

CAPPA ACCREDITATION BOARD

Second Annual Report

September 1, 2007 – August 31, 2008

The Accreditation Board's membership in 2007-08 was:

Leslie A. Pal (Chair, three-year term to August 31, 2009)

Janice Cochrane (Vice-Chair, three-year term August 31, 2009)

Lucie Rouillard (one-year term to September 1, 2008)

Mark Sproule-Jones (two-year term to September 1, 2008)

Allan Tupper (two-year term to September 1, 2008)

Meetings

The Board had four meetings in 2007-08, all via teleconference (October 12, 2007; June 10, 2008; July 28, 2008, and August 20, 2008; minutes are attached in Annex A). Key decisions taken at those meetings were:

1. To revitalize the list of reviewers and re-contact schools on their willingness to undergo an accreditation review.
2. Establish two review committees for Ryerson and University of Western Ontario.
3. Receive the Ryerson draft report, make suggestions for minor revisions, and accept a final draft of the report and approve the accreditation of Ryerson's program.
4. Establish a new review committee for Carleton's program. The initial review had been launched in the spring of 2007, but was delayed. A report should be due in the fall of 2008.

Schools/Review Schedule

The schedule for reviews for the coming year (though these need to be re-confirmed with solid dates) is:

Dalhousie

Simon Fraser

University of Guelph/McMaster University (possibly 2009)

University of Ottawa

University of Victoria

University of Winnipeg

By December 2008, we should have completed three reviews: Ryerson, Carleton, and University of Western Ontario.

Expenses and Revenues (September 1, 2007 – August 31, 2008)

When the Board was launched in 2006, Carleton’s School of Public Policy and Administration initially paid the administrative support, but once we received the accreditation fee from Carleton, it was reimbursed. One of the School’s support staff has now been given the responsibility of keeping files and correspondence for the Board.

The only other expenses associated with the Board are conference call fees, travel for the Chair to attend the CAPPAs meetings, and reimbursement for site visits (so far, only Ryerson).

The site visit expenses were not anticipated at the outset, since the Board presumed that it would be too expensive to send members of the review committee to the programs. However, it turned out that in the case of the Ryerson committee, two members were close enough to Toronto (in Ottawa and in Montreal), that it seemed that a brief (two-day) visit would be feasible, based on the \$2000 fee for accreditation. The two members did visit, and found the experience invaluable in providing a more detailed and nuanced sense of the program. The Board has concluded that whenever possible, there should be a site visit by at least one member of the review team. The implication is that teams have at least one or two members that are geographically close enough to the program being reviewed that transportation costs will not be prohibitive.

Expenses	
Teleconference calls	\$158.76
Site visit	\$1326.00
CAPPA Attendance for Chair (est.)	\$719.57
Total Expenses	\$2204.33
Revenue	
Accreditation fees (Ryerson)	\$2000.00
Surplus/Deficit	(\$204.33)

Plans and Priorities for 2008-2009

1. CAPPA to make new appointments to the Board, and reflect on how terms should be staggered in order to achieve the best balance of renewal and institutional memory.
2. Review and renew the list of reviewers.

3. Recontact all CAPP members, confirm reviews for those who suggested that they might be ready in 2008-2009, and determine if any other programs would like to submit an application for accreditation in 2009-2010.

Conclusions

With the completed reviews and the ones pending, the Board is pleased to report that the accreditation process has now passed the preparatory phase of the first year, and is solidly established. More importantly, it is clear from the Ryerson report that this is an extremely helpful exercise in several ways. First, it helps programs reflect on their mission and their capacity to deliver on that mission. Second, it facilitates a conversation among the applicant institution's faculty, students, and administrators, and the review team. We have ensured that the review teams consist senior, experienced, and respected scholars and practitioners, and so that conversation is likely to be more focused and more substantive than the typical external review. Thirdly, once we begin to accumulate a body of accreditation reports, it will give the public administration community in Canada, including students considering where to take their degree and why, a rich storehouse of information about courses, program structures, and regional and institutional differences and similarities. Finally, it signals a strong element of accountability within the profession and the field in Canada.

As Chair, I would like to thank the out-going members – Lucie Rouillard, , and Allan Tupper for their service on the Board. Their guidance and support was invaluable, and sets a fine example of service to our profession.

The Board would also like to thank Carleton's School of Public Policy and Administration for its support.

