

MPHEC

Maritime Provinces
Higher Education
Commission

CESPM

Commission de
l'enseignement supérieur
des Provinces maritimes



**ANNUAL REPORT
2004-2005**

ANNUAL REPORT 2004-2005

MPHEC MISSION

As an Agency of the Council of Maritime Premiers that provides advice to Ministers responsible for Post-Secondary Education in the Maritimes, the Maritime Provinces Higher Education Commission:

**Assists institutions and governments in enhancing
a post-secondary learning environment
that reflects the following values:**

- **Quality:** continuous improvement in the quality of programmes, institutional practices, and teaching
 - **Accessibility:** programme, delivery, and support services that optimize PSE availability
 - **Mobility:** portability of learning and credits throughout the Post-Secondary Education system in the Maritimes
 - **Relevance:** effective and responsive interaction among learners, the work force, and the community
 - **Accountability:** evidence of value, sustainability, and cost-effectiveness of public and learner investment
 - **Scholarship and Research:** commitment to the pursuit of knowledge
-

Additional copies of this Annual Report may be obtained from:

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**For a view of the MPHEC and its activities, please visit its web site at:
<http://www.mphec.ca>**

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LETTER OF TRANSMITTAL

September 30, 2005

The Chair
Council of Atlantic Premiers
P.O. Box 2044
Halifax, NS B3J 2Z1

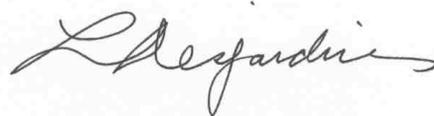
Dear Premier:

We have the honour to submit to the Council of Maritime Premiers the Annual Report of the Maritime Provinces Higher Education Commission. This report covers the period from April 1, 2004 to March 31, 2005.

Yours very truly,



Richard Myers
Chair



Léandre Desjardins
Acting Chief Executive Officer

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SCOPE AND MANDATE OF THE MPHEC

The Maritime Provinces Higher Education Commission (MPHEC) was established in 1974. The MPHEC is an “agency of the Council of Maritime Premiers.” In June 1997, the Ministers of Education in New Brunswick, Nova Scotia and Prince Edward Island agreed, after extensive review, to renew and refocus the Commission’s mandate through an “Agreement Respecting the Renewal of Arrangements for Regional Cooperation Concerning Post-Secondary Education”. This renewed mandate was ratified by the Council of Maritime Premiers. In January 2005, the new Maritime Provinces Higher Education Commission Act was proclaimed, giving full force to the Commission’s renewed mandate.

Under the 2005 legislation, the Commission’s primary orientation has been re-directed toward “improving and maintaining the best possible service to students as life-long learners”, primarily within the university sector. This is to be achieved through the following duties (or main functions): quality assurance, data and information, cooperative action, and regional programmes, as well as providing specific-services to one or more provinces or institutions as agreed to by the Ministers. The new legislation defines the Commission’s mandate as follows:

The Commission shall, in carrying out its duties, give first consideration to improving and maintaining the best possible service to students as lifelong learners by

- taking measures intended to ensure that programmes of study are of optimum length and best quality,
- stressing prior learning assessment and recognition, and credit transfer, to implement the principle that duplication of effort is not required in order to gain credit for learning which has been successfully accomplished,
- promoting smooth transitions between learning and work,
- promoting equitable and adequate access to learning opportunities, including making those opportunities available at times and places convenient to the student, and
- taking measures intended to ensure teaching quality.

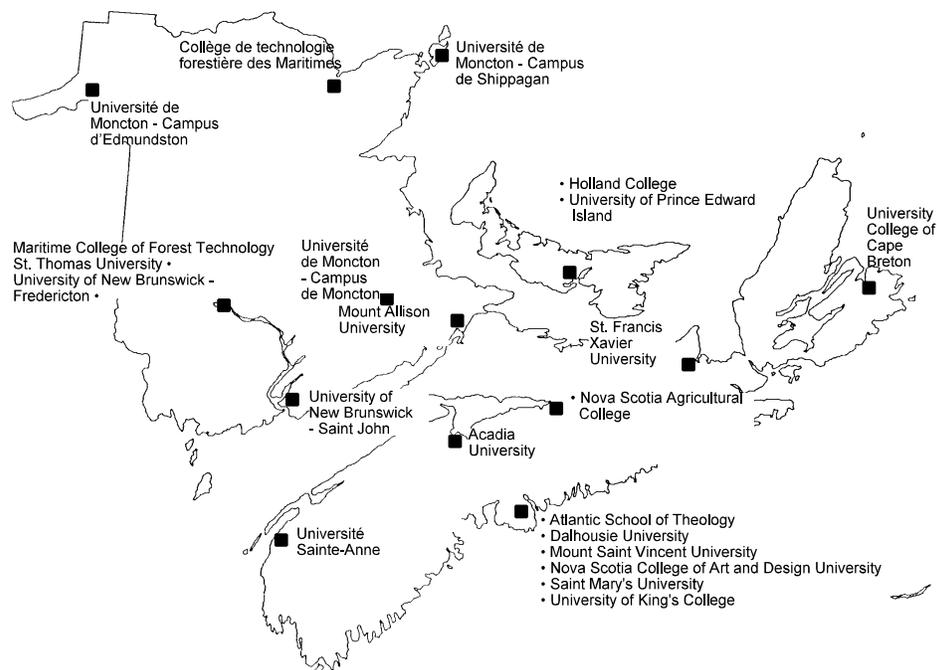
The Commission aims to assist institutions and governments in enhancing the post-secondary learning environment through the following nine objectives:

1. Provide assurances that programmes developed by institutions within the MPHEC’s scope meet agreed-upon quality criteria.
2. Confirm that institutions within the MPHEC’s scope have appropriate policies and practices to ensure the ongoing quality of their programmes.
3. Facilitate and promote cost-effectiveness of, and accessibility to, the broadest range possible of programmes.

4. Collect, store and maintain quality, comprehensive and relevant information across all mandated functions.
5. Devise data and information products providing stakeholders with value, across all mandated functions, especially related to key post-secondary education issues.
6. Increase awareness of, and dialogue on, Maritime Post-Secondary Education (PSE) issues and opportunities, both in the Maritimes and nationally.
7. Promote and facilitate cooperation within the Maritimes and with other provinces and external partners to, among other things, facilitate, among institutions and among governments for example, the development of cost-effective and collaborative approaches to PSE administration, programmes and policies.
8. Provide advice and services to the Provinces, as requested.
9. Ensure the effective and efficient management of Commission resources (corporate objective).

All of the Commission's activities and initiatives fall under one of these objectives.

Currently, and following proclamation of the legislation of the Commission, the institutions within the scope of the Commission have not been determined. However, in carrying out its functions, the Commission continues to focus primarily on university education and more specifically on the post-secondary institutions that have traditionally been within its scope. They include all publicly funded institutions offering university degree programmes in the region, four of which are multi-campus and two specialized applied arts and technology post-secondary institutions. The following illustrates the institutions on the Commission's schedule by province.



COMPOSITION

The Commission is composed of 19 members appointed by the Maritime Provinces Ministers of Education.

The Commission's composition adheres to the following pattern:

- ▶ At least 6 of the 19 members must be appointed from each of three groups: nominees submitted by a committee consisting of executive heads of universities and representatives of senates or equivalent academic bodies (category a), senior public officials and the executive head of non-university institutions (category b), and the public-at-large (category c).
- ▶ At least one member of each group is to be drawn from each of the provinces of New Brunswick, Nova Scotia, and Prince Edward Island.
- ▶ The Chief Executive Officer is an ex-officio, non-voting member of the Commission.

Commission membership at year-end was:

INSTITUTIONAL REPRESENTATIVES (CATEGORY A)	SENIOR PUBLIC OFFICIALS (CATEGORY B)	PUBLIC-AT-LARGE (CATEGORY C)
New Brunswick		
Nassir El-Jabi Richard Myers (Chair)	Jocelyne Roy-Vienneau	Paul D'Astous Winfield Hackett Vacant
Nova Scotia		
Gordon MacInnis Samuel Scully (Vice-Chair) Donna Woolcott	Wayne Doggett Marie Mullally Alastair Saunders	Bill MacLeod Kevin Wasko Vacant
Prince Edward Island		
Vianne Timmons	Mike Clow Faye Martin	Alvin Curley

Ex officio non-voting member: Mireille Duguay, Chief Executive Officer.

In order to carry out its duties, the Commission holds approximately five regular meetings per year normally on institutional campuses on a rotating basis. This allows the Commission to visit each institution and meet with its representatives, thereby maintaining an awareness of current issues and activities at each institution.

