

ABE Articulation Steering Committee Minutes

Annual Meeting April 27th and 28th, 2022

ONLINE via Bluejeans

Wednesday April 27th, 2022

Attendees:

Institution/Organization	Person	Role
AEST	Heather Collins	Senior Policy Analyst, Adult Education
BCCAT	Mike Winesmann	Director of Transfer and Technology
Capilano	Colin Gilker	Past Co-chair ABEASC, ABE Program Coordinator, Institutional Rep for Capilano
COTR	Mary Shier	EDCP working group Co Chair, 18 years on articulation committees
COTR	Alison Platt	Acting Coordinator UACE ABE Coordinator, Math Artic Rep,
Camosun	Diane Gililand	Co-Chair EDCP working group
Douglas College	Mardi Joyce,	ABE 30 years, Steering last 4 years
KPU	Sean Conway	Chair of ENGL working committee (changing next year)
NIC	Wilma Gus	Acting Co-Chair, ABE ASC, 2009 FPABE, Steering last 3 years
NLC	Jeanette Landry	former dept chair, math and science artic reps
OC	Natasha Befus	Dept Chair for Adult Upgrading, Science Artic group, first steering committee meeting
Selkirk College	Kate Nott	AUD School Chair, ABEFP working group
TRU	Eric Villeneuve	UEPREP (28 years teaching, 2 to go!), lots of involvement with articulation over the years.
TRU-OL	John Patterson	Instructor
UFV	Greg St Hilaire	Dept Head Upgrading/Prep Dept., Instructor, Chair for ABE Science
VCC	Shantel Ivits	Department Head, Basic Education, ALF working group co-chair
VIU	Jean Maltesen	SLP/VIU, System Liaison Person "SLP", former ABE Math Artic. Rep.
VIU	Stephanie Boychuk	Chair of ABE Nanaimo, science articulation rep, 1 st time steering
Yukon U	Robert Ferro	Instructor, Student Success and ABE

9:00 The meeting convened with Wilma Gus welcoming us all and acknowledging the unceded lands of the First Peoples of where we were meeting around the province.

Kate Nott volunteered to be the notetaker.

Agenda

Motion to adopt the agenda M/S/C

ACTION: Look at the policy manual for steering committee as it is appearing as DRAFT. Two copies exist on the Moodle site, one is as a DRAFT. Points to a clean-up of the Moodle site

Previous Minutes (April 2021 and Fall 2021)

Motion to defer approval until after lunch. M/S/C

ACTION: individually review minutes over lunch

Motion to approve previous minutes M/S/C.

Round Table

Introductions were made by 19 participants.

Working Group Summary Reports

1. Science Working Group – presented by Greg St Hilaire

Motion to receive Science report M/S/C

Motion to accept Science working group recommendations M/S/C

ACTION: Mike Winesmann to meet with new Steering Co-Chairs and the SLP to outline the upcoming process for the upcoming year for clarity.

ACTION: Re-establish connections with institutions (KPU, NEC, NVIT) that have not been attending for the last couple of years. Have a conversation to find out what is happening and how we can support them, **before** taking the steps outlined in the policy manual:

"2. When courses are scheduled for re-articulation and they are not presented by an institution as scheduled, the WC recommends to the Steering Committee that the courses be removed from the Grid. Steering then advises the DDDE and our SLP, as well as the institution's Dean and articulation rep of the impending removal. The institution can present their course at the next year's meeting to remain on the Grid. If no course is presented, the course is removed from the Grid in the Articulation Handbook the following year. "

2. Math Working Group – presented by Robert Ferro

Motion to receive Math report M/S/C

Motion to accept Math working group recommendations M/S/C

ACTION: update the link in the steering committee policy guide to this link which provides the current and previous guides: <https://www.bctransferguide.ca/transfer-options/adult-basic-education/past-abe-guides/>

BCCAT Updates – presented by Mike Winesmann

Last June BCCAT launched the new ABE online transfer tables and guide. Complete audit last year of all the ABE courses that were in the guide. On avg, 30% were listed incorrectly. All were validated and updated by Mike. Most current and accurate guide in a long time.

Thank you to all the working group chairs who helped with this process. This will be an annual process. Updating, verifying the courses in the guide are accurate.

ABE Articulation Guide/Handbook, former home of transfer tables. Hosts course outcomes. The '21 guide published the incorrect course listings.

Suggestion: point people to the link in the pdf of the guide as opposed to printing the transfer tables in the guide. To avoid out of date info being printed.

Print publication – BCCAT will not be taking on the role of printing the guide. It's always been the responsibility of the Ministry and remains so. The Ministry has committed to the graphic design work and publishing the guide on the government website for 2022/23.

