

CAPPA Accreditation Board

Eighth Annual Report

June 1, 2020 – May 31, 2021

The Accreditation Board's membership in 2019-2020 was:

Kathy Brock, Chair, Two-year term from 2019 to 2021
Ian Clark, Three-year term from 2017 to 2020 extended to 2021
Nancy Olewiler, Three-year term from 2018 to 2021
Luc Bernier, Three-year term from 2018 to 2021
David Siegel, Three-year term from 2019 to 2022

The Accreditation Board Annual Reports

This is the eighth formal annual report of the CAPPA Accreditation Board and the second formal annual report since this process of reporting recommenced in 2020.

The Meetings and Main Business

The Accreditation Board met thirteen times in 2020-2021 by zoom teleconference for an hour each time. The meetings occurred on June 5th, July 3rd, August 7th, September 11th, October 8th, November 13, December 11th, January 8th, February 5th, March 5th, April 9th, May 7th and May 20th (special meeting). The Accreditation Board also conducted its business by email in the intervening periods.

The main business of the Accreditation Board involved: 1. Implementing the changes to the accreditation process as recommended by the Accreditation Board and approved by the CAPPA Executive and Board; 2. Preparing, translating and sending out a letter to program Directors and Heads to inform them of the revised accreditation process; 3. Developing new materials to reflect the changes to the accreditation process including written materials documents and video testimonials; 4. Updating the Accreditation webpages and materials; 5. Briefing the Governance Review Committee; 6. Reviewing the American (NASPAA) accreditation process; 7. Developing a new self-study template and introductory "Getting Started" document to be used by programs in the accreditation process; 8. Developing a 2021-2023 transition plan for the Accreditation Board; and 9. Maintaining the roster of reviewers for programs engaged in the

accreditation process. The Board also updated its operations including its communications, procedures and relationship with CAPPa.

The Accreditation Board reports that all of the accreditation process review amendments are implemented, the accreditation procedures are updated and finalised, the webpage is up-to-date with special acknowledgement to the work of Ian Clark, and new materials including the self-study template and Introductory “Getting Started” documents are posted and ready for circulation when requested.

Schools/Review Schedule

One school has initiated the accreditation process for its programs for 2021-2022 and another school has requested the materials to consider accreditation.

Expenses and Revenues 2019-2020

Please consult the CAPPa Annual Report given that the Accreditation Board financial transactions related to the website and the ARPC (June 1, 2020 – June 4, 2021) were managed through CAPPa. The Queen’s School of Policy Studies underwrote the Board calls and the CAPPa Accreditation Board Chair’s activities (attendance at CAPPa AGM and workshop, NASPAA AGM and accreditation workshop and conference; and administration costs). Ian Clark provided the website work and Luc Bernier arranged for translation through his resources.

Reflections

Over the past year, the Accreditation Board made unanimous recommendations to the CAPPa Executive and Board to improve the accreditation process and make it more accessible for the diverse schools and departments of public administration, management and policy in Canada while preserving its commitment to excellence in education. The Board continued to function with the understanding that that future members of the Accreditation Board should be full professors who are well-respected community members and who represent established, new, larger and smaller schools and departments of public administration/policy from across the country and developed the transition plan for the Board with those criteria in mind. The Accreditation Board is committed to ensuring that reviewers for programs should continue to be experienced full professors and respected community members who will offer schools and departments independent, objective and helpful advice on achieving excellence in the teaching of public administration, policy and management. The Board remains committed to the principles of academic excellence, transparency and accountability in its operations including by posting up-to-date materials, meeting minutes and annual reports on the CAPPa website for viewing by the CAPPa community.

The Accreditation Board believes that a renewed effort should be made to emphasize to CAPPa members that the refined accreditation process can be an important means of signifying the excellence of their programs to current and prospective students, universities and governments across Canada. The Board believes that schools and departments should be encouraged to consider CAPPa accreditation while undergoing university-based or provincial reviews to manage reviews effectively.

The Accreditation Board has given serious thought to improving communications with the CAPPa Board and Executive and to strengthening governance within CAPPa. To achieve these goals, the Accreditation Board recommends that in its governance reforms, the CAPPa Board approve the following:

The Chair of the CAPPa Accreditation Committee have an ex-officio seat on the CAPPa Executive and Board.

This would also increase the profile of the accreditation process which would strengthen the position of CAPPa as an organization and public administration as a discipline.

As Chair of the Accreditation Board, I would like to extend my deepest gratitude to each of the Board members for their dedication, diligence, hard work, wise counsel and consummate professionalism. It has been a pleasure and an honour to work with them over the past two years.