During 2004-2005, the Commission held six meetings as follows:

- April 26, 2004 - Dalhousie University
- June 21, 2004 - University of Prince Edward Island
- September 20, 2004 - Université de Moncton - Moncton campus
- November 24, 2004 - University of King's College
- February 10, 2005 - Teleconference
- February 28, 2005 - Atlantic School of Theology

COMMITTEES

The Commission's operational framework relies heavily on the use of advisory committees. The Commission also employs ad hoc committees and working groups as dictated by issues. Its standing committees are:

- AAU-MPHEC Academic Advisory Committee
- AAU-MPHEC Quality Assurance Monitoring Committee
- AAU-MPHEC Advisory Committee on Information and Analysis
- MPHEC Finance Committee
- NB/MPHEC Finance Working Group
- Comité provincial des sciences de la santé du Nouveau-Brunswick (CPSSNB; New Brunswick Provincial Committee on Health Sciences)
- NB/PEI Educational Computer Network Board of Directors
- NB/PEI Educational Computer Network Technical Committee

The use of standing committees greatly enriches the Commission's ability to generate advice and analysis. The Commission's reliance on these committees allows it to process more information and to analyse this information in a more comprehensive and timely fashion. Perhaps more importantly is that the Commission draws, through its Committees, on a wider network of resources and perspectives.

Committee members are listed in Appendix B, while copies of each committees' Terms of Reference are available online at <http://www.mphec.ca>.

STAFFING

Staff is responsible for the Commission's day-to-day activities; staff receives directions from the Commission through the CEO and the advisory committees, and provides support to the Commission and these committees. The Commission presently has staff expertise in the following areas: data collection/management, data analysis, academic programme review, finance, project management and event organization.

At year end, staff members and contract workers of the MPHEC were:

Chief Executive Officer	Mireille Duguay
Director of Finance (Acting)	Jean-Charles Doucet
Business and Data Analyst	Mylène Michaud
Research Officers	Sharleen Bulmer Julie Côté Dawn Gordon Shannon Farrell Serge Thériault
Clerk Accounting and Business Support	Rachael Anderson
Administrative Assistant	Joanne Neilson
Bilingual Secretary	Alexandra Gagné
Information Systems Architect	Scott Stonehouse
Technical Officer	Dragan Lepir

During 2004-2005, three Commission staff members were on maternity leave; at year-end, two of these staff members, Lisa Robichaud (Director of Finance) and Catherine Stewart (Research Officer), remained on maternity leave.

Given that these staff members were on leave, the completion of the Commission's planned activities and deliverables proved to be challenging.

GOVERNANCE AND ACCOUNTABILITY

In January 2005, the new Maritime Provinces Higher Education Commission Act was proclaimed. The Act specifies that the Commission is established by the Council of Maritime Premiers. In addition, the Act outlines the Commission's role and functions and redefines the Commission's accountability as follows: "the Commission is funded by the Provinces and is accountable to them, reporting to the Ministers responsible for post-secondary education." In addition, the Commission remains an organization of the Council of Maritime Premiers, since the Council established the Commission and approves its budget. With a view to formally identify and define an appropriate reporting relationship for the Commission, the mechanisms through which the Commission is accountable were discussed during 2004-2005. Discussion will resume with the Maritime Provinces Ministers and Deputy Ministers of Education during the next fiscal year in order to confirm appropriate mechanisms in the context of the new Act.

While the Commission has been in existence for 30 years, its renewed mandate introduced significant changes which needed to be reflected in its governance model. Compounding the challenge was the fact that little documentation existed in relation to the historical governance model. Over the past year, the Commission finalized its Governance model. In addition to defining the key roles played by each key "internal" player (Commission members, Chair and CEO) vis-à-vis the Commission as a whole, the roles and responsibilities of Commission members were defined. The Commission's Governance model also specifies the purpose of the Commission's committees, in addition to including guidelines on the management of conflict of interest.

YEAR IN REVIEW

Planning Initiatives

The Commission's second Multi-Year Business Plan is coming to an end. Planning efforts this year have therefore focussed on shaping the Commission's upcoming Multi-Year Business Plan, 2006-2007 through 2008-2009, which will be finalized in early 2005-2006.

On September 19, 2004 the MPHEC held its annual consultation meeting with student and faculty associations' representatives. The purpose of this meeting was to identify issues or matters of importance to all parties to help shape the Commission's work plan over the next years. Funding and accessibility and the value of post-secondary education were the two

main issues raised in presentations to, and discussions with, the Commission. Other issues, such as the importance of promoting “truth in advertising” (in the context of programme proposals assessment) and faculty recruitment and retention, were also discussed. The following areas were identified by the stakeholders as areas where the Commission could provide assistance:

- Update data (i.e., Graduate Follow-up survey);
- Information on earnings and lifestyle of students (and possibly graduates), as well as what is foregone to pay off student loans;
- Information on work-study balance of students;
- Information on the economic impacts of post-secondary education specific to the Maritimes.

Other planning initiatives, involving Commission members and staff, took place this year. These initiatives included discussion surrounding the development of a communication plan as well as measures of success. Commission members and staff also reviewed the Commission’s objectives and its deliverables, which are part of the business plan, with a view to ensure that its mission and duties are well reflected in the organization’s activities. Also, institutions participating in the programme assessment process were consulted with regards to the review of the Commission’s Quality Assurance Policy. (See the section Update of the Commission’s Quality Assurance Policy for further details.) The Commission was provided with valuable input which will be considered during the development of its business plan.

A variety of activities were undertaken by the MPHEC during 2004-2005. The Commission’s year in review is sub-divided according to its main functions: quality assurance, data and information, interprovincial agreements, cooperative action and province-specific services.

QUALITY ASSURANCE

The Commission is charged with providing decision-makers both with accountability measures pertaining to the institutions on the Commission’s schedule and with value-added information to assist in policy decisions related to the post-secondary sector. The Commission designed its Policy on Quality Assurance to bring together two major tools:

- the review of academic programmes prior to implementation;
- the monitoring of institutional quality assurance policies and procedures.

When combined, both tools ensure a continuum of quality: the programme review process provides assurances to government, students, employers and the public-at-large that programmes, offered by publicly funded universities in the Maritimes, meet established standards of quality prior to implementation; and the monitoring process provides assurances that Maritime universities have effective quality assurance policies and procedures in place to ensure that programmes, once implemented, are reviewed internally and externally to provide continuous quality improvements.

Quality Assurance is one of the Commission’s primary functions. In the past year, a number of initiatives have been undertaken by the Commission in this area.

The Commission’s expertise and leadership role in the area of quality assurance involves two major instruments: the review of programmes prior to implementation and the monitoring of institutional quality assurance policies and procedures. When combined, both instruments ensure a continuum of quality: the programme assessment process provides assurances to stakeholders that programmes meet established standards of quality prior to implementation; and the monitoring process provides assurances that Maritime institutions have effective quality assurance policies and procedures in place to ensure that programmes, once implemented, are reviewed internally and externally to provide continuous quality improvements.

Update of the Commission's Quality Assurance Policy

The Commission, in late 2003-2004, launched a review of its policy on Quality Assurance in order to assess the implementation of the Commission's Programme Assessment Process through consultation with its stakeholders. Following this process, which involved Commission members, AAU-MPHEC Academic Advisory Committee members, staff, as well as institutions participating in the process, a preliminary draft of the updated policy was prepared. The Commission reviewed the first draft at its September 2004 meeting. Other modifications, such as the development of guidelines for the preparation of proposals to terminate programmes and extension of the timeframe for the distribution process, were made to the draft policy in order to ensure it best represents the Commission's intentions.

The main changes pertain to the following areas:

Graduate Policy: The Graduate Programme Policy has been replaced by a significantly strengthened assessment framework, which will be applied to any proposal for a new graduate programme, irrespective of the institution submitting it. The 2005 version of the Policy on Quality Assurance includes among other elements a specific assessment criterion for graduate programmes, which includes the requirement that a proposal for a *new* graduate programme be reviewed by an expert external to the institution prior to submission to the Commission. The Policy also includes a set of additional information requirements to be addressed by a proposal for a *new* graduate programme.

Student Outcomes: A new assessment criterion focussing on outcomes at the programme level was added and the information requirements to be addressed by a programme proposal were redefined accordingly. Information is now being sought from three perspectives: learning outcomes, graduate outcomes and other outcomes.

Review by Institutions of Approved Programmes: This change aims to strengthen the regional quality assurance framework by requiring that all programmes approved by the Commission undergo an external review once implemented; the Commission reserves the right to seek evidence that such reviews are taking place.

