MEETING MINUTES *(Approved by Council)*

Attendees:

COUNCIL MEMBERS:

Roger Barnsley	*BCCAT Co-Chair & President Emeritus, Thompson Rivers University*
Rob Fleming	*BCCAT Executive Director & Co-Chair*
Verna Billy-Minnabarriet	*Vice-President Academic & Strategic Partnerships, Nicola Valley Institute of Technology*
Anna Lee Boulton	*Senior Admissions & Academic Advising Officer, Capilano University*
Ian Cavers	*Associate Dean, Science, Curriculum & Learning, University of British Columbia*
Tony Eder	*Director of Institutional Planning & Analysis, University of Victoria*
Jim Hamilton	*President, Okanagan College*
Sheila Hancock *(Thurs)*	*Faculty Member (English), Kwantlen Polytechnic University*
Mindy Jiang	*Student Representative, Camosun College*
Julie Longo *(Fri)*	*Dean of Arts, Langara College*
Neil Mort	*Director of Enrolment Services, Fairleigh Dickinson University*
Bill Owen	*Dean, Student Success & Enrolment Management, University of Northern BC*
Graham Rodwell *(Fri)*	*Chair, Psychology & Social Science, Douglas College*
Kate Ross *(Thurs)*	*Associate Vice-President, Enrolment Services & Registrar, University of British Columbia*
Kate Sutherland	*Associate Vice-President Academic & Interim Vice-Provost, Open Learning, Thompson Rivers University*

Regrets were received from: Nicole Greengoe (Director, Student Services & Registrar, Camosun College), and Katy Mateer (Associate Vice-President Academic Planning, University of Victoria).

BCCAT STAFF MEMBERS:

Robert Adamoski	*Associate Director, Admissions & Research*
Debra Dolan	*BCCAT Office Assistant*
Ruth Erskine	*Committee Coordinator*
John FitzGibbon	*Associate Director, Transfer & Articulation*
Joanne Heslop	*Student Transitions Project (STP) Manager*
Anna Tikina	*Research Officer*
Mike Winsemann	*Assistant Director, Transfer & Technology*
Valerie Yorkston	*Executive Assistant to the Council and Communications Coordinator*

GUESTS: *Robert Campbell (Project Lead, New Associate Degree Development Project) and Kate Cotie (Strategic Policy & Planning, Ministry of Advanced Education).*

1. **Call to Order & Welcome**

The Co-chair welcomed all present, and provided a brief overview of the day.

2. **Approval of Proposed Agenda**

The proposed agenda was adopted as presented.

3. **Approval of Minutes of the Previous Meeting (March 6, 2015)**

The minutes of the March 6, 2014 meeting of Council were accepted as presented.

4. **Council Business**

4.1. Staff Report and Projects and Activities Chart

Rob Fleming provided a brief summary of recent activities, including:

- Considerable interaction with BCIT departments regarding BCCAT operations (finance, facilities, administrative protocols etc.) Rob expressed appreciation to Debra Dolan for her work on harmonizing financial reporting practices to align with BCIT's which has helped to streamline these processes considerably. This has been a necessary part of the work in preparing the proposed budget for 2015-16.

- BCCAT staff participation at numerous articulation committees throughout April, May and June. (See item 5.2 below for related updates.)

- Inter-provincial interaction with counterparts from Alberta, Manitoba, Saskatchewan, New Brunswick, and Ontario, and also with organizations such as the Conference Board of Canada and College and Institutes Canada. As well, arrangements are underway as BCCAT prepares to host an Inter-provincial Transfer Forum in Vancouver in September. (See item 8.2 for details.)

- Continued interaction with national transfer partners, including OnCAT, Campus Manitoba, ACAT (regarding a provincial review), NBCAT, and Saskatchewan.

- Ongoing meetings with BC post-secondary sector groups regarding issues surrounding inter-provincial transfer, the K-12 graduation requirements initiative, and the national transcript guide project.

- Continued contact with Jan Unwin, project lead of the secondary school transitions project, and with the Ministry of Education regarding curricular renewal and the K-12 transitions project.

- Recent meetings with Ministry contacts, including the Minister, the Deputy Minister, and the Assistant Deputy Ministers regarding inter-provincial transfer, and feedback on a variety of initiatives (e.g. Common Application Services).

4.2. Ministry Update

Kate Cotie gave a brief update on current Ministry issues and developments, including:

- the "BC Taxpayer Accountability Principles" set out key principles for institutions and organizations;
- explorations regarding a potential common application system;
- continued work arising from the Skills for Jobs blueprint;
- a recent Ministry trip to China;
- further developments with the Open Educational Resources project (including a recent summit attended by 200 people from Canada and the US); and
- upcoming changes regarding PCTIA regulation and DQAB processes.