Suggestion: having someone taking on being in charge of the ABE Moodle site. Cleaning up what is there and working with Chairs/SLP to determine the process for uploading and streamlined file management.

ACTION: Stephanie Boychuk volunteered to help clean up the ABE Moodle site and will follow up with Mike.

Ministry Updates – presented by Heather Collins, AEST, Senior Policy Analyst
heather.collins@gov.bc.ca

Many updates to share with the group. Acknowledged Barb Binczyk's legacy and all of the work she completed on the ABE file prior to her retirement. Also acknowledged the contributions of Sara Bergen, Director of Adult Education at the Ministry.

Recent policy change to the tuition funding model for ABE/ELL: From the 2022/23 fiscal year forward, funds for tuition-free ABE and ELL will be included in the institution's base operating grant. The average FTE calculation is based on actual ABE/ELL FTEs delivery by the institution from 2018 through 2021, as well as the interim FTEs in 2021-22. PPSIs are also expected to support ABE and ELL with funds from their current annual base operating grants.

Institutions will continue to be required to report ABE, ELL and Adult Special Education FTEs. The FTE reports will be closely monitored to ensure delivery of these essential programs is maintained.

ABE/ELL Pathways Model: PSI were asked to submit proposals for one-time pathways between ABE and ELL and high priority career programs (such as Health Education, Early Childhood Education, Trades and Technology). 11 PSI's applied and all will be offering at least one pathway in 2022/23.

FTEs for ABE: declined in 2020, declined in 2021 which makes sense during the pandemic and lockdowns.

Community Adult Literacy Program (CALP): 2021-23 funding application process was completed in Spring 2021, resulting in 97 successful programs located in 128 communities across the province.

Adult Upgrading Grant (AUG): The AUG application and manual were recently updated based on consultation with Financial Aid Officers (FAOs) to update content and improve clarity. No longer using a forecast model. Previously the payments were based on forecasts every few months. NOW it will be funded at the beginning of the fiscal year and it will be based on the previous three years average. If additional funding is required during the year, institutions can contact us to request a “top-up.”

Disabilities Projects: Twenty public PSIs received one-time funding for 2022/23 to support the success of students with disabilities in employment and career-focused programs. This is the final year of Ministry funding for the Disabilities Projects. Proposals for use of the funding are due on May 27th.

ABE Scholarships: Students taking ABE courses at a public PSIs who are planning to continue their education with post-secondary studies can now apply for a \$5,000 Transition Award from the Irving K Barber BC Scholarship Society.

<https://www.ikbbc.ca/wp-content/uploads/2022/03/Transition-Award-Program-Announcement-March-2022.pdf>

ACTION: Review Heather’s responses below that were sent post-meeting to address some of the questions raised during the discussion:

“As promised, here are my responses to the questions raised during the ABE Articulation Steering Committee meeting last week. Please share this information with the committee members at your earliest convenience. I would be happy to receive follow up questions directly via email to Heather.Collins@gov.bc.ca. Also, please let me know if I missed anything!”

1. Application of the ABE/ELL Tuition model to PPSIs where ABE/ELL is rolled up into other departments (e.g., English is offered through Arts and Humanities): As per the [Adult Education Policy Framework](#), PPSIs are required to provide regular data reports to the Ministry – specifically, full time equivalents (FTEs) for Adult Education programs. How those FTEs may be spread across academic departments is a decision for the individual PPSIs.
2. The Adult Upgrading Grant (AUG) application and income statements: We have heard from stakeholders that the application process is time-consuming for AUG applicants and the PPSI staff who support them, especially in terms of obtaining the required financial statements. However, those statements are a necessary part of the process to assess financial need and to determine eligibility. There is no plan to remove the financial statement requirements or change the application process at this time. However, please note that page 7 of the [2022/23 AUG Manual](#) addresses extenuating circumstances or potential of physical/psychological harm that may prevent an applicant from securing proof of income.
3. Technology funding and AUG: Technology is included as an eligible cost to a maximum of \$500 per student per year, based on individual student need. Please see page 14 in the updated [2022/23 AUG Manual](#) for reference. As mentioned during my update last week, our team made a variety of updates and changes to the Manual and Application form based on direct feedback from Financial Aid Officers (FAOs) at the PPSIs.

4. Indigenous Action Plan: If you have specific questions regarding the [Declaration on the Rights of Indigenous Peoples Act Action Plan](#), please reach out to me directly at Heather.Collins@gov.bc.ca.