Updates to the Commission's monitoring process were also made following completion of the pilot phase in 2003. Committee members and staff members assessed the process and made changes in order to: (1) clarify the terminology used in the policy to better reflect the reality of the process, (2) streamline the process, and (3) ensure completeness of the process. Also, the 2005 version of the policy includes additional appendices that were in the planning stages when the 1999 document was released. These changes were approved by the Commission in September of 2004 as part of its overall review of the Quality Assurance Policy.

The policy itself was approved in February of 2005. The final element, which includes the appended Terms of Reference of the AAU-MPHEC Academic Advisory Committee and the AAU-MPHEC Quality Assurance Monitoring Committee, is expected to be approved early in fiscal year 2005-2006. The Policy will be officially released shortly thereafter, and available on the Commission's website.

Programme Review Process

The objective of the programme review process is to ascertain the suitability of the programme proposal given its objectives, structure, institutional appropriateness, resources, stated student outcomes and their relevance. The review also provides a regional context for the programme and ensures unwarranted duplication is avoided. A majority of programme proposals undergo a cursory review; that is, they are reviewed by staff and granted approval if they meet agreed-upon criteria. If a proposal does not meet the criteria for approval and/or major issues have been identified, the proposal is forwarded to the AAU-MPHEC Academic Advisory Committee and the MPHEC, for an in-depth assessment.

As illustrated in Table 1, during 2004-2005, four were submitted for information purposes, five were terminated and a total of 42 programme proposals were reviewed. Of these, 40 were approved and two were not approved. For further information on the programme proposals reviewed under the Commission's process, please refer to Appendix C.

Table 1
2004-2005 Summary of Decisions on Programme Proposals Considered

	Approved	Not Approved	Deferred*	Pending*	Information and Record	Withdrawn	Total
New	21	2	1	4	1	1	30
Modified	14	-	-	7	3	-	24
Terminated	5	-	-	-	-	-	5
Total	40**	2	1	11	4	1	59

*Deferred means the proposal was deferred by Commission, whereas pending means the AAU-MPHEC Academic Advisory Committee or staff have not yet reached a decision by year end.

**Of the 40 approvals, 35 were approved through the cursory review process.

Monitoring of Institutional Quality Assurance Policies and Procedures

The specific objective of the quality assurance monitoring function is to ascertain that the procedures used by institutions to assess the quality of existing programmes, and other functions as appropriate, are performing adequately as quality control and quality improvement mechanisms.

Following completion of the pilot phase of the monitoring process with St. Thomas University and Dalhousie University, the Commission has, as reported above, updated its policy in addition to beginning the process with three institutions. They are: Université de Moncton, Mount Allison University and University of New Brunswick. Although the process will result in three separate reports being published in 2006-2007, a significant proportion of the work will be completed during 2005-2006. The process will be initiated with two additional institutions sometime in 2005, pending availability of resources.

Pan-Canadian Initiative in the Area of Quality Assurance

The Advisory Committee of Deputy Ministers of Education (ACDME) of the Council of Ministers of Education of Canada has established an interprovincial committee charged with drafting standards and procedures to assist provincial governments in assessing the acceptability of new degree programmes and new degree-granting institutions. Every province and two territories have nominated a representative. In the Maritime provinces, the Deputy Ministers of Education have designated the Chief Executive Officer of the MPHEC as their representative on this interprovincial committee given the expertise, and interest, of the Commission in this area.

The interprovincial committee sought advice from stakeholders on guidelines that would be considered appropriate for government decisions relating to new degree programmes and new degree providers. Following this initial step, the committee drafted a document to engage universities and other stakeholders in consultation, both to inform them of the initiative, and to seek their comments and advice. The Commission initiated the consultation process with Maritime stakeholders, which include the AAU-MPHEC Academic Advisory Committee, the Commission and all the universities on the Commission's schedule in November of 2004. In addition to providing feedback on the *Degree Level Qualifications Framework* and the *Procedures and Standards for Quality Assessment Reviews*, universities were also asked, by the Commission, to provide comments in regards to what extent the *Degree Level Qualifications Framework* could, or would with suggested modification, be a valuable complementary assessment tool that could be used by the Commission and the institutions on its schedule in the context of the MPHEC's own quality assurance policies and mechanisms, and to what extent the standards for quality assurance at the degree-programme level are generally already embedded with, or compatible with, their own institution's quality assurance framework.

With regards to the *Procedures and Standards for Quality Assessment Reviews*, the proposed guidelines appear to already be in place in the Maritimes within the scope of the Commission's Quality Assurance Policy and Procedures, as well as within most institutions' quality assurance policies and procedures; although the terminology and organization do differ somewhat in several dimensions. Institutions agree that the *Degree Level Qualifications Framework* should be used as a complementary assessment tool in the context of the Commission's own quality assurance policies and mechanisms. Given this interest and following receipt of the interprovincial committee's final version of the *Degree Level Qualifications Framework*, which is due during next fiscal year, the AAU-MPHEC Academic Advisory Committee will proceed with an in-depth analysis of the aforementioned framework to adapt the content to better reflect the programmes offered by Maritime universities.

Conference on Student-Centred Assessment: Strategies for Improving Learning and Student Outcomes

The Commission hosted its fourth major conference in November 2004 in Halifax. MPHEC staff, under the guidance of the AAU-MPHEC Academic Advisory Committee, organized the Conference. The theme of the Conference was ***Student-Centred Assessment: Strategies for Improving Learning and Student Outcomes***. The Conference objectives were to raise the profile of student learning outcomes and their relationship to academic planning and to learn more about what is being done elsewhere in Canada and the United States. The Conference focussed on exploring, from diverse points of view (university faculty and administrators, students, graduates, government), the benefits and pitfalls of defining and measuring outcomes; the definition and measurement of outcomes; and the experiences of others in the definition, measurement and use of outcomes. The Commission Chair, as the Master of Ceremony of the Conference, welcomed five distinguished speakers originating from New Brunswick, Ontario and the United States. The speakers presented, over one and a half days, the various aforementioned views related to the conference theme, which provided participants with a new and/or a deeper understanding of student-centred assessment. In total, 102 individuals from the Maritime Provinces and Ontario institutions, as well as students and government officials, participated in the conference. As seized through the evaluation forms that were filled out by nearly 8 in 10 participants, the conference was deemed a very successful event. Participants rated quite positively the fact that the information presented by the speakers was relevant to the conference's theme.

The Commission will determine, over the coming year, how to follow-up to the conference. The follow-up may include the organization of a workshop, the publication of a best practice piece on student learning outcomes or some other activity. The topic is particularly relevant to the Commission's mandate since outcomes can play a valuable role in the accountability of institutions, in quality assurance and in promoting prior learning assessment and recognition.

The MPHEC Value-Added Outputs - Quality Assurance

Selected value-added outputs generated by the Commission's activities in the area of quality assurance include:

- The quality of programmes is improved and students, governments and taxpayers, all making large investments in education, are served by programmes of quality;
- A regional context is provided for programmes to ensure the availability of the widest array of programmes while limiting unwarranted duplication in order to optimize the use of limited resources in the region;
- Programme proposals benefit from a review by a wide range of stakeholders (students, government, public at large, and university representatives) through the distribution process;
- The Commission is able to track (and audit) enrolments, programme development and duplication, to identify regional programmes to be included under the Regional Transfer Arrangement, provide weighted full-time equivalent values for the application of the New Brunswick Funding Formula, and data supporting policy analysis and development;
- Universities have in place policies to ensure continuous programme and services quality improvements; and
- Universities review and assess academic offerings at regular intervals.

DATA AND INFORMATION

The Commission is involved in data collection and the development of research products and is recognized in the Maritimes, and nationally, as a credible source of data and information on post-secondary education. Over the last few years, the focus has been to promote and make available the value-added sources of information to various governments, post-secondary institutions, students and public-at-large.

Data Collection

The Commission houses a wealth of data and information spanning the full spectrum of university education, including enrolment, graduates, graduate outcomes, faculty tuition, university finances, academic programmes and space inventories. It is responsible for acquiring, auditing, validating and storing proprietary data, such as the Enhanced Student Information System (ESIS) and the MPHEC graduate survey, in addition to regularly updating non-proprietary data from external sources, which include university finances and faculty demographics.

Enhanced Student Information System (ESIS)

The Enhanced Student Information System (ESIS) is a Statistics Canada national survey which collects information on institutions' programmes and course structures as well as student demographic, programme and course information of those registered at post-secondary institutions.