4.3. 2014-15 Year End Projects & Activities Chart

Rob Fleming referred members to the year-end chart outlining the status of projects and activities for 2014-15. The chart is a key component of the Council's accountability and reporting process. As such, it will be posted to the BCCAT website along with the 2014-15 Annual Review.

4.4. 2015 BCCAT Transfer Awards

Val Yorkston informed members of the recent launch of the 2015 BCCAT Transfer Awards, noting that one nomination has already come in. The deadline for nominations this year is August 31, 2015, and the recommendations of the Awards Committee will be presented to the Council at the Fall 2015 meeting. Plans are underway to host this year's awards ceremony on November 5, 2015 at the Richmond Radisson (on the evening prior to the Joint Annual Meeting).

4.5. Policy Regarding Non-Member Institutions

This new policy is designed to replace the existing policy "Recording Block Transfer Agreements with PCTIA-Accredited Institutions", as directed by the Council at the October 2014 meeting. The committee involved with drafting the new policy included Rob Fleming, Mike Winsemann, Nicole Greengoe and Neil Mort. The new policy enables the listing of agreements with non-member institutions—not just private, but also out-of-province and Indigenous Adult and Higher Learning Association (IAHLA) institutions. The policy was presented to the TAC at their May 22nd meeting at which time the committee reviewed and endorsed it.

➢ *MOTION: To approve new policy 3.B.2 Listing of Transfer Agreements with Non-Member Institutions in the BC Transfer Guide.*

Neil Mort/Tony Eder
CARRIED.

➢ *MOTION: To discontinue policy 3.B.1 Recording Block Transfer Agreements with PCTIA Accredited Institutions.*

Anna Lee Boulton/Neil Mort
CARRIED.

4.6. Graduation Years Consultation - Update

Rob Fleming reported that the Terms of Reference for the steering committee has been drafted, and work is underway to identify committee members. It is expected that the committee will hold its first meeting in the Fall. John FitzGibbon noted that this project was a major topic of discussion at articulation committees this year (See item 5.2.3 for more information.) John has been involved with connecting Ministry of Education curriculum developers with articulation committees, and Robert Adamoski has been involved with a project focused on identifying key types of admissions models. The report on admissions practices is designed to be useful as a resource in relation to the K-12 transitions project and changes in K-12 curriculum. (See item 6.2.2.)

5. Transfer & Articulation

5.1 Transfer & Articulation Committee (TAC)

5.1.1 TAC (Last Meeting: May 22, 2015)

Ian Cavers (Committee Chair) reported that Peter Dueck has just joined the TAC as its newest member. The main focus of the May meeting of the TAC was to finalize and approve projects for the coming year. These are included in the overall work plan to be presented for review and discussion by the Council tomorrow (June 5, 2015).

5.2 Articulation Committees

5.2.1 Articulation Committee Meetings – Staff Update

Ruth Erskine reported that 66 of 67 articulation committees have now submitted their minutes for 2014. She also noted plans are underway to begin analyzing articulation committee data that has been collected since 2005-06. The data clearly shows steady attendance (with a slight rise). This year, BCCAT staff members attended 50 of the 67 committee meetings. Feedback indicates committee members find it useful for BCCAT staff to participate; as well, we are able to establish stronger communications with articulation committees by maintaining these connections. Prevalent themes in those discussions are provided in item 5.2.3 below.

5.2.2 Hairdressing/Cosmetology Articulation Committee

This is the newest articulation committee, having been approved by the TAC at the May meeting.

5.2.3 Themes in Articulation Committee Meetings

John FitzGibbon referred members to a document outlining the key themes gleaned by staff from this year's articulation committee meetings. The most popular themes were K-12 transitions and international students. Members agreed that it is useful to have major themes distilled in this way to indicate areas for strengthening communication. It was suggested that this information may also be appropriate for sending back to the committees for their information, as it could help to reinforce the value of discussions at committee meetings. It was also suggested that it may be appropriate to present on these themes at the Joint Annual Meeting (JAM) in November.

ACTION: John F. to edit the Themes document for posting and general dissemination and present it to the September 19 TAC meeting for approval.

5.2.4 Joint Annual Meeting

Ruth Erskine reported that the Joint Annual Meeting (JAM) was scheduled for November 6th at the Radisson Airport Hotel. Mike Winsemann had kindly agreed to be the keynote speaker on the subject of inter-provincial credit transfer. The program would be refined over the summer months.

5.4 Transfer Innovation (TI) Projects

John FitzGibbon provided an update on recently completed TI projects, noting the following:

- *Biology Flexible Pre-Majors (FPM) Implementation -* The Biology FPM project is now complete, and all but one of the institutions party to the agreement have signed on. .