Respectfully submitted on behalf of the CAPPa Accreditation Board on May 31, 2021,

A handwritten signature in dark ink, appearing to read "K. Brock", with a stylized flourish at the end.

Kathy L. Brock
Chair

Attachments:

CAPPa Accreditation Board Meeting Minutes June 2020 – May 2021
CAPPa Accreditation Board Transition Plan 2021-2022



Canadian Association of Programs in Public Administration
Association Canadienne Des Programmes en Administration Publique

Accreditation Board / Conseil d'accréditation

Attachment to CAB Annual Report May 2021

CAPPA ACCREDITATION BOARD MEETING

JUNE 5, 2020

1-2:00 PM EST

BY ZOOM

MINUTES

In Attendance: Ian Clark, Nancy Olewiler, Luc Bernier, David Siegel, Kathy Brock (Chair)

1. APPROVAL OF AGENDA

Moved by Ian, Seconded by Luc, Approved Unanimously

2. APPROVAL OF PREVIOUS MINUTES (MAY)

Moved by Nancy, Seconded by Dave, Approved Unanimously

3. CHAIR'S UPDATE

a. Accreditation Implementation Resources

The CAPPA executive agreed to repurpose \$1,000 for accreditation in the current budget to defray the costs of implementing the reforms including videos.

b. Access to Website

The CAPPA executive has provided CAB with access to the accreditation sections of the website. Ian Clark will assume this responsibility. Luc Bernier agreed to look into student translation services at the University of Ottawa.

c. Webinar on Teaching Public Administration, June 2

The webinar on teaching public administration online that was co-organized by Jean-François Savard, Isabelle Caron, Rob Shepherd and Kathy Brock with support from CAPPA and CPPN was held on June 2 with a registration cut-off of 100 people due to technical constraints. Special credit goes to Jean-François and Isabelle.

d. CAPPA Annual AGM and Board meeting June 1

The CAPPA Executive accepted and Board passed the CAB Annual Report at the June 1st AGM held by Zoom. The CAB Chair noted the importance of CAPPA Board members encouraging departments and programs to come forward for

CAPPA accreditation as well as the need for CAPPA to sign an MOU on accreditation with NASPAA before CAPPA member institutions apply to that process for accreditation.

4. DISCUSSION ITEMS

a. Implementation of Reforms to the Accreditation Process

The CAB members agreed to the following assignment of tasks for implementing the reforms to the accreditation process:

- i. Review accreditation information on the website (David, Ian, Luc)
- ii. Scripts for videos on accreditation (David)
- iii. Reports page (Ian, Nancy)
- iv. Information for Website (Nancy)
- v. Letter to School Directors and Department Heads (Kathy)
- vi. List of Reviewers for Programs (Kathy)

5. OTHER BUSINESS

Next Meeting Date

August 7, 2020, 1-2 pm

CAPPA ACCREDITATION BOARD MEETING
JULY 3, 2020
1-2:00 PM EST
BY ZOOM

MINUTES

In attendance: Kathy Brock (Chair), Ian Clark, Nancy Olewiler, Luc Bernier, David Siegel
Guests: Evert Lindquist and Ian Roberge

This was a special in-camera session held with Governance Review Committee members (Evert Lindquist and Ian Roberge) to provide feedback relevant to the following questions posed by the GRC members:

- Can you remind us of the how the CAPPA Accreditation Board interacts with the CAPPA Board of Directors and CAPPA Executive?
- From a governance standpoint, how has the relationship evolved? Have there been any issues?
- Were there any issues or suggestions flowing from the CAPPA Accreditation Process Review which you think are relevant for us to consider in the CAPPA Governance Review?
- Are there any other suggestions you would like the GRC to consider?

Other business

Next Meeting Dates

August 7, 1-2 pm, September 4, 1-2 pm

CAPPA ACCREDITATION BOARD MEETING
AUGUST 7, 2020
1-2:00 PM EST
BY ZOOM

MINUTES

In Attendance: Ian Clark, Nancy Olewiler, Luc Bernier, David Siegel, Kathy Brock (Chair)

1. APPROVAL OF AGENDA

Moved by Nancy Olewiler, seconded by Ian Clark. Approved unanimously.

2. APPROVAL OF PREVIOUS MINUTES (JUNE, JULY)

Moved by Luc Bernier, seconded by David Siegel. Approved unanimously.

3. DISCUSSION ITEMS

a. Accreditation Implementation

i. Review of documents on accreditation prepared by David Siegel

The Board discussed and approved the documents subject to minor amendments, noting especially the definition of accreditation, and the objectives of attaining excellence while recognizing diversity in program development.

ii. Video testimonials

Members are preparing the video testimonials for the website. David is preparing the scripts and Luc is arranging translation for documents.

iii. Other matters

The Board discussed the functioning of the Board and meetings. While no changes were necessary at this stage, it is important to keep the accreditation process moving. Meetings will occur from 11 am to 12 pm.

4. OTHER BUSINESS

Next Meeting Date

September 11, 11-12 pm

CAPPA ACCREDITATION BOARD MEETING
SEPTEMBER 11, 2020
11-12:00 PM EST
BY ZOOM

MINUTES

In Attendance: Ian Clark, Nancy Olewiler, Luc Bernier, David Siegel, Kathy Brock (Chair)

1. APPROVAL OF AGENDA

Moved by Ian Clark, Seconded by Luc Bernier. Approved unanimously.

2. APPROVAL OF MINUTES (AUGUST 7, 2020)

Deferred to next meeting

3. DISCUSSION ITEMS

a. Accreditation Implementation

- i. The Board approved the documents on the accreditation process prepared by David Siegel and arranged for translation through Luc Bernier. Once translated, Ian Clark would post them on the Accreditation webpage.
- ii. Update from Members on contributions
Members agreed that the Board should move ahead with the website changes and encourage schools to consider accreditation.
- iii. CSPA Collaboration with CAPPA on the Dialogue Study Team Pilot Project
Dialogue Study teams comprising senior public servants and academics are being formed jointly by the Canada School of Public Service and CAPPA to foster collaboration on key policy issues arising out of the pandemic.

4. OTHER BUSINESS

Next Meeting Dates at 11-12

October 8

November 13

December 4.

CAPPA ACCREDITATION BOARD MEETING
OCTOBER 8, 2020
1-2:00 PM EST
BY ZOOM

MINUTES

In Attendance: Kathy Brock (Chair), Ian Clark, Nancy Olewiler, Luc Bernier, David Siegel

1. APPROVAL OF AGENDA

Moved by Luc Bernier, seconded by Nancy Olewiler. Approved unanimously.

2. APPROVAL OF MINUTES (August 7 and September 11 2020)

Moved by Ian Clark, seconded by Luc Bernier. Approved unanimously.

3. CHAIR'S UPDATE

a) Letter to School and Department Directors, Chairs and Heads.

Thank you to Luc Bernier for arranging to have the letter on the accreditation process copyedited and translated into French. The draft of the letter has been sent to the CAPPA President for approval and with a request that the letters when prepared be sent out at the first opportunity.

b) NASPAA

The NASPAA annual conference and accreditation institute will be held on October 15/16, 2020 and the Chair will attend. The CAPPA President has reported that no progress has been made on the CAPPA-NASPAA MOU on accreditation.

c) Accreditation Information

RMC is actively considering advancing its request for accreditation. All Board members agreed this interest should be encouraged.

d) The CAPPA President has communicated to the Accreditation Board that the report from the Governance Review Committee was received Friday October 2, 2020. It will be reviewed at the CAPPA Board meeting at the end of the month.

4. DISCUSSION ITEMS

a. Accreditation Implementation

Board members discussed implementing a nominal fee of \$500 per program for accreditation to cover some administrative costs of the Accreditation Board.

b. Update from Members on contributions

The member testimonials on accreditation would be recorded. The Chair would prepare the information on the accreditation process for the website. Members agreed to look at the website for improvements.

c. CSPA-Collaboration Collaboration (Ian Clark)

The Dialogue Study Tables are taking shape with Ian Clark as an advisor and Kathy Brock as a lead on one table. Evert Lindquist has provided excellent leadership for the academic sector, defining the needs of the departments. The Chair will circulate the information note from the first table.

5. OTHER BUSINESS

Next Meeting Dates

November 13, 11-12 pm

December 11, 11-12 pm

CAPPA ACCREDITATION BOARD MEETING
NOVEMBER 13, 2020
1-2:00 PM EST
BY ZOOM

MINUTES

In Attendance: Kathy Brock (Chair), Ian Clark, Nancy Olewiler, Luc Bernier, David Siegel

1. APPROVAL OF AGENDA

Moved by Nancy Olewiler, seconded by Ian Clark. Approved unanimously.

2. APPROVAL OF MINUTES (OCTOBER 2, 2020)

Moved by Ian Clark, seconded by David Siegel. Approved unanimously.

3. CHAIR'S UPDATE

a. CAPPA UPDATE

The Chair reported that the CAPPA President informed her on October 21 that the CAPPA executive has approved funds to be used for the accreditation website and communications. The letter from the Accreditation Board to Directors and Heads of schools and programs would be sent out via IPAC soon. The CAPPA President will be present at the December meeting to discuss the recommendations of the Governance Review Committee.

b. NASPAA

The Chair attended the NASPAA Accreditation workshop and conference held online October 15/6 and notes that while both were well-attended, there is no notable new information on accreditation that is relevant for CAPPA. The CAPPA president has informed the Chair that there has been no progress on the MOU with NASPAA, including on accreditation of Canadian Programs.

4. DISCUSSION ITEMS

a. RELATIONSHIP WITH CAPPA BOARD

The Board was pleased funds had been approved for the website and understood that the Governance Review was a priority for the CAPPA Board but noted the lack of progress on CAPPA Accreditation matters and the letter to directors and heads. It welcomed the upcoming information session with the CAPPA President.

5. ACCREDITATION IMPLEMENTATION

a. Update from Members

The testimonials are in progress.

b. Website information

The Board favoured a clear, readable visualization of the accreditation process for the website. The Chair agreed to take another attempt at creating good visuals.

c. Schools and Departments

The Board noted the dampening effect that COVID-19 was having on interest in accreditation and the strain it was placing on programs and faculty. The Board will consider hosting an April meeting with Chairs to discuss the state of departments and schools and encourage interest in accreditation.

6. CSPS COLLABORATION

- a. Ian Clark provided an update on the Canada School of Public Service and CAPPA Dialogue Study Tables. He noted that the collaboration was proceeding very well and generating much interest in the federal public sector. He commended Evert Lindquist, John Gorrie and Erik De Vries for their work. Luc Bernier noted that he has joined the exercise as a table co-lead.

7. OTHER BUSINESS

Next Meeting Dates

December 11, 3-4 pm

January 8, 11-12

February 5, 11-12

March 5, 11-12

April 9, 11-12

CAPPA ACCREDITATION BOARD MEETING
DECEMBER 11, 2020
3-4:00 PM EST
BY ZOOM

MINUTES

In Attendance: Kathy Brock (Chair), Ian Clark, Nancy Olewiler, Luc Bernier, David Siegel
Guest: CAPPA President Brooke Jeffrey

1. APPROVAL OF AGENDA

Moved by Nancy Olewiler, seconded by Luc Bernier. Approved unanimously.

2. APPROVAL OF MINUTES (NOVEMBER 13, 2020)

Moved by David Siegel, seconded by Ian Clark. Approved unanimously.

3. CAPPA PRESIDENT BROOKE JEFFREY

a. CAPPA update

Brooke thanked the Board for its service to CAPPA. She noted that the letter to the CAPPA member schools and departments was delayed by the pandemic, and the need for the CAPPA membership renewal letter and the CAPPA case competition letters to go out first. The delay in transmission of those letters had been caused in part by the lack of translation services which has now been remedied with a CAPPA translator on contract. She emphasized that the letter would be sent out in early January. There has been no progress on the MOU with NASPAA.

b. Report on Governance

The Governance Review Committee was cognizant of the importance of accreditation to CAPPA but did not see the need to address its issues in the report owing to recent review of accreditation. The GRC recommendations focussed on communications and constitutional reform. CAPPA needs to address its relationship with other associations, including IPAC.

A general discussion of these issues followed. The Board thanked the CAPPA President for her support and reiterated its offer to support CAPPA in raising its profile among members of the academic community.

4. CHAIR'S UPDATE

a. Key points were covered during the President's report.

5. DISCUSSION ITEMS

Given that the President's visit had taken up most of the meeting, the Board agreed to defer discussion of the Board priorities to future meetings.

a. CSPA Collaboration with CAPPA

The collaboration is preceding well with Ian Clark, Luc Bernier and Kathy Brock actively participating.

- b. Board letter to school/department chairs/directors/heads
See President's comments above.

- c. Other Matters

The Board agreed that rather than publish meeting minutes individually on the Accreditation website, it would be more sensible to revert to the previous Baord practice of including them in the Annual Report of the Accreditation Board at the end of each year.

6. OTHER BUSINESS

Next Meeting Dates

January 8, 11-12

February 5, 11-12

March 5, 11-12

April 9, 11-12

CAPPA ACCREDITATION BOARD MEETING
JANUARY 8, 2021
11-12:00 PM EST
BY ZOOM

MINUTES

In Attendance: Kathy Brock (Chair), Ian Clark, Nancy Olewiler, Luc Bernier, David Siegel

1. APPROVAL OF AGENDA

Moved by Ian Clark, seconded by Nancy Olewiler. Approved unanimously.

2. APPROVAL OF MINUTES (DECEMBER 11, 2020)

Moved by Ian Clark, seconded by David Siegel. Approved unanimously.

3. CHAIR'S UPDATE

The letter to school Directors and Department Heads on accreditation will be sent out by the CAPPA President this month. The Accreditation Board will reviews names of all the full professors and identify the potential nominees for the Accreditation Board in order to submit a slate to the CAPPA Board given that a number of terms of current members conclude in May.

4. DISCUSSION ITEMS

a. Accreditation Website

i. Information on the accreditation process (previously circulated)

The tone of the information is critical for any material posted on accreditation. Ian and Dave agreed to review and edit the proposed website information. Board members will review all other material posted on the website.

ii. Testimonials Update

One testimonial is finalised and two are underway.

iii. Self-StudyTemplate

The Board concluded that a revised accreditation self-study template for departments is necessary. The Chair committed to drafting one based on the Queen's internal review process.

b. Follow-Up to Accreditation Letter to Member Departments

The Board agreed that to postpone this matter until the letter had been received by schools and departments and the Board had received feedback.

c. CAPPA/CSPS Collaboration

The collaboration is proceeding well with the tables engaging academics and practitioners. The draft reports are expected in March.

- d. Other Matters
None.

5. OTHER BUSINESS

Next Meeting Dates

February 5, 11-12

March 5, 11-12

April 9, 11-12

CAPPA ACCREDITATION BOARD MEETING
FEBRUARY 5, 2021
11-12:00 PM EST
BY ZOOM

MINUTES

In Attendance: Kathy Brock (Chair), Ian Clark, Nancy Olewiler, Luc Bernier, David Siegel

1. APPROVAL OF AGENDA

- a. Moved by Nancy Olewiler, seconded by Luc Bernier. Approved unanimously.

2. APPROVAL OF MINUTES (JANUARY, 2021)

- a. Moved by Ian Clark, seconded by David Siegel. Approved unanimously.

3. CHAIR'S UPDATE

- a. Board Membership

Need to identify list of potential nominees to the Board who we can recommend to the CAPPA President.

Terms of Current Members:

- | | |
|-------------------|-------------------------|
| 1. Ian Clark | 2021 (extended in 2020) |
| 2. Nancy Olewiler | 2021 |
| 3. Luc Bernier | 2021 |
| 4. David Siegel | 2022 |
| 5. Kathy Brock | 2021 |

- b. Programs Interested in Accreditation

Two programs have expressed a potential interest: RMC and Johnson Shoyama

4. DISCUSSION ITEMS

- a. Accreditation Website

The Accreditation Page on the website has been updated by Ian with testimonials from Dave and Kathy. Others will submit theirs for posting.

- b. Self-Study Template

The Board reviewed the template and "Getting Started" document and concluded that both are positive additions for the website and will be useful tools in the accreditation process.

- c. Potential Nominees for Accreditation Board

The Board discussed the potential nominees for the Board and agreed to circulate short lists by email.

5. OTHER BUSINESS

Next Meeting Dates

March 5, 11-12

April 9, 11-12

CAPPA ACCREDITATION BOARD MEETING
MARCH 5, 2021
11-12:00 PM EST
BY ZOOM

MINUTES

1. APPROVAL OF AGENDA

Moved by Luc Bernier, seconded by Nancy Olewiler. Approved unanimously.

2. APPROVAL OF MINUTES (FEBRUARY 5, 2021)

Moved by David Siegel, seconded by Ian Clark. Approved unanimously.

3. CHAIR'S UPDATE

a. CAPPA Conference and AGM

Will be held online June 2-4, 2021.

b. Update on Schools

Sent the documents on applying for accreditation to RMC and Johnson-Shoyama.

4. DISCUSSION ITEMS

a. Potential Nominees for Accreditation Board

The Board discussed the list of who among the full professors of the schools and departments across the country would be the best possible nominees for the CAPPA Accreditation Board. The Board decided on a short list of four names as primary choices with two as alternates based on regional, diversity and quality criteria. The Chair will contact these people to determine their willingness to have their names stand.

The Board decided that it would be best to phase in new appointments over the next year and to have the current chair remain in that position for one more year to manage the transition. The Accreditation Board will finalise the recommendations to the CAPPA Board at the next meeting and in time for the June AGM and Conference.

b. Promotional documents/Plan

Nancy Olewiler will circulate the Accreditation materials to School Directors and Department Chairs who attend her annual teleconference. The Board discussed means of ensuring schools and departments knew about the new process and the advantages of being accredited.

c. Other Matters

No other business.

5. OTHER BUSINESS

Next Meeting Dates

April 9, 11-12

May 7, 11-12

CAPPA ACCREDITATION BOARD MEETING
APRIL 9, 2021
11-12:00 PM EST
BY ZOOM

MINUTES

1. APPROVAL OF AGENDA

Moved by Ian Clark, seconded by Nancy Olewiler. Approved unanimously.

2. APPROVAL OF MINUTES (MARCH 5, 2021)

Moved by Nancy Olewiler, seconded by Dave Siegel. Approved unanimously.

3. CHAIR'S UPDATE

a. CAPPA Conference and AGM

The conference will be held online June 2-4 with the AGM occurring on the 4th.

b. CAPPA Executive Meeting

The CAPPA executive has asked the Chair to report on the Accreditation Board's activities at their meeting on April 30th. The Chair will present the transition plan and report on the progress made on implementing the revised accreditation process.

c. Update on Status of Schools

The Chair will meet with Loleen Berdahl, Executive Director, and Amber McCuaig, Executive Officer- Administration, Strategic Planning & Projects of the Johnson-Shoyama Graduate School of Public Policy on June 1, 2021 to discuss the accreditation process and their programs. There have been no further inquiries from RMC. The Chair will follow up.

4. DISCUSSION ITEMS

a. Potential Nominees for Accreditation Board

i. Nominees

Of the five potential nominees for the Accreditation Board contacted by the Chair, four were enthusiastic and agreed to let their names stand. The Board discussed the candidates and in their collective wisdom unanimously endorsed one person whom the Chair should ask to consider assuming the Chair in 2022 as part of the transition plan.

ii. Transition Plan

The Board discussed the transition to new members and suggested that a plan that phased in the new members and phased out the current members over the next year would ensure continuity and stability in operations. The Board recommended staggered terms for the new members to avoid a high turnover of people in future. The Board emphasized unanimously that the current Chair should remain in that position to ensure a smooth transition. The Board agreed

that the Chair should develop the transition plan and submit it to them for approval before she meets with the CAPPA Executive on April 30th.

b. Dalhousie Accreditation Query

Isabelle Caron, Assistant Professor, Dalhousie contacted the Chair on behalf of the Dalhousie School of Public Administration to ask if the accreditation status of their programs would be affected by restructuring of the School or its potential migration to another faculty. The Board agreed with the Chair's reply that given that programs, not Schools are accredited, the School would need to inform the Accreditation Board of any significant changes and how the quality of their programs would be ensured. The Board agreed that a substantive discussion on what constitutes significant change and the process for notifying the Board of any such changes should be added to the agenda of a future meeting.

c. Recommendation(s) to CAPPA Executive

The Board agreed that the Chair should recommend the approved transition plan to the CAPPA Executive and remind them to support accreditation with enthusiasm by encouraging schools and departments to consider accreditation for their programs.

d. Other Matters

No other matters were raised.

5. OTHER BUSINESS

Next Meeting Dates

May 7, 11-12

June 11, 11-12

CAPPA ACCREDITATION BOARD MEETING
MAY 7, 2021
11-12:00 PM EST
BY ZOOM

MINUTES

In Attendance: Ian Clark, Nancy Olewiler, Luc Bernier, David Siegel, Kathy Brock (Chair)

1. APPROVAL OF AGENDA

Moved by Ian Clark, seconded by David Siegel. Approved unanimously.

2. APPROVAL OF MINUTES (APRIL 9, 2021)

Moved by Nancy Olewiler, seconded by Luc Bernier. Approved unanimously.

3. CHAIR'S UPDATE

A. CAPPA CONFERENCE AND AGM

The CAPPA annual conference will be held online June 2-4 with the AGM on June 4th. The Chair will attend the CAPPA Board meeting on May 31st.

B. CAPPA EXECUTIVE MEETING

The Chair met with the CAPPA President on April 23rd and the Executive on May 30th to present the transition plan for the CAPPA Accreditation Board. The CAPPA Board asked questions about the proposed transition plan and the process of appointment. Subsequently, the CAPPA President indicated that any concerns with appointments were not an indication of a lack of confidence in the CAPPA Accreditation Board's recommendations. However, there was opposition among the Executive to one proposed candidate. The CAPPA President noted that the transition plan will be discussed at a special meeting of the Executive on May 12th.