Jean Maltesen shared a bit of the history of the funding model during Heather's updates– changed 5 or 6 times over the last 20 years. In the recent past, 2015 tuition came in. Institutions were given a maximum and some charged the max, others didn't. 2017, the gov't funded tuition again, but based in on what they had been charging so there was a difference across the province still. Prior to this announcement, all institutions were doing predictions/forecasts and then having to report actuals at the end of the year, which sometimes lead to clawbacks when not meeting targets. This has been a complicated issue. Now the gov't looks back for the last 4/5 years and determines our average. That becomes our new target and we are base funded on that for ABE/ELL. There won't be any clawbacks, but there won't be any extras either. Good model while we find our feet after the last two years under the pandemic.

Working Group Summary Reports Continued

3. English Working Group – presented by Sean Conway

Motion to receive English report M/S/C

Motion to accept English working group recommendations M/S/C

The group discussed the needs for streamlining course outcomes. Subcommittee is working on these revisions. Connecting with ABEFP working group for idigenizing courses and looking for recommendations.

ACTION: Review the 2019 Steering Minutes: K-12/ABE Learning Outcomes Comparison posted on Moodle site by Kyle Beres and Allison Alder. Motion passed at steering committee that tries to keep 80% alignment with K-12 curriculum. M/S/C (6-5) Working committees can begin work to;

- create/review goals and overarching outcomes
- review K-12 curriculum for comparison/familiarity
- consider indigenizing curriculum - liaised by Allison Alder

4. ALF Working Group – presented by Shantel Ivits

Motion to receive ALF report M/S/C

Motion to accept ALF working group recommendations M/S/C

FIRST DAY ADJOURNED

THURSDAY APRIL 28th, 2022

Day 2 Attendees:

Institution/Organization	Person	Present or Regrets?
Capilano	Colin Gilker	
COTR	Mary Shier	Present
COTR	Alison Platt	Present
Camosun	Diane Gililand	Present
Douglas College	Mardi Joyce,	Present
KPU	Sean Conway	Present
NIC	Wilma Gus	Present
NLC	Jeanette Landry	Present
OC	Natasha Befus	Present
Selkirk College	Kate Nott	Regrets
TRU	Eric Villeneuve	
TRU-OL	John Patterson	Present
UFV	Greg St Hilaire	Present
VCC	Shantel Ivits	Regrets
VIU	Jean Maltesen	Present
VIU	Stephanie Boychuk	Present
Yukon U	Robert Ferro	Present

Systems Liaison Person (SLP) Update - Jean Maltesen, SLP, Deans and Directors of Developmental Education (DDDE)

Sue Brigden, U of Fraser Valley, Former Chair of DDDE and SLP for many years has now retired. She has been a long-time advocate for all the work that happens in developmental education. Jean is replacing her as SLP for this year.

Barb Binczyk) - Senior Policy Analyst for Min of Advanced Ed, huge advocate for us too. Replaced by Heather Collins. Jean will be working closely with Heather to help build her knowledge of the history of who we are and what we do.

Tony Bellavia from NIC and formerly VIU - has a new different position at NIC and will no longer be attending DDDE, long-time advocate, also a huge loss, but a new opportunity to work with new people.

Working group for ABE and ESL to talk about the tuition and enrolment. We've had lots of change with tuition over the years. The last major change was in 2017 when the gov't made tuition free again. We had to forecast enrolments and if we didn't achieve our enrolments the gov't would claw back. It was a punitive model.

We made sure a line was put in the communication to the institutions that there is money in the base funding or operational dollars for developmental education. This is a bit of protection so that our CFO's/Finance people are reminded that our funding is not based on tuition alone. By ensuring there are

targets, this provides a bit of protection too, as there is some movement within the block, but that there are specific targets too.

Ministry has shifted the funding model. We will now receive block funding with specific targets. There has been an increase, there may be some inequity across the sector still, but the increase will help reduce that inequity. This is a good news story. The ministry looked at the FTEs from 2018 to date and found the average # for each institution and funded them based on that average, which includes the pandemic which many institutes saw a decline in overall FTEs during this time.

Everyone would like more money because the model hasn't changed for 20 something years. Some of the larger SFU, UBC, UVIC are funded at a higher rate, so they are taking a look at the funding model, which is at least a good start.

Not a lot of optimism that the values will increase, but it's a good start.

CALP – Community Adult Literacy Programs – organizations receive \$25-\$35, 000. It used to be \$40,000. The amount that groups are receiving are going down as they are accepting more programs and spreading the overall pot out, which hasn't increased in years.

Edits to the policy manual. Keeping the technology part (\$500) of the Adult Upgrading Grant, in addition to books, transportation, fees, childcare.

BCCAT Joint Annual Meeting "Jam Session" -Attended a panel – addressing how COVID changed how we operate and how we coped. It was a big shift for our students. Literacy students have been significantly impacted. They often have lots of barriers (some of which we create) and the pandemic added more.

More barriers were created – access to technology

More demand for online/blended courses. Our students have so many other commitments/responsibilities and have competing interests. If that is the route ABE is going to take, how can we support our students at home/online? Something to think about with our different groups.

Discussed advantages/disadvantages of targets. Targets were a protection piece so that the funds didn't get gobbled up by our institutions for other things.

Jonathan Davies from Douglas College is the new Vice Chair for DDDE.

ACTION: bring to the ministry that we could improve marketing around raising awareness around being able to upgrade courses at post-secondary institutions (not just at high schools). Collective advertising (not necessarily program specific) to market to students to let them know they can be successful when they return (build reassurance for those who are reluctant to return).

Handbook Updates

ABE Guide/Handbook - the ministry won't be supporting it in the same way that it used to. The ministry used to help with the updating of the print/online versions of the guide. Jean's understanding is that the ministry will support by posting/printing, but it will be up to us to manage and maintain the content.

Allison Alder from Selkirk College (formerly the Chair for Steering for a long long time) has volunteered to lead a small working group from DDDE (Shirley Liew -VCC, Jean Maltesen, Allison Alder). Working group will look at what does the handbook have that we want to keep, what is redundant, who/how is it

going to be managed when we don't have \$\$ to pay people to do the changes. Allison steered the conversation based on the history she carried.

Recommendations:

- that we look at the guide for what are the stable vs variable components of the guide. For example: the history is stable (only have to add a line or two each year).
- Remove the transfer guide and contacts piece as it is always incorrect because of the often changes of people (both now housed with BCCAt).
- Publish the stable components: the stable information: the history of articulation, credentials that students get in ABE, that kind of thing in one document on the steering committee website that is a link to BCCAT and possibly to the ministry site as well.
- Publish subject area outcomes for all levels in one document on each subject area page on the BCCAT website + a link on the ministry site linking back to BCCAT instead of the other way around

Question: is this a done deal or are these just recommendations? Done deal = the ministry is no longer going to manage/maintain this.

Response to recommendations – the handbook is crucial and helpful for what we do. Dividing it up seems like it will make more work for all of us.

List all committee members and not just chairs on BCCAT site.

What are we going to do if decide to keep it as a whole fulsome document? Who is going to do it?

ACTION: Jean will take this back to the DDDE to see how we can move forward to avoid dividing it up, housing it somewhere. One-stop document instead (in a link)

ACTION: Jean will ask the ministry if they would provide some funds/release time for someone outside of the ministry to help with this maintenance piece.

ACTION: Jean will suggest to the DDDE that some release time be offered for the Chair of Steering Committee. Or create a collective pot across the province to help find funds to support this.

Working Group Summary Reports Continued

1. First Peoples Working Group – presented by Wilma Gus

Motion to accept the First Peoples working group report. M/S/C

Motion to accept First Peoples working group recommendations M/S/C

ACTION: Work with the English working group on indigenization and recommendations.

2. Social Studies Working Group - Chair representative not present.
3. Computer Studies Working Group - Chair representative not present.

ACTION: Wilma will reach out to Social Science and Computers working groups about their reports.

Motion: that the steering committee chair or co-chair and/or SLP attend for a short presentation at all fall and spring working group committees, either in-person or online, for the purpose of sharing chair duties, the role of the working groups and the steering committee.
M/S/C

Steering Committee Discussion: **BCCAT Spreadsheets**

Filling the spreadsheets for Mike at BCCAT. Accountability for what changes are being made and by whom so that courses being added are removed have gone through the proper channels. We need a flow chart to incorporate the new digital version.

Motion to create an ad-hoc committee to review the process for articulation to include the policy and procedures manuals, including the process for updating the spreadsheets for BCCAT and the link. M/S/C

Volunteers for the committee: Stephanie, Jeanette, Wilma, Natasha, Jean
Chair for Ad hoc committee: Stephanie Boychuk
The group will meet outside of this meeting time.

INSTITUTION REPORTS

Posted reports on the ABEASC Moodle site hosted by BCCAT.

<https://moodle.bccat.ca/mod/folder/view.php?id=1494>

Reports are being reorganized on Moodle into one folder.

People present shared a highlight and a challenge from each institution.

Co-Chair Election

Wilma Gus stepped in as interim co-chair in Fall 2021 and this position is open

The other co-chair position is currently vacant

Wilma nominated Kimberly MacIntyre – Coast Mountain College, unable to attend but willing to become a Co-Chair.

Not enough people in attendance to hold election.

MOTION to have a nomination for co-chairs and there will be an e-vote within the next two weeks.
M/S/C

ACTION: Wilma will email a call out for nominations.

Next Year's ABEASC Meeting and Super Meetings (Fall/Spring)

ACTION: Wilma will send out a doodle poll to determine dates and location for Steering Committee meeting and the Super Meetings.

Meeting Adjourned at 1pm.