- *Geography FPM Analysis -* The Geography FPM Analysis, completed in the spring, recommended not to proceed with the development of an FPM. The Geography articulation committee accepted the recommendation at its meeting in May.

- *Adult Special Education* - The Adult Special Education project focused on developing provincial learning outcomes for the discipline has now moved to its second phase.

6. Admissions

6.1   Admissions Committee

6.1.1   Admissions Committee (Last Meeting: March 27, 2015)

Robert Adamoski provided an update on the discussions at the March meeting of the Admissions Committee, noting that the agenda mainly focused on the finalizing of key projects (new and ongoing) for 2015-16. These are included in the overall work plan to be presented for review and discussion by the Council tomorrow (June 5, 2015). Finally, Robert announced that Karen McCredie (Registrar, Capilano University) has joined the committee.

6.2 Admissions Projects

6.2.1   International Student Survey

This project is now in its final stages, the institutions are reviewing their data and a final report is due for release in September 2015. The participating institutions report that the data is useful and the process has been efficient and productive. There has been very good engagement, and the findings are encouraging. Major considerations touched on in the survey include access to programs, safety and security, cost of tuition, and future employment. Robert Adamoski will be presenting on the findings at the BC Council on International Education (BCCIE) Summer Seminar later this month.

There was general agreement on the following next steps for releasing the report:

a) In July, the draft report will go to the existing steering committee.
b) In August, it will go through the Ministry's communications processes.
c) In September, The finalized version of the report will go to the Admissions Committee for final approval, after which it will be published.

6.2.2 Implications of Proposed New Secondary School Graduation Requirements

This internal report was developed to inform and facilitate dialogue. The final version of the report will be presented at the BC Registrars' Association (BCRA) meeting in fall 2015.

6.2.3 Visiting Students Report

There has been some interest in this report by BCRA members – particularly in the issue of online Letters of Permission and online portal access for registration for online courses. (It was noted that it might be appropriate to offer this as a component of a common application process.) This report was released in March 2015, and is available at bccat.ca/pubs/visitingstudents_report.pdf

7. Research

7.1   Research Committee

7.1.1   Research Committee (Last Meeting: April 24, 2015)

Tony Eder (Committee Chair) informed members that the main focus of the April meeting of the Research Committee was to review the transfer student profile report (see item 7.2.1 below), and to update BCCAT's Research Plan and finalize research project planning for the 2015-16 work plan. Those projects are included in the overall work plan to be presented for review and discussion by the Council tomorrow (June 5, 2015).

7.1.2   BCCAT Research Plan

The Council's research plan has been updated to reflect current research projects and emerging issues and developments. There are two components of the plan: projects that are imminent or underway (which are endorsed by Council in the work plan), and research areas suggested for future consideration. Council was asked to endorse the proposed areas for future research, and did so with the change indicated as an Action item. All elements of the plan having been reviewed by Council, the plan will be published and brought to the October 2015 meeting for information. Some discussion followed regarding the inclusion of students with learning disabilities in BCCAT's research.

ACTION: Robert A. will revise wording on page four of the document, changing "non-transcripted learning records" to "enhanced transcripting practices".

7.2   Research Projects

7.2.1   BC Transfer Students: Profile and Performance Reports (2008/09 – 2012/13)

Anna Tikina presented the findings of this report, noting that this is the most comprehensive of these studies to date. Transfer students continue to constitute roughly one-third of the incoming student population at BC's research universities. There was considerable interest in the findings. For example, the report shows that despite the demographic differences transfer students perform as well as "direct entry" students. The Council expressed appreciation to Anna Tikina for her excellent work in carrying out this research and analysis. The report and infographic are available online at bccat.ca/research/projects/profile.

8. Interprovincial Issues & Developments

8.1   Pan-Canadian Consortium on Admissions & Transfer (PCCAT)

Work is currently underway on strategic planning, and a facilitator has been invited to present at the PCCAT conference to invite feedback from members. The organization has gone through considerable development in recent years: web resources, listservs, membership management policy practice and fees.

8.1.1 2015 PCCAT Conference: June 24-25, 2015; Windsor, Ontario   See http://pccatweb.org/pccat/ for further details.

To date, over 80 people have registered for this year's PCCAT conference. Program highlights include a presentation on the National Transcript Guide project, panel presentations by the various Canadian "CATs", and BCCAT participation (John FitzGibbon will present on his Dual Credit report and Anna Tikina will present on the Transfer Student Profile report). It is a fairly full agenda running across two days. Rob and Val participated on the conference planning committee. Next year's conference will be held here in Vancouver in conjunction with the conference of the Association of Registrars of Universities & Colleges of Canada (ARUCC).

8.2   WestCAT and Inter-Provincial Forum - Sept. 21-22, 2015   See http://www.bccat.ca/about/iptf

In partnership with ACAT and OnCAT, BCCAT will be hosