

CAPPA ACCREDITATION BOARD

Annual Report

2006-2007

The Accreditation Board was created in August 2006, with the following members:

Leslie A. Pal (Chair, three year term)
Janice Cochrane (Vice-Chair, three year term)
Iain Gow (1 year term – being replaced by Lucie Robillard September 1,2007)
Mark Sproule-Jones (2 year term)
Allan Tupper (2 year term)

Meetings

The Board had three meetings in its first year, all via teleconference (August 22, 2006; September 21, 2006, and December 1, 2006) (minutes are attached in Annex A). Key decisions taken at those meetings were:

1. To proceed immediately and contact leading members of the profession (practitioners and academics) to invite them to join the pool of reviewers (letter attached in Annex A). The letter included Terms of Reference for Accreditation Committees.
2. Develop a web site.
3. Contact schools and programs of public administration and invite them to indicate when they might be prepared to undergo an accreditation review.

Reviewers

The Board decided to generate a list of potential reviewers (including academics and practitioners, since each Accreditation committee must have representation from both communities) internally, and then approach them to see if they would serve. Of the 30 persons we eventually approached, 16 responded affirmatively (see Annex B). Since we know that we would have at most only one program reviewed in the first year, widening the pool was not considered a priority. However, with as many as many as seven reviews scheduled for the next two years, we will redouble our efforts to attract more colleagues as potential reviewers.

Schools/Review Schedule

Annex C has a list of CAPPa member schools, and the schedule for reviews as it stood on August 1, 2007. Carleton’s School of Public Policy and Administration agreed to be the first program to seek accreditation. It commenced in the summer, and there should be a report from the Accreditation Committee (chair, Peter Aucoin; members Cynthia Whitlock and Réjean Landry) early this fall.

The schedule for reviews (though these need to be confirmed with solid dates) is:

2008

Dalhousie

University of Guelph/McMaster University (possibly 2009)

University of Ottawa

Ryerson University

University of Winnipeg

2009

Simon Fraser

University of Victoria

Because the Carleton review has not been completed, it is difficult to make any judgement about how much time a review takes for the candidate school or for the review committee.

Expenses and Revenues (August 1, 2006 – August 1, 2007)

Expenses	
Administrative support	\$960.00
Teleconference calls	\$47.38
Total Expenses	\$1007.38
Revenue	
Accreditation fees (Carleton)	\$2000.000

Carleton initially paid the administrative support, but once we received the accreditation fee, it was reimbursed. Fortunately, the person who had that position is prepared to continue, but now that the initial start-up activities have been undertaken, this line item should be significantly reduced. There will be expenses associated with the Board’s chair attending IPAC that will more or less wipe out the apparent “surplus” but if we have as many as three or four accreditations this coming year, the Board should be in a stable financial position.

Plans and Priorities for 2007-2008

1. Build up the list of reviewers.
2. Recontact all the schools in the “pending” category and see if they might now be prepared to commit to a specific time.
3. Confirm with those schools who offered to undergo accreditation in 2008, confirm dates, and appoint review committees.

ANNEX A

Minutes of August, 22, 2006

Minutes of September 21, 2006

Minutes of December , 2006

Letter to Reviewers

Minutes of the CAPP Accreditation Board

1st Meeting

August 22, 2006

Present: Leslie A. Pal (Chair), Janice Cochrane, Iain Gow, Mark Sproule-Jones, Allan Tupper

[The meeting was held via conference call]

1. Terms for Board members

It was agreed that Board members would have the following terms:

Leslie Pal:	3 years
Janice Cochrane:	3 years
Iain Gow:	1 year
Mark Sproule-Jones:	2 years
Allan Tupper:	2 years

2. Reviewers Pool

It was agreed that the members of the Board would each submit short lists of names of both academics and practitioners by September 5, 2006. The list would be aggregated and reviewed. Those selected as potential reviewers would be contacted by the Chair to see if they would be willing to serve.

3. Next Steps

Once the Reviewers Pool has been established, a letter to programs will be drafted to invite candidates for accreditation, hopefully by the end of September.

Minutes of the CAPP Accreditation Board

2d Meeting

September 21, 2006

Present: Leslie A. Pal (Chair), Janice Cochrane (Vice-chair), Mark Sproule-Jones, Allan Tupper and Iain Gow

[The meeting was held via conference call]

1. The minutes of the meeting of August 22 were adopted.
2. It was decided that the quorum for the board would be four members.
3. The preliminary list of potential reviewers was discussed. Suggestions were made and a new list was to be circulated by the chair for future comments. In view of the limited number of reviews that the board will be able to launch and oversee in the coming year, and of the time frames given to programmes applying for accreditation, it was decided to start with a limited list of reviewers, in order to avoid the situation where someone has agreed to serve and has never been asked. It was also suggested that reviewers be asked to be available for a limited period.
4. Mark Sproule-Jones is to prepare a text giving terms of reference to reviewers.
5. Draft letters of invitation by the chair to potential reviewers and to interested schools were discussed, with new versions to be circulated by the chair.
6. The chair is to report on availability of administrative support assistance from the Carleton school.