The Commission coordinates the ESIS data collection of the post-secondary institutions under its mandate. The ESIS collection cycle occurs twice a year (January 15th and July 15th). Both survey respondents and the Commission are responsible for ESIS data validation by using two validation tools (the E7 developed by Statistics Canada and the Maritime Pre-screener developed by the MPHEC). Once the data has been processed, a final written confirmation is requested from the submitting institutions. To assist the institutions in the affirmation of their data, the Commission produces a data and report file called the Excel Output Validation Tool (designed and developed by the Commission) which consists of per student data records and reports on the institutions' calculated credentials granted, enrolments and full-time equivalent at December 1st, and full-year full-time equivalent and weighted full-time equivalent for the calculation of the Regional Transfer Arrangement and the New Brunswick Funding Formula. The institutions' confirmation affirms the quality of the data which allows the Commission to publish enrolments, credentials granted and full-year data. This year, efforts were made to ensure all institutions confirm their credentials granted data in order to include the data on the Commission's website. The data will be available during next fiscal year. (See section titled *Commission website* for further information.)

The Commission's Data and Information function, which crosses all mandated functions of the Commission, provides decision-makers with both accountability measures pertaining to the institutions on the Commission's schedule and better information to assist in decision-making.

The initiatives taken under this function also increase awareness of, and dialogue on, Maritime post-secondary education issues and opportunities, both in the Maritimes and nationally.

Graduate Follow-Up Survey: Class of 1999 in 2004

During fiscal year 2004-2005, the graduate survey programme began its fifth iteration, with the Class of 1999 in 2004 (this Class was also interviewed in 2001). As with all of the Commission's graduate surveys, the goal of this survey is to monitor and characterize the transitions, and the factors that influence the transitions, experienced by Maritime university graduates as they move between the learning force and the work force, and back again, taking into consideration their experiences prior to enrolling in their university programme. Due to the complexity of the survey, a considerable amount of time was devoted to questionnaire programming and testing. In addition, the contractor, in collaboration with staff, enhanced the section of the questionnaire focussing on student debt to help ease the process for respondents recalling financing information (i.e., asking situation-specific questions for those without loans, with consolidated loans or with two separate loan payments).

Between September 28th and November 29th 2004, the contractor conducted the survey resulting in a final sample of approximately 2,300 students. Efforts were made to ensure that this sample adequately represented the overall population (i.e., graduates from the Class of 1999) and the sample from first contact (i.e., Class of 1999 graduates who responded to the two-year out survey conducted in 2001) so that benchmarks that were defined using data from the two-year out graduate survey (Class of 1999 in 2001) could be reexamined three years later. In the fall of next fiscal year, the Commission expects to publish preliminary results of this survey with the final report scheduled for release in early fiscal year 2006-2007.

Data Dissemination

Maintaining this comprehensive collection of data and information in-house enables the MPHEC to provide its stakeholders, upon request, not only with standardized statistics and custom-generated outputs, but also with in-depth analytical reports and articles.

Release of A Lasting Legacy: the impact of family educational background on graduate outcomes

As a follow-up to its March 2004 *Trends* article ("The Gender Gap in Employment Outcomes of University Graduates"), in September 2004, the Commission released *A Lasting Legacy: the impact of family educational background on graduate outcomes*. Initially expected to focus on the differences in repayment experiences of women and men, preliminary investigation revealed that a graduate's family educational background appears to be a more salient variable with respect to graduate outcomes. The report found that graduates from the lowest family educational backgrounds are less likely to be debt-free, are coping with higher debt-to-earnings ratios, and are less likely to return to post-secondary education than their peers from more highly educated family backgrounds. These findings suggest that accessibility to post-secondary education, a key issue for Commission stakeholders, must be examined not only from a front-end perspective (e.g., trends in university participation rates, entrance standards, etc.) but also from a back-end perspective (e.g., what happens after students are admitted, after they graduate, etc.), as Maritime university graduates are coping with different realities, which are significantly impacted by family educational

background. MPHEC staff, under the guidance of the AAU-MPHEC Advisory Committee on Information and Analysis, analysed the data and wrote the report.

Report on Post-Secondary Research Funding Trends in Atlantic Canada

The Commission's Report on Post-Secondary Research Trends in Atlantic Canada, released in 2000, noted that Atlantic Canada's research capacity required three main ingredients to succeed: "investment, people, and environment." The Commission had already published two separate documents relating to the "people" (*Securing our Future - A Renewal Strategy for Post-Secondary Research in Atlantic Canada* and *Accessibility to Post-Secondary Education in the Maritimes*) factor and believed it was important to readdress the "investment" factor. Throughout the 2004-2005 fiscal year, the AAU-MPHEC Advisory Committee on Information and Analysis, in collaboration with MPHEC staff, moved forward with this report focussing on updating selected trends and statistics found in the first publication and examining the newest R&D programmes having a significant impact on the region's universities (Atlantic Innovation Fund, Canada Research Chairs Program, Canada Foundation for Innovation, Indirect Costs of Research). The purpose of this report is to show how R&D funding has evolved since the previous report's release and where the Atlantic region fits within this evolution. The report is expected to be released in 2005-2006.

Research Programme

During the 2004-2005 fiscal year, as part of its planning process, the Commission developed a preliminary research programme for the 2005-2006 fiscal year as well as the following three fiscal years (2006-2007 to 2008-2009) to coincide with the next Multi-Year Business Plan. Within this programme, the Commission outlined several projects it will be undertaking over the planning period with these suggestions to be annually reviewed and adjusted based on Commission resources and/or success in obtaining external funding. The research programme includes projects of varying size and depth ranging from the Commission's Graduate Follow-Up Surveys (expected release of the final report for the Class of 1999 in 2004 is spring 2006 and, pending confirmation of survey funding, 2006-2007 for the final report on the Class of 2003 in 2005, with a five-year out survey with this same cohort beginning in the 2007-2008 fiscal year and extending beyond the planning period) to releases that develop out of these surveys (such as topline results of each cohort and analyses of graduate outcomes based on family educational background, gender and mobility), to releases of other Commission-based research (such as the *Report on Post-Secondary Research Trends in Atlantic Canada*, expected release: Fall 2005 and *Faculty Recruitment and Retention in the Maritimes*, tentative release: 2006-2007). The research programme also includes potential development of a new project focussing on student participation and retention. Work for this large-scale project is expected to begin in 2006-2007 and continue throughout the planning period.

Commission Website

The Commission's website was designed to serve as a source of information on post-secondary education. Over the past fiscal year, the data and statistics pages were under-reconstruction. The programme developed to access post-secondary education data and

statistics on-line, initially developed in 1997-1998, has been updated, and its documentation finalized. In parallel, staff has been verifying the data (primarily ESIS) and preparing the data extraction which allows the programme to run.

As a result of the work over the last two years, next fiscal year under the MPHEC website's Data and Information section, five years of enrolments data (based on December 1st from 1999-2000 to 2003-2004) will be made available to the public. The launch of five years of credentials granted data (based on calendar years from 1999 to 2003) is tentatively scheduled for fall 2005. These data will be updated on an annual basis in the future.

The stakeholders and public-at-large will be able to access data of interest using the following methods:

- Interactive graphs software (formerly the Maritime Online Database), which allows the end-user to manipulate Maritime enrolments and credentials granted data by field of study, programme level, gender etc., to produce a graph.
- Downloadable databases which allow the end-users to download, in Microsoft Excel, aggregated data sets such as the data used by the interactive graphs software, described above, or a more detailed data set used in the preparation of static tables (many of which were published every few years in a Statistical Compendium).
- Static tables, which allow the end-user to download, in PDF format, tables (many of which were formerly published in the Statistical Compendium, as well as several new ones) to respond to frequently asked questions. The tables will include enrolments by province, institution, field of study, programme level, gender and age groups, as well as, Canadian versus international student counts. Other tables will be made available such as credentials granted, full-year full-time equivalent and weighted full-time equivalent, tuition, and full-time faculty data.

Visit the MPHEC website (<http://www.mphec.ca>) for access to the data.

Other Data Dissemination

One of the Commission's primary day-to-day duties is to provide information and data on request to stakeholders. Requests range in complexity from a single statistic or simple table, to a comprehensive set of statistics and information drawing on several of the Commission's databases. Responding to these requests may involve the release of an existing/standardized table, or it may involve considerable staff time in gathering, analyzing and synthesizing data from a variety of sources. These requests usually involve ESIS data, financial data and graduate follow-up surveys data.

In 2004-2005, the Commission received requests such as enrolments by province, institution, major field of study, level of study and registration status as well as tuition fees (Undergraduate Arts and Sciences) and Maritime universities' room and board costs.

The MPHEC Value-Added Outputs - Data and Information

Selected value-added outputs derived from the Data and Information function of the Commission include the following:

- The production of a number of standardized outputs from the Enhanced Student Information System data, which includes full-time equivalent, weighted full-time equivalent, standardized registration status (full-time, part-time), permanent province of residence, citizenship, gender, age, by level of study and major field of study are available, accurate and relevant. These figures are used in the provision of statistics to various stakeholders and the application of the New Brunswick funding formula and for the calculation of the Regional Transfer, in addition to playing an important role in policy analysis and development;
- University accountability measures relating to graduate outcomes, and evaluation of the university experience, including facilities and services are generated through the Commission's Graduate Follow-Up Survey programme;
- Governments and institutions, through receipt of Graduate Follow-Up Survey data sets, are able to carry out analyses on their own group of graduates;
- Valuable information is provided to guide policy and decision makers through the analyses of the Graduate Follow-Up Survey data. The information and data collected through the survey programme may have implications in numerous policy areas, such as post-secondary programme design and delivery and student aid and debt repayment programmes;
- Preparation of ad-hoc requests for data, statistics and information; and provision of advice to stakeholders based on available information; and
- The research and analysis reports produced by the Commission have clear policy implications in addition to broadening the understanding of post-secondary education issues and fostering reflection of the role of the post-secondary education in the Maritime provinces.

INTERPROVINCIAL AGREEMENTS

Regional Transfer Arrangement

The Regional Transfer Arrangement is an arrangement whereby each of the three Maritime provinces provides funding in respect to any of its university students enrolled in programmes in either of the other two provinces that are not offered in the student's home province. The purpose of the Regional Transfer Arrangement is to ensure accessibility of university programmes for Maritime residents and to assist the provinces in attaining a more effective utilization and allocation of resources. The transfer of funds in any given fiscal year is based on the enrollments of Maritime residents in these regional programmes two years earlier, the latest year for which complete enrolment data are available at the time budgets are prepared. It should be noted that the transfers between the provinces are made on a net basis, and do not represent transfers of funds to the institutions themselves. The net transfer amounts in 2004-2005 were \$3,779,900 from New Brunswick to Nova Scotia and \$4,044,200 from Prince Edward Island to Nova Scotia. In 2004-2005, the actual transfer amounts, including the medical school supplement from both Prince Edward Island and New Brunswick to Nova Scotia, were:

NB to NS: \$6,591,000
NB to PE: \$60,400

NS to NB: \$1,372,400
NS to PE: \$0

PE to NB: \$1,499,100
PE to NS: \$2,605,500

The Commission administers a number of agreements with other provinces to provide places for Maritime students in programmes of study not available in the student's home province. These include the Regional Transfer Arrangement and several other agreements with provinces outside the Maritimes for programmes not available in the region.

As a result, 1,219 students, in 2004-2005, benefited from the Regional Transfer Arrangement, by studying in the programme of their choice.

In addition to the Regional Transfer Arrangement, in 2004-2005, the Commission continued to administer agreements with other provinces to provide places for Maritime students in programmes of study not available in the student's home province. In 2004-2005, 576 Maritime students benefited from interprovincial agreements. Overall, all agreements remained relatively unchanged, with the exception of the New Brunswick-Québec Agreement which saw 7 new seats being added to the Agreement. Also, the "Comité provincial des sciences de la santé du Nouveau-Brunswick" defined its members' roles and responsibilities.

The **New Brunswick-Québec Agreement** provides access for French-speaking New Brunswickers in various programmes of study in Québec, primarily in the health field, and provides for the admission of French-speaking Prince Edward Island and Nova Scotia students in certain programmes. The "Comité provincial des sciences de la santé du Nouveau-Brunswick" advises and assists the Commission in the administration of the agreement.

The **Tripartite Optometry Agreement Between the Province of Ontario, University of Waterloo and MPHEC** provides New Brunswick and Prince Edward Island students access to places in the Optometry programme at the University of Waterloo.

The **Memorandum of Understanding Concerning Medical Education between the Province of New Brunswick and the Province of Newfoundland and Labrador**, which began in September 2000, provides access for New Brunswick and Prince Edward Island students in Memorial University's undergraduate medical programme.

The **Newfoundland and Labrador/Nova Scotia/Dalhousie University Rehabilitation Disciplines Agreement** includes a funding transfer from the Province of Newfoundland and Labrador in recognition of residents enrolled in Rehabilitation Disciplines at Dalhousie University. This agreement is administered by the MPHEC on behalf of the Province of Nova Scotia.

The **Atlantic Veterinary College Interprovincial Funding Agreement**, administered by the Province of Prince Edward Island, is an agreement in which the four Atlantic provinces have agreed to share in the funding for the ongoing operating and maintenance costs of educating students at the AVC.

Further information on the agreements and the 2004-2005 enrolments can be found at <http://www.mphec.ca>.

The MPHEC Value-Added Outputs - Interprovincial Agreements

Selected value-added outputs generated by the Commission in the area of Interprovincial Agreements include the following:

- The broadest range possible of programmes and services are available to Maritime students in a cost-effective manner;
- Through the Regional Transfer Arrangement, 1,219 Maritime students studying 581 major fields of study (in English and in French) at different levels considered as regional programmes;
- Two hundred and thirty-seven Francophone students have access to programmes in their language not offered in the region; and
- Three hundred and thirty-nine Anglophone students have access to programmes not offered in their language in the region.

COOPERATIVE ACTION

The Commission is charged with promoting and facilitating cooperation within the Maritimes and with other provinces and external partners to, among other things, facilitate, among institutions and among governments for example, the development of cost-effective and collaborative approaches to post-secondary education administration, programmes and policies. This requires ongoing consultation in order to understand multiple (and sometimes conflicting) stakeholder needs and perspectives.

Atlantic Satellite Network

The Commission coordinates requests by universities for broadcast time to deliver courses by television through the Atlantic Satellite Network (ASN). University requests are made through the MPHEC representative and forwarded to ASN. The schedule is organized three times each year, generally conforming around the university terms resulting in the following time frames: fall (September - December), winter/spring (January - April) and summer (May - August). If and when major issues (scheduling or other matters of concern) arise an ad hoc meeting of representatives of participating agencies is arranged.

This year, 12 courses and an interview series (Psychology) were offered. These courses were mainly offered by the following universities: Mount Saint Vincent University (11 courses), Atlantic School of Theology (one course) and University of New Brunswick (interview series).

NB/PEI Educational Computer Network Agreement 2002-2007

The NB/PEI ECN provides its members with shared purchases as well as collective support for computer hardware and software. The Network is overseen by a Board of Directors, and administered by the Network Committee. Commission staff sits on the Board as well as the Network Committee. The Network Committee reports to the Board of Directors and holds regular meetings throughout the year to share information and discuss network issues. The Commission provides support to the Committee for meetings, i.e., the Commission representative on the Committee is the Secretary, and administers the ECN budget.

Under its Cooperative Action function, the Commission strives to promote and facilitate cooperation within the Maritimes and with other provinces and external partners to, among other things, facilitate among institutions and among governments for example, the development of cost-effective and collaborative approaches to post-secondary education administration, programmes and policies.

In 2004-2005, the Network greatly improved through the purchase of a commodity Internet software package to control incoming traffic as well as various hardware, such as a new gigabit router interface. Also, the Committee realized the importance and value of collaborating with each other on certain projects. Since every institution encounters on a daily basis numerous problems related to SPAM, the Committee chose this matter as its first collaborative project which will firstly explore how it can best collaborate to reduce SPAM.

The MPHEC Value-Added Outputs - Cooperative Action

The Commission's activities in the area of cooperative action provide the following selected value-added outputs:

- Cost-effective and collaborative approaches to post-secondary administration, programmes and policies are developed by promoting and facilitating cooperation within the Maritimes and with other province and external partners;
- Maritime students have access to the broadest range possible of programmes and services by facilitating and promoting accessibility; and
- Awareness of, and dialogue on, Maritime post-secondary education issues and opportunities are increased, both in the Maritimes and nationally.

PROVINCE-SPECIFIC SERVICES

As per its mandate, the Commission may provide other services or functions to one or more institutions or Provinces as set out in its business plan.

As per its legislation, the Commission may provide other services or functions to one or more institutions or provinces as set out in its business plan. This year, the Commission maintained the services it has provided over the past few years in terms of financial services (i.e., preparation and administration of university education budgets) to the Province of New Brunswick and Prince Edward Island in addition to adding a new service to its list: assessment of programme proposals under the New Brunswick Degree Granting Act.

New Brunswick

The Commission is responsible for preparing and administering the university education budget (which also includes the Maritime College of Forest Technology). This includes calculating operating (unrestricted and restricted) assistance, capital assistance, the special projects funding envelope, and the various interprovincial transfers (regional transfers, Québec/New Brunswick Agreement, Newfoundland Agreement, etc.) in which the Province participates. The MPHEC administers the university education budget throughout the year, including the Province's reserve account. This includes providing audited financial statements for the Province's university education funding. The Commission provides support to the NB/MPHEC Finance Working Group, the Comité Provincial des sciences de la santé du Nouveau-Brunswick and also sits on the Province's Steering Committee on Post-Secondary Education and Training Opportunities. The Commission flows Federal funding to institutions for the Canada/New Brunswick Official Languages in Education Agreement and the Canada-New Brunswick Special Agreement on Investment Measures for the Development of French Language Postsecondary Education and for the Provincial Golden Jubilee Scholarships.

Prince Edward Island

The Commission is responsible for preparing the post-secondary education (PSE) budget. This includes providing the budgeted amounts for the various interprovincial transfers (regional transfers, Québec/New Brunswick Agreement, Newfoundland Agreement, etc.) in which the Province participates. The amounts for operating and capital assistance are provided to the Commission by the Province for incorporation into the budget. The Commission flows funding for the Department of Health relating to Prince Edward Island's contribution to the residency stipends at the Dalhousie Medical School. The Commission also administers the PSE budget throughout the year, including the Province's reserve account.

New Brunswick Degree Granting Act

The New Brunswick Degree Granting Act, enacted in 2001, regulates the delivery process and the quality of degrees offered by private institutions. Given the Commission's expertise in academic planning and quality assurance, the New Brunswick Minister of Education requested that the Commission review programme proposals under the New Brunswick Degree Granting Act. Following negotiations between the New Brunswick Department of Education and the Commission, an agreement related to the details of the process was reached in June 2003.

This process mirrors, in most dimensions, the Commission's existing programme review process. As such, following an initial review of the programme proposal, the AAU-MPHEC Academic Advisory Committee selects at least three consultants in the chosen field of study. Each consultant conducts an independent review of the programme proposal and submits a report. The applicant has the opportunity to respond to the consultants' reports. The programme proposal, with all relevant documentation, is assessed by the Committee and the Commission. Once the assessment has been completed, the Commission makes a recommendation to the Minister of Education. The recommendation is kept confidential until the Minister notifies the applicant of the final designation decision and simultaneously advises the Commission that the Minister's decision has been communicated to the applicant. The Commission will review the process two years following its initial implementation. The Commission conducted an assessment of its first programme proposal under the New Brunswick Degree Granting Act during fiscal year 2004-2005 and is, at year-end, awaiting the Minister's response.

The MPHEC Value-Added Outputs - Province-Specific Services

The Commission's services to provinces produce the following selected value-added outputs:

- Provinces benefit from the expertise of the Commission without having to develop it in-house, which would translate into considerable investments;
- Provinces benefit from integrated services from data to financial expertise; and
- Students enrolling in private institutions in the Province of New Brunswick are served by programmes of assured quality.

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Maritime Provinces Higher Education Commission

Financial Statements
March 31, 2005

June 11, 2005

Auditors' Report

To the Members of Maritime Provinces Higher Education Commission

We have audited the balance sheet of **Maritime Provinces Higher Education Commission** (the "Commission") as at March 31, 2005 and the statements of committed funds, revenue and expenditures – grants and revenue and expenditures – administration for the year then ended. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Commission as at March 31, 2005 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

PricewaterhouseCoopers LLP

Chartered Accountants

Maritime Provinces Higher Education Commission

Balance Sheet

As at March 31, 2005

	2005 \$	2004 \$
Assets		
Cash	2,412,340	3,044,980
Prepaid expenses	61,342	5,778
Amounts due from		
Government of Canada	10,209,681	10,288,645
New Brunswick	10,396,602	9,299,882
Nova Scotia	81,870	46,043
Prince Edward Island	1,225,420	562,782
Amount due from the Council of Atlantic Premiers	—	33,843
Other receivables	57,933	43,983
	<u>24,445,188</u>	<u>23,325,936</u>
Liabilities		
Accounts payable and accrued liabilities	1,916,861	67,681
Amount due to the Council of Atlantic Premiers	13,108	—
Amounts payable to institutions		
Operating funds	1,711,365	2,576,491
Capital funds	—	679,629
Other	9,917,318	10,975,927
	<u>13,558,652</u>	<u>14,299,728</u>
Deferred revenue	319,268	341,933
	<u>13,877,920</u>	<u>14,641,661</u>
Committed Funds		
Operating grants	6,027,382	5,417,601
Capital grants	4,539,886	3,266,674
	<u>10,567,268</u>	<u>8,684,275</u>
	<u>24,445,188</u>	<u>23,325,936</u>

Approved by the Board of Directors

Director

Director

Maritime Provinces Higher Education Commission

Statement of Committed Funds

For the year ended March 31, 2005

					2005	2004
	New Brunswick \$	Nova Scotia \$	Prince Edward Island \$	Other \$	Total \$	Total \$
Operating grants						
Balance – Beginning of year	3,674,465	149,514	1,591,122	2,500	5,417,601	8,011,757
Excess of revenue over expenditures (expenditures over revenue) for the year	45,026	–	604,755	–	649,781	(2,594,156)
Transfer	(2,922)	–	2,922	–	–	–
Transfer to administration	(40,000)	–	–	–	(40,000)	–
Balance – End of year	3,676,569	149,514	2,198,799	2,500	6,027,382	5,417,601
Capital grants						
Balance – Beginning of year	2,916,812	–	349,862	–	3,266,674	2,687,433
Excess of revenue over expenditures for the year	1,260,092	–	13,120	–	1,273,212	579,241
Balance – End of year	4,176,904	–	362,982	–	4,539,886	3,266,674
Commitments outstanding – End of year	7,853,473	149,514	2,561,781	2,500	10,567,268	8,684,275

Maritime Provinces Higher Education Commission

Statement of Revenue and Expenditures – Grants

For the year ended March 31, 2005

	New Brunswick		Nova Scotia (note 1)		Prince Edward Island		Other		Total	
	2005 \$	2004 \$	2005 \$	2004 \$	2005 \$	2004 \$	2005 \$	2004 \$	2005 \$	2004 \$
Operating grants										
Revenue										
Grants										
Unrestricted	174,273,865	168,924,004	81,873	23,216	34,374,078	32,910,960	–	–	208,729,816	201,858,180
Restricted	7,947,814	7,792,000	–	–	1,634,700	1,354,188	–	–	9,582,514	9,146,188
Other	284,000	820,000	48,000	–	–	–	5,842,309	5,926,507	6,174,309	6,746,507
	<u>182,505,679</u>	<u>177,536,004</u>	<u>129,873</u>	<u>23,216</u>	<u>36,008,778</u>	<u>34,265,148</u>	<u>5,842,309</u>	<u>5,926,507</u>	<u>224,486,639</u>	<u>217,750,875</u>
Expenditures										
Grants										
Unrestricted (Schedule A)	174,414,214	169,956,583	129,873	23,216	34,356,613	32,885,762	–	–	208,900,700	202,865,561
Restricted (Schedule B)	7,399,439	9,796,309	–	–	1,047,410	1,063,654	–	–	8,446,849	10,859,963
Other (note 2)	647,000	693,000	–	–	–	–	5,842,309	5,926,507	6,489,309	6,619,507
	<u>182,460,653</u>	<u>180,445,892</u>	<u>129,873</u>	<u>23,216</u>	<u>35,404,023</u>	<u>33,949,416</u>	<u>5,842,309</u>	<u>5,926,507</u>	<u>223,836,858</u>	<u>220,345,031</u>
Excess of revenue over expenditures (expenditures over revenue) for the year	<u>45,026</u>	<u>(2,909,888)</u>	<u>–</u>	<u>–</u>	<u>604,755</u>	<u>315,732</u>	<u>–</u>	<u>–</u>	<u>649,781</u>	<u>(2,594,156)</u>
Capital grants										
Revenue	2,500,000	2,500,000	–	–	536,500	536,500	–	–	3,036,500	3,036,500
Expenditures (Schedule C)	1,239,908	1,666,290	–	–	523,380	790,969	–	–	1,763,288	2,457,259
Excess of revenue over expenditures (expenditures over revenue) for the year	<u>1,260,092</u>	<u>833,710</u>	<u>–</u>	<u>–</u>	<u>13,120</u>	<u>(254,469)</u>	<u>–</u>	<u>–</u>	<u>1,273,212</u>	<u>579,241</u>

Maritime Provinces Higher Education Commission

Statement of Revenue and Expenditures – Administration

For the year ended March 31, 2005

	2005 \$	2004 \$
Revenue		
Contributions		
New Brunswick	416,427	410,238
Nova Scotia	518,513	510,806
Prince Edward Island	75,806	74,679
Transfers from operating reserves		
New Brunswick	40,000	–
Project revenue	214,005	158,331
	<hr/> 1,264,751	<hr/> 1,154,054
Expenditures		
Salaries and benefits	664,228	639,012
Office rent	79,775	77,468
Professional services	39,158	47,269
Travel		
Board members	13,379	16,254
Other	33,382	34,895
Per diem allowance	5,111	6,975
Special projects (note 3)	302,369	212,602
Office supplies, telephone and postage	38,445	35,852
Office furniture and equipment	17,714	31,771
Publications	25,939	9,947
Other	37,765	35,439
	<hr/> 1,257,265	<hr/> 1,147,484
Excess of revenue over expenditures for the year (note 4)	<hr/> 7,486	<hr/> 6,570

Maritime Provinces Higher Education Commission

Notes to Financial Statements

For the year ended March 31, 2005

1 Significant accounting policies

Content of these financial statements

In accordance with the Maritime Provinces Higher Education Commission Acts (Section 18, New Brunswick and Prince Edward Island; Section 19, Nova Scotia), the provinces have the option of paying grants to the institutions, either directly or through the Commission. Since the Province of Nova Scotia makes direct payments to Nova Scotia institutions, these financial statements include only the operating and capital grant payments to New Brunswick and Prince Edward Island institutions.

Management estimate

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reported period. Actual results could differ from those reported.

Financial instruments

The carrying value of cash, prepaid expenses, grants receivable, other receivables, accounts payable and accrued liabilities, commitments outstanding, operating and capital assistance payable, and deferred revenue are considered to approximate fair value, except as otherwise disclosed in the financial statements.

2 Other activities

During the year, the Commission disbursed funds on behalf of the following:

	2005 \$	2004 \$
Government of Canada – contribution to institutions under the Canada/New Brunswick Official Languages in Education Agreement	2,693,858	2,693,858
Government of Canada/Province of New Brunswick – contribution to institutions under the Canada – New Brunswick Special Agreement on Investment Measures for the Development of French Language Postsecondary Education	3,200,000	3,200,000
Government of Canada – Federal action plan on Official Languages relating to the Quebec-New Brunswick Agreement on Health Education	–	144,000
Province of New Brunswick – Golden Jubilee Scholarships	20,000	20,000
Province of Prince Edward Island – rehabilitation program seats	166,250	142,500
Province of Prince Edward Island – Victoria General Hospital	97,201	95,149
Province of Newfoundland and Labrador – rehabilitation program seats	312,000	324,000
	<u>6,489,309</u>	<u>6,619,507</u>

Maritime Provinces Higher Education Commission

Notes to Financial Statements

For the year ended March 31, 2005

3 Special projects

	2005 \$	2004 \$
Graduate Follow-up Surveys	74,793	–
Maritime Information Framework Project	133,168	147,206
MPHEC Conference/Workshop/Collaboration	32,437	11,691
Other	61,971	53,705
	<u>302,369</u>	<u>212,602</u>

4 Revenue and expenditures – Administration

The excess of revenue over expenditures for the year for Administration is considered to be part of Consolidated Fund and, accordingly, has been applied against the amount due from the Council of Atlantic Premiers.

5 Property, plant and equipment

The Commission has acquired office equipment and furniture, computer hardware and software and performed leasehold improvements, which have a net book value of \$124,053 as at March 31, 2005 (2004 - \$141,218). These amounts have not been included in its balance sheet.

6 Commitments

Office facilities

Future minimum annual lease commitments under a long-term lease for office facilities are as follows:

	\$
Year ending March 31, 2006	69,333
2007	17,333

Maritime Provinces Higher Education Commission

Schedule of Unrestricted Grants Expenditures

For the year ended March 31, 2005

Schedule A

	2005 \$	2004 \$
New Brunswick		
Institutions		
Maritime College of Forest Technology	1,732,266	1,732,266
Mount Allison University	14,200,837	13,958,279
St. Thomas University	7,333,872	6,877,086
Université de Moncton	46,856,113	45,919,845
University of New Brunswick	80,943,188	79,746,046
University of Prince Edward Island – Atlantic Veterinary College	3,917,240	3,719,665
	<hr/> 154,983,516	<hr/> 151,953,187
Interprovincial transfers		
Province of Newfoundland and Labrador	950,000	950,000
Province of Nova Scotia	3,779,900	4,285,500
Province of Ontario	18,449	24,265
Province of Québec	5,385,674	5,323,778
	<hr/> 10,134,023	<hr/> 10,583,543
Grants in lieu of Municipal Real Property Taxes	<hr/> 8,996,675	<hr/> 7,419,853
Other	<hr/> 300,000	<hr/> –
	<hr/> 174,414,214	<hr/> 169,956,583
Nova Scotia		
Interprovincial transfers		
Province of Québec	<hr/> 129,873	<hr/> 23,216
Prince Edward Island		
Institutions		
Holland College	10,407,900	9,657,900
University of Prince Edward Island	19,820,771	19,038,173
	<hr/> 30,228,671	<hr/> 28,696,073
Interprovincial transfers		
Province of Nova Scotia	4,044,200	4,114,800
Province of Ontario	5,816	5,816
Province of Québec	77,926	69,073
	<hr/> 4,127,942	<hr/> 4,189,689
	<hr/> 34,356,613	<hr/> 32,885,762
	<hr/> 208,900,700	<hr/> 202,865,561

Maritime Provinces Higher Education Commission

Schedule of Restricted Grants Expenditures

For the year ended March 31, 2005

Schedule B

	2005 \$	2004 \$
New Brunswick		
Maritime College of Forest Technology	76,487	228,817
Mount Allison University	804,080	788,030
St. Thomas University	209,881	302,285
Université de Moncton	2,187,432	2,660,278
University of New Brunswick	3,434,795	4,923,748
Joint Project – Computer Network	686,764	893,151
	<hr/> 7,399,439	<hr/> 9,796,309
Prince Edward Island		
Holland College	384,600	384,600
University of Prince Edward Island	604,334	586,374
Joint Project – Computer Network	58,476	92,680
	<hr/> 1,047,410	<hr/> 1,063,654
	<hr/> 8,446,849	<hr/> 10,859,963

Maritime Provinces Higher Education Commission

Schedule of Capital Grants Expenditures

For the year ended March 31, 2005

Schedule C

	2005 \$	2004 \$
New Brunswick		
Mount Allison University	—	345,426
St. Thomas University	500,000	500,000
Université de Moncton	288,569	620,864
University of New Brunswick	451,339	200,000
	<hr/>	<hr/>
	1,239,908	1,666,290
Prince Edward Island		
University of Prince Edward Island	523,380	790,969
	<hr/>	<hr/>
	1,763,288	2,457,259
	<hr/>	<hr/>

APPENDIX B

MEMBERSHIP OF COMMISSION COMMITTEES (AS AT MARCH 31, 2005)

STANDING COMMITTEES

AAU-MPHEC ACADEMIC ADVISORY COMMITTEE

Appointed by the AAU:

Gwendolyn Davies, University of New Brunswick
Ronald Johnson, St. Francis Xavier University
Terrence Murphy, Saint Mary's University

Appointed by the MPHEC:

Faye Martin, Department of Education, Prince Edward Island
Donna Woolcott, Mount Saint Vincent University (Chair)
Nassir El-Jabi, Université de Moncton

AAU-MPHEC ADVISORY COMMITTEE ON INFORMATION AND ANALYSIS

Appointed by the AAU:

Clive Keen, University of Prince Edward Island
Winston Jackson, St. Francis Xavier University
Jean-Guy Ouellette, Université de Moncton

Appointed by the MPHEC:

Greg Ells, Nova Scotia Advisory Board on Colleges and Universities
Louise Boudreau, New Brunswick
Sam Scully, Dalhousie University (Chair)

AAU-MPHEC QUALITY ASSURANCE MONITORING COMMITTEE

Appointed by the AAU:

Henry Cowan, New Brunswick
Ivan Dowling, Prince Edward Island
Bernard Nadeau, New Brunswick
Don Wells, Nova Scotia

Appointed by the MPHEC:

Marie Mullally, Nova Scotia (Chair)
Léandre Desjardins, New Brunswick

MPHEC FINANCE COMMITTEE

Mike Clow, Prince Edward Island
Wayne Doggett, Nova Scotia
Jocelyne Roy-Vienneau, New Brunswick
Sam Scully, Nova Scotia, Vice-Chair of the Commission (Chair)