C. UPDATE ON STATUS OF SCHOOLS

The Chair has a meeting with the Executive Director of Johnson-Shoyama to discuss accreditation of their programs on June 1st.

4. DISCUSSION ITEMS

A. TRANSITION PLAN AND THE RESPONSE TO THE EXECUTIVE

The Board discussed the initial reaction of the CAPPA President and Executive to the transition plan for the CAPPA Accreditation Board and decided that it should have a special meeting if necessary once the President has notified the Board of the outcome of its discussions on the transition plan.

B. ANNUAL REPORT AND MINUTES OF THE CAB (ATTACHED)

The Board approved the Annual Report and Annual minutes subject to minor revisions and the addition of a clause recommending that the CAPPA

Accreditation Board have an ex-officio seat on the CAPPA Board and Executive to improve communications between the two Boards.

C. OTHER MATTERS

The CSPS/CAPPA conference will be held on May 18th. A follow-up conference with the academic studies from the Dialogue Study teams will be held in June.

5. OTHER BUSINESS

Next Meeting Dates:

June 18, 11-12

July 9, 11-12

August 13, 11-12

September 17, 11-12

CAPPA ACCREDITATION BOARD
SPECIAL MEETING
MAY 20, 2021
2:30-3:30 PM EST
BY ZOOM

MINUTES

In Attendance: Ian Clark, Nancy Olewiler, Luc Bernier, David Siegel, Kathy Brock (Chair)

The CAPPA Accreditation Board (CAB) met in response to the decision letter received from the CAPPA President regarding the transition plan for the CAB. The CAPPA Board liked the transition plan but objected to one proposed member on representational grounds and asked the CAB to reconsider its plan. The CAB discussed the reaction to the plan and agreed to strike the candidate. The CAB then considered possible alternate candidates, narrowing them down to a short list of three. By unanimous and enthusiastic agreement, the CAB approved the nomination of one candidate to add to the slate proposed in the transition plan. The Chair would contact the candidate and, if the candidate agreed to standing for nomination, would present the revised transition plan to the CAPPA President and Executive.

ATTACHMENT:

Letter regarding CAB transition plan from CAPPA President Brooke Jeffrey to CAPPA Accreditation Board Chair Kathy Brock received on May 13th, 2021.

Attachment to CAB Minutes of May 20, 2021
May 13th Letter from President Brooke Jeffrey to CAB Chair Kathy Brock

Kathy L. Brock, Ph.D.
Professor and Senior Fellow, School of Policy Studies and
Department of Political Studies (cross-appointed)
Chair, Accreditation Board, Canadian Association of Programs in Public Administration
Queen's University
Kingston, Ontario K7L 3N6

Dear Kathy,

I am writing to let you know that the Executive has now met to consider the Accreditation Board proposals for replacing the current membership as their terms expire.

First, let me say that they very much appreciate the work of the current members, and also the time spent in looking for appropriate replacements. The Executive also agree with the criteria that you outlined at your meeting with us when considering possible replacements, namely: full professorship, area of expertise/sub-field, regional representation, linguistic and gender balance.

The Executive is fully supportive of the slate which has been proposed with one exception. While recognizing that there are always trade-offs and practical limitations in any such exercise, there was a unanimous view that having two positions filled with individuals from [XXXX]-based programs, (in addition to two positions filled by Ontario-based scholars), simply reflects too strong an Ontario/central Canada image of the Board and of CAPP. The Executive was also unanimous in their view that the [XXXX] candidacy of [XXXX] should be prioritized, given [the] expertise as well as in-depth knowledge of CAPP and the fact that she adds to [representational] balance.

At the same time, and as you will no doubt recall, the issue of western representation was raised during your meeting with the Executive to discuss the proposal, and this has continued to be a source of concern as well. As a result, the Executive would ask that your Board give further consideration to recruiting a western candidate in place of the proposed representative from [XXXX].

In closing let me stress that the Executive recognizes this is a difficult and time-consuming task and we are very appreciative of your efforts and those of the Board. Hopefully the selection of

an alternative candidate for this one position will not prove to be an overly burdensome endeavour.