Respectfully submitted.

Iain Gow

Minutes of the CAPP Accreditation Board

3rd Meeting
December 1, 2006

In Attendance: Leslie A. Pal (Chair), Janice Cochrane (Vice-chair), Mark Sproule-Jones, Allan Tupper and Iain Gow
[The meeting was held via conference call]

Minutes taken by Loretta Campbell: Administrative Secretary to the Board

- **Minutes:** The minutes of the meeting of September 21, 2006 were adopted. Minutes will be sent to Sue Rosenthal for posting on the CAPP Website.

- **Website**

Website is up and running. Additional opportunities to post content and material will be reviewed regularly. Accreditation Board Minutes to be posted.

- **Progress to date**

Reviewers: Ten Academics and three Practitioners have come forward to date and have agreed to be reviewers. Follow-up communication to prospective reviewers to be sent shortly

Schools: Three schools identified to date; follow-up communication to schools to be sent shortly

- **CAPP Symposium**

A Report on the Accreditation Process will be presented by Accreditation Board Chair Les Pal at CAPP Symposium, December 8, 2006. (Ottawa, ON)

- **Next Meeting:** Date To Be Confirmed

LETTER TO REVIEWERS

Date

Dear X,

I am writing to you on behalf of the Accreditation Board of the Canadian Association of Programs in Public Administration (CAPPA) to ask if you would consider becoming a member of a group of potential program reviewers. The Board was established in August 2006 to oversee accreditation reviews of Masters programs in public administration in Canada. It consists of myself as chair, Ms. Janice Cochrane (Vice-Chair), Prof. Iain Gow, Prof. Mark Sproule-Jones, and Prof. Allan Tupper.

Your name has been put forward as a possible member of an inaugural group of some thirty reviewers we are seeking to establish in the next month.

CAPPA is the association for Canadian university programs (undergraduate and graduate) in public administration, and the accreditation process was recently adopted as a means of ensuring the highest standards in the field. Roughly two to three accreditation reviews will be conducted each year by teams of distinguished reviewers (two academics, one practitioner). Given limited resources, there will be no site visits, though teleconferences will likely be used. The basis of assessment will be program criteria proposed by the schools themselves, and assessors will report on how well the programs meet these criteria and may propose improvements. Over time this will render a great service to both the academic and practitioner communities, ensuring that Canada meets the highest standards in public administration teaching, research and practice.

I have appended the Principles of Accreditation as passed by CAPPA earlier this year. They indicate the nature of the reviews, and more information is available at the CAPPA website: www.cappa.ca/accreditation/accreditation.html I have also attached the generic Terms of Reference for reviewers.

I want to emphasize that at this stage we are simply inviting you to join the group of reviewers, not necessarily to conduct a review this year. If you were approached and were unable to participate in a review team, we would simply hope that you would be available at another time in the future. We expect to conduct a maximum of three reviews before August 2007, so at most will be approaching nine reviewers.

I hope that you will consider seriously our invitation. Should you agree, I would require formal notification to that effect, along with a CV and a 100 word bio that would be published on the CAPPA website. If you have any questions, please do not hesitate to contact me.

Sincerely,

Leslie A. Pal
Chair

TERMS OF REFERENCE ACCREDITATION COMMITTEES

1. The accreditation process is governed by the Principles for Accreditation adopted by CAPP in 2006, and the Final Report of the CAPP Working Group (January 2006). Accreditation is mission-based. Programs are evaluated on whether they are achieving the objectives set out in their mission, and are expected to explain and justify that those objectives are appropriate.
2. The CAPP Accreditation Board shall maintain a list of highly qualified assessors from which it shall select committees of three members (two university members and one experienced practitioner) to assess Masters degree programs at Canadian universities. One member of the Accreditation Committee will be invited to chair the panel by the Board. The Accreditation Committee will review the program in question, assess its quality, and advise the Board on accreditation.
3. The Chair of the Accreditation Board shall, in consultation, seek the agreement of the participating university or college unit to an evaluation of its particular masters level program and request and receive all documentation from that unit.
4. The Chair will forward to the Accreditation Committee all relevant documentation, and shall communicate the names of members of the Accreditation Committee to the director of the program under assessment.
5. Programs seeking accreditation will provide such materials as written mission statements or their equivalents, lists of faculty and their credentials, curricula materials and other such documentation as may be requested from the Board in the light of its Principles and Practices.
6. The Accreditation Committee will review such documentation, consult as required and reach agreement on its assessment. The Committee may seek other information as required.
7. The Chair of the Accreditation Committee shall forward a report to the Board, with copy to the director of the unit under assessment within 20 days after receipt of the documentation.
8. The unit offering the program under assessment will be invited to comment on the accreditation report prior to any recommendations of the Board.
9. The Board will post the accreditation results on the CAPP website.
10. Programs that wish to appeal the accreditation results may do so through a process that draws upon a new committee of assessors.

