience (Note: Cannot currently be a dean or higher at an Alberta post-secondary institution);
- experience in co-curricular activities (e.g., student advising/mentoring), graduate student teaching and supervision;
- experience with academic staff recruitment/performance evaluation/retention;
- commitment to and experience in enhancing students' learning experiences;
- experience with the use of learning outcomes;
- knowledge of the pedagogy of teaching and learning;
- knowledge of effective learning technology and alternative delivery systems;
- demonstrated leadership in business, the professions, industry, public service, volunteerism or other community service; and
- demonstrated understanding of fair processes (e.g., natural and administrative justice, experience with appeal processes).

### **Remuneration, Time Commitment and Meeting Location**

A member is appointed for a term of up to three years and may be eligible for reappointment. The full Council typically meets for two days, four to five times per year. Members may also serve on ad hoc committees or on a standing committee which meet electronically, by phone or in person. A member can expect a significant time commitment to meet the demands of this role, particularly when serving on one of the standing committees.

The chair and members of the council are entitled to be paid remuneration in accordance with [Schedule 1, Part A of the Committee Remuneration Order](#) (OC 466/2007).

1. A member of a committee, other than the chair, shall be paid:

- (a) \$164 for up to and including four hours in any day, or
- (b) \$290 for over four hours and up to and including eight hours in any day, or
- (c) \$427 for over eight hours in any day, spent on the business of the committee.

2. The chair or person acting as the chair of a committee shall be paid:

- (a) \$219 for up to and including four hours in any day, or
- (b) \$383 for over four hours and up to and including eight hours in any day, or
- (c) \$601 for over eight hours in any day, spent on the business of the committee.

Honoraria is subject to review. Members are also reimbursed for allowable expenses.

Meetings are normally held in Edmonton, Alberta, although Council also meets at Alberta's post-secondary institutions.

### **Additional Notes**

It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Multiculturalism describes the diverse racial and cultural composition of Alberta society and it is important that this diversity is recognized in the board members of Alberta's public agencies.

### **Contact Information**

If you have any questions please contact:

Governance and Legislation, Alberta Advanced Education, 5th Floor, Phipps-McKinnon Building, 10020 – 101A Avenue, Edmonton, Alberta, T5J 3G2.

Phone: 780-415-0983

E-mail: [AE.BoardAppointments@gov.ab.ca](mailto:AE.BoardAppointments@gov.ab.ca)