Sincerely,

Brooke Jeffrey

Professor, Dept. of Political Science

Concordia University

President, CAPPA

Prior to June 2020 and mentioned in June 2020 Minutes

CAPPA ACCREDITATION BOARD MEETING
MAY 1, 2020
1-2:00 PM EST
HELD BY CONFERENCE CALL

MINUTES

IN ATTENDANCE: Ian Clark, Nancy Olewiler, Luc Bernier, David Siegel, Kathy Brock (Chair)
Guests: CAPPA President Andrea Rounce, Incoming President Brooke Jeffrey

1. APPROVAL OF AGENDA

Moved by Nancy Olewiler, seconded by Luc Bernier. Approved Unanimously

2. APPROVAL OF PREVIOUS MINUTES (MARCH)

Moved by Ian Clark, seconded by Dave Siegel. Approved Unanimously

3. CHAIR'S UPDATE

a. Accreditation Implementation

Chair has requested funding for videos from CAPPA Board. Date for full implementation is the fall with a notice to Heads and Directors to be sent out then. The Recommendations on the Accreditation Process will be submitted to the AGM at the improvised meeting on June 1.

b. CAPPA Annual AGM and Conference (May 31- June 2, 2020) at Western University and CAPPA Webinar

Due to COVID-19 the CAPPA Conference will not be held. The AGM will be held via zoom on June 1. On the initiative of Jean-François Savard and Isabelle Caron, and with Kathy Brock and Robert Shepherd as additional co-organizers, a workshop on teaching public administration online will occur in place of the CAPPA conference on June 2. CAPPA and CPPN will disseminate information.

4. GUESTS

a. Incoming President Brooke Jeffrey

Brooke Jeffrey began by noting that she was delighted to attend the CAB meeting and that she was disappointed by the cancellation of Congress and the CAPPA conference. CAPPA appreciates the work of the CAB. She believes it adds credibility to CAPPA as an organization. She is pleased to see the continuity of CAB membership as we implement the new process. She concluded by thanking the CAB for all their important work.

b. Outgoing President Andrea Rounce

Andrea noted that she too appreciates the hard work of the CAB. She noted that the Recommendations of CAB came to the CAPPA Board just before COVID and so the response was delayed. However, the Recommendations were accepted by the

CAPPA Executive and will go to the CAPPA Board in May. She is happy to see the implementation work move forward after June 1.

Andrea noted that the CAPPA website is always a work in progress but CAPPA is happy to have given accreditation a higher profile in recent changes. She also noted that the governance review of CAPPA is underway. She also observed that discussions on a supplementary MOU with NASPAA regarding accreditation in the form of an amendment to the current MOU or a side-by-side MOU is underway with prospects of being concluded by the end of May or the fall.

A short discussion ensued on CAB access to the Accreditation page of the website to ensure it is accurate and up-to-date with Andrea agreeing to take the request to the CAPPA executive. In response to questions about the governance review and possibility of the Accreditation Chair having an ex officio (non-voting) seat on the CAPPA Board, she noted that both accreditation and possible options for representation were being considered in the second phase of the review. Andrea also noted that resourcing for accreditation is a matter to be considered and that school and program Heads will be encouraged to consider accreditation. The CAB suggested a meeting of the incoming, current and past two presidents to create a list of schools/departments that could apply for accreditation in the coming year. Andrea concluded the discussion with a “big thank you” to the Board for all its work.

5. DISCUSSION ITEMS

a. Business Items arising out of meetings with Presidents

A short discussion ensued about raising the profile of accreditation. The Chair agreed to follow up on resources for the implementation plan, governance issues and website access.

b. Accreditation procedures

The Board noted the need to post annual reports beginning with the current year, official meeting minutes and to correct oversights on the current website. Members agreed to review the CAB annual report for submission to the CAPPA executive and the Board by June 1. Future meetings will occur using Zoom.

6. OTHER BUSINESS

Next Meeting Date

June 5, 1-2 pm

Attachment to CAB Annual Report 2021
CAPPA/ACPAP
Accreditation Board
Transition Plan
2021-2025

Current Board	September 2021	January 2022	May 2022	May 2022 fwd	Term/ Optional Year
Kathy Brock Chair Queen's			To May AGM	Matthieu Ouimet Laval	2021-2023/4
Ian Clark Toronto/Vic	To September 30 th			Geneviève Tellier Ottawa	2021-2023/4
Nancy Olewiler UBC		To January 1 st		Alasdair Roberts U Massachusetts, Amherst	2022-2024/5
Luc Bernier Ottawa		To January 1 st		Jeffrey Roy Dalhousie	2022-2024/5
David Siegel Brock				David Siegel Brock U	2021-2022
Incoming	Geneviève Tellier	Alasdair Roberts			
	Matthieu Ouimet	Jeffrey Roy			