PRINCIPLES OF ACCREDITATION

1. Accreditation is mission-based. Programs would be evaluated on whether they are achieving the objectives set out in their mission, and would be expected to explain and justify that the objectives are appropriate.
2. Accreditation is available to Masters level programs in public administration and public policy that are members of CAPPa and that provide degrees, diplomas, or other recognized qualifications.
3. Accreditation is valid for seven years. The accreditation cycle is tied as closely as possible, at the discretion of the school or program, to mandatory periodic appraisals conducted by provincial or university review bodies.
4. The CAPPa accreditation process, to the greatest extent possible, uses information provided by schools and programs for other quality assessment processes, such as those conducted within the university or by provincial bodies.
5. Accreditation information is posted on an accreditation page to be established on the CAPPa website. Schools not wishing to be accredited by CAPPa are permitted to post the results of quality assessment processes they have recently undergone, as well as provide brief statements of their reasons for not going through CAPPa's process.
6. The accreditation process is overseen by a five-person Accreditation Board, whose members are chosen by the board of directors of CAPPa. The Accreditation Board operates at arm's-length from CAPPa. It establishes rules for the process, chooses three-person panels (normally including two academics and one practitioner) for each program under consideration for accreditation, adjudicates any potential conflicts of interest, makes decisions on the recommendations of the review panels, and reports annually to the CAPPa board.
7. The accreditation process is conducted in as economical a manner as possible. E-mail, conference calls, and video-conferencing will be used in preference to face-to-face meetings. While the chair of the Accreditation Board may receive a stipend during the years when the process is being established, members of the accreditation board and review teams generally do not receive honoraria.
8. The accreditation process, in steady state, is self-financing from CAPPa dues charged to professional graduate-level programs as well as fees charged to programs in the year they are being reviewed. CSPS has been asked to provide some start-up some funding for the process.
9. The accreditation framework and process is subject to regular review by CAPPa and can be adapted as CAPPa learns from the process and as educational and professional needs change. The assessment framework is explicitly mission-based, rather than standards-based, but is sufficiently flexible so that specific standards could be introduced over time if CAPPa members so choose.

ANNEX B

List of Reviewers

Name
ACADEMIC
Aucoin, Peter (Dalhousie)
Baar, Carl (Emeritus, Brock)
Banting, Keith (Queen's)
Dufour, Carolyn (York)
Dutil, Patrice (Ryerson)
Greene, Ian (York)
Johns, Carolyn (Ryerson)
Lachapelle, Guy, (Concordia)
Landry, Rejean (Laval)
Morin, Danielle (Université de Montréal)
Pross, Paul (Emeritus, Dalhousie)
Young, Bob (Western)
PRACTIONERS
Davies, Bryan (Chair of the Canada Deposit Insurance Corporation)
Pakalnis, Vic (Ontario Government)
Rogers, Judith (Conference Board of Canada)
Whitaker, Cynthia (Literacy BC)

ANNEX C

Schools/Schedule

School	Response
University of British Columbia Department of Political Science Institute of Asian Research - Master of Arts (Asia Pacific Policy Studies)	Pending
Brock University Department of Political Science	Pending
Carleton University School of Public Policy and Administration	2007 (underway)
Concordia University Master in Public Policy and Administration	Pending
Dalhousie University School of Public Administration	2008
University of Guelph Political Science	Pending
University of Guelph/McMaster University Collaborative Program in Public Policy and Administration	2008-2009
Université Laval, Département des Sciences politiques	Pending
University of Manitoba/ University of Winnipeg MPA Program	Pending
Université de Moncton Département d'administration publique	Pending
University of Ottawa Department of Political Science	Pending (potentially 2008)
Université du Québec École nationale d'administration publique (ENAP)	Pending (no response)
Queen's University School of Policy Studies	Pending
University of Regina Master of Public Administration	Pending
Ryerson University Master of Public Policy and Administration	2008
Simon Fraser University Master of Public Policy	Pending (potentially 2009/10)
University of Victoria School of Public Administration	Pending (potentially 2008)
The University of Western Ontario Master of Public Administration in Local Government	Pending
University of Winnipeg Department of Political Science	2008
York University Schulich School of Business	Pending