NB/MPHEC FINANCE WORKING GROUP

Louise Boudreau, Department of Education, New Brunswick
Ronald Breau, Department of Education, New Brunswick
Pascal Robichaud, Department of Education, New Brunswick

COMITÉ PROVINCIAL DES SCIENCES DE LA SANTÉ DU NOUVEAU-BRUNSWICK

Members:

Louise Boudreau, Department of Education (Chair)
Claire Dennie, Régie de la Santé du Restigouche
Jean Hubert, Régie régionale de la santé 4
Christian Kant, Université de Moncton
Lyne St-Pierre-Ellis, Department of Health and Wellness
Annette Séguin, Régie de la santé Acadie-Bathurst

Resource persons:

Julie Bergeron, Consortium national de la formation en santé
Betty Dugas, Consortium national de la formation en santé
Julie Hiscock, Fédération des francophones de Terre-Neuve et du Labrador
Johanne Irwin, Health and Social Services, Prince Edward Island
François Pelletier, Université de Moncton, Campus d'Edmundston
Edgar Robichaud, Université de Moncton, Campus de Shippagan
Pascal Robichaud, Department of Education, New Brunswick
Michèle Roussel, Department of Health and Wellness
Aurel Schofield, Coordonnateur de la formation médicale francophone au Nouveau-Brunswick
Julie Côté, MPHEC Staff
Alexandra Gagné, MPHEC Staff

NB/PEI EDUCATIONAL COMPUTER NETWORK BOARD OF DIRECTORS

Mireille Duguay, MPHEC
Yvon Fontaine, Université de Moncton
Alex MacAulay, Holland College
Wade MacLauchlan, University of Prince Edward Island (Chair)
John MacLaughlin, University of New Brunswick
Patrick McCarthy, Maritime College of Forest Technology
Daniel W. O'Brien, St. Thomas University
Kenneth L. Ozmon, Mount Allison University

NB/PEI EDUCATIONAL COMPUTER NETWORK TECHNICAL COMMITTEE

Helmut Becker, Mount Allison University
David Cairns, University of Prince Edward Island
Julie Côté, MPHEC Staff
Peter Dielissen, St. Thomas University
André Lee, Université de Moncton, Campus de Moncton
Richard MacDonald, Holland College
Jocelyn Nadeau, Université de Moncton, Campus d'Edmundston
Steven Osborne, University of New Brunswick, Saint John
Rina Robichaud, Université de Moncton, Campus de Shippagan (Chair)
Stephen Rosenfeld, University of New Brunswick, Fredericton

APPENDIX C

PROGRAMME PROPOSALS CONSIDERED FOR APPROVAL

APRIL 1, 2004 - MARCH 31, 2005

Programme	Proposal Type	Assessment Type	Decision
Acadia University			
Bachelor of Science in Environmental Geoscience	New programme	Cursory Review	Approved
Bachelor of Science Honours in Environmental Geoscience	New programme	Cursory Review	Approved
Dalhousie University			
Bachelor of Arts Honours in Canadian Studies	New programme	Cursory Review	Approved
Bachelor of Arts Minor in Canadian Studies	New programme	Cursory Review	Approved
Bachelor of Arts Honours in Theatre (Costume Studies)	New programme	Cursory Review	Approved
Bachelor of Arts Major in Theatre	New programme	Cursory Review	Approved
Bachelor of Arts in European Studies	New programme	Cursory Review	Approved
Bachelor of Science Minor in International Development Studies	New programme	Cursory Review	Approved
Ph.D. in Biomedical Engineering	New programme	Cursory Review	Approved
Bachelor of Commerce, Major in Business Management	Programme modification	Cursory Review	Approved
Bachelor of Science Double Major in Environmental Science and International Development Studies	Programme modification	Received for information and record	
Bachelor of Science Double Major in Environmental Science and Community Design	Programme modification	Cursory Review	Approved
Bachelor of Science to Bachelor of Science (Health Promotion) (name change form Health Education)	Programme modification	Cursory Review	Approved
Bachelor of Science Minor in Environmental Science	Programme modification	Received for information and record	
Bachelor of Arts, Italian Programme	Programme modification	Cursory Review	Approved
Bachelor of Arts (Gender and Women's Studies)	Programme modification	To be determined*	Pending
Master of Health Services Administration (International)	Programme modification	To be determined*	Pending
Mount Saint Vincent University			
Master of Education in Studies in Lifelong Learning/Master of Arts in Education in Studies in Lifelong Learning	Programme modification	To be determined*	Pending

Programme	Proposal Type	Assessment Type	Decision
Nova Scotia College of Art and Design			
Bachelor of Design Major in Interdisciplinary Design	New programme	Cursory Review	Approved
Master of Arts (Museum Studies and Cultural Planning)	New programme	In-depth	Deferred
St. Francis Xavier University			
Master of Science in Computer Science	New programme	In-depth	Not approved
Saint Mary's University			
Ph.D. in Industrial/Organizational Psychology	New programme	Cursory Review	Approved
St. Thomas University			
Bachelor of Arts Double Major in Great Ideas (with an already existing major) (initially submitted as Bachelor of Arts with "Great Ideas" Major)	New programme	Cursory Review	Approved
Bachelor of Arts with Major in Environment and Society	New programme	Cursory Review	Approved
Bachelor of Arts Honours in Criminology	Programme modification	Cursory Review	Approved
Cape Breton University			
Bachelor of Arts Honours in Anthropology/Sociology	New programme	Cursory Review	Approved
Bachelor of Hospitality and Tourism Management	New programme	In-depth	Approved
Université de Moncton			
Doctorat en études littéraires	Programme modification	Cursory Review	Approved
Doctorat en sciences du langage	Programme modification	Cursory Review	Approved
Maîtrise ès arts (études littéraires)	Programme modification	Cursory Review	Approved
Maîtrise ès arts (sciences du langage)	Programme modification	Cursory Review	Approved
Maîtrise en français	Programme modification	Cursory Review	Approved
Baccalauréat en technologie - Baccalauréat en éducation (majeure en technologie de l'industrie)	Programme termination	Cursory Review	Approved
Baccalauréat en technologie (majeure technologie en industrie)	Programme termination	Cursory Review	Approved
Certificat de formation complémentaire en sciences familiales	Programme termination	Cursory Review	Approved
Doctorat en études françaises	Programme termination	Cursory Review	Approved
Maîtrise ès arts (études françaises)	Programme termination	Cursory Review	Approved
Baccalauréat appliqué en thérapie respiratoire	New programme	In-depth	Approved
Baccalauréat en gestion des zones côtières	New programme	In-depth	Pending
Baccalauréat en gestion des zones côtières (co-op)	New programme	In-depth	Pending

Programme	Proposal Type	Assessment Type	Decision
University of New Brunswick			
Certificate in Computing	New programme	Cursory Review	Approved
Master of Business Administration and Master of Arts in Sport and Recreation Administration Joint Degree	New programme	Cursory Review	Approved
Master of Arts in Sport and Recreation Studies	Programme modification	Cursory Review	Approved
Master of Philosophy in Policy Studies (Sustainable Development)	Programme modification	Cursory Review	Approved
Master of Philosophy in Policy Studies (People, Property and Alternative Dispute Resolution)	Programme modification	Cursory Review	Approved
Bachelor of Business Administration with a concentration in Aviation and Operations Management	New programme	In-depth	Approved
Ph.D. in Interdisciplinary Studies	New programme	In-depth	Approved
Master in Interdisciplinary Studies	New programme	In-depth	Approved
Bachelor of Applied Management in General Business	New programme	In-depth	Not approved
Certificate in Mathematics for Teachers	New programme	To be determined*	Pending
Master of Education	Programme modification	Received for information and record	
University of Prince Edward Island			
Bachelor of Science (Honours) in Foods and Nutrition	Programme modification	Cursory Review	Approved
Bachelor of Science Minor in Family Science	Programme modification	Received for information and record	
Certificate in Information Technology	New programme	Cursory Review	Withdrawn
Graduate Certificate in School Librarianship	Programme modification	To be determined*	Pending
Graduate Certificate in Inclusive Education	Programme modification	To be determined*	Pending
Master of Education (Leadership in Learning)	Programme modification	To be determined*	Pending
Université Sainte-Anne			
Baccalauréat articulé en administration des affaires : concentration commerce international	New programme	To be determined*	Pending
Joint Programmes			
Nova Scotia College of Art and Design and Dalhousie University - Bachelor of Technology Major in Applied Science	Programme modification	To be determined*	Pending

**The assessment type for programme proposals received at, or near, year-end, has not yet been determined.*