It would also like to thank the colleagues who agreed to serve as members of the accreditation review committees:

Ryerson

Filippo Sabetti (Chair)
Vic Pakalnis
Paul Pross

University of Western Ontario

Keith Banting (Chair)
Denis Proulx
Ralph Heintzman

Carleton University

Réjean Landry (Chair)
Ian Clark
Bryan Davies

ANNEX A

Minutes of October 12, 2007

Minutes of June 10, 2008

Minutes of July 28, 2008

Minutes of August 20, 2008

Minutes of the CAPP Accreditation Board

4th Meeting

October 12, 2007

Present: Leslie A. Pal (Chair), , Lucie Rouillard, ,
[The meeting was held via conference call]

Minutes taken by Loretta Campbell

1. Reviewers Pool

It was agreed that the members of the Board would each submit short lists of names of both academics and practitioners as soon as possible. Some of these names were provided during the call. The list would be aggregated and reviewed. Those selected as potential reviewers for 2008 would be contacted by the Chair to see if they would be willing to serve.

Next Steps: Once the 2008 Reviewers Pool has been established, a letter to reviewers will be sent by the Chair.

2. Schools

It was agreed that a follow-up e-mail will be sent in early 2008 to confirm school dates. The following schools have been identified for 2008:
Dalhousie University, Guelph/McMaster (collaborative program in PPA),
Ryerson University, and University of Western Ontario (MPA Local Government).

Minutes of the CAPP Accreditation Board

5th Meeting

June 10, 2008

Present: Leslie A. Pal (Chair), Lucie Rouillard, ,
Regrets:

[The meeting was held via conference call]

1. Ryerson Review

The Ryerson review is underway. Filippo Sabetti (McGill, chair), Vic Pakalnis (Government of Ontario), and Paul Pross (Emeritus, Dalhousie University) agreed to serve as the committee.

The Chair reported that the committee had inquired into the possibility of a site review, and since two members are close to Toronto, it was agreed that they could engage in a visit and have their expenses reimbursed.

2. Carleton Review

The accreditation review of Carleton's MPA program has been recommenced with a new committee: Réjean Landry (Laval, Chair), Bryan Davies (Government of Ontario), and Ian Clark (University of Toronto). Carleton's materials should be ready by August, and so the review will be conducted in the fall.

3. University of Western Ontario Review

A review for UWO has been scheduled for fall 2008, with the following committee: Keith Banting (Queen's, chair), Denis Proulx (ENAP), and Ralph Heintzman (retired, CPSA and TBS).

Minutes of the CAPPa Accreditation Board

6th Meeting

July 28, 2008

Present: Leslie A. Pal (Chair), Lucie Rouillard, ,

Regrets:

[The meeting was held via conference call]

1. Ryerson Accreditation Draft Report

The Ryerson review committee submitted its draft report on the Ryerson program, as well as a set of reflections on the review process itself. Several small revisions were discussed, and the Chair agreed to convey them to the committee.

The reflections on the review process contain a useful template of information that review committees might request from programs. It also has a policy recommendation about developing a standards based, rather than mission based, accreditation review process. The Board agreed that this should be forwarded to CAPPa for discussion, since it goes beyond the bounds of the Board's mandate.

2. Board Replacements

Allan Tupper (2 year term, as of September 1, 2006), Mark Sproule-Jones (2 year term, September 1, 2006), and Lucie Rouillard (1 year term, as of September 1, 2007) are all due to retire from the Board in August 2008. It was agreed that rather than seek renewal of their terms, that new colleagues be brought onto the Board, to widen the experience with accreditation throughout the public administration and academic communities.

Minutes of the CAPP Accreditation Board

7th Meeting

August 20, 2008

Present: Leslie A. Pal (Chair), , Lucie Rouillard, ,

Regrets:

[The meeting was held via conference call]

1. Ryerson Accreditation Review

The Board discussed the revised accreditation report submitted by the committee. It accepted the report, and will forward it to Ryerson for a response.

The review committee's reflections on the accreditation process, especially its suggestion of a move towards a standards-based accreditation process, were also discussed. The Board felt that this is a policy issue that should be addressed by CAPP itself, though members also agreed that the work plan for 2008-09 should include some review of international trends in accreditation so that the Board can properly advise CAPP.

2. Accreditation Annual Report, 2007-2008

A draft of the Annual Report was submitted to the Board by the Chair, and some modest revisions were suggested.

3. Agenda for 2008-2009

- a. Review and renew the list of reviewers.
- b. Recontact all CAPP members, confirm reviews for those who suggested that they might be ready in 2008-2009, and determine if any other programs would like to submit an application for accreditation in 2009-2010.
- c. Reflect on international trends in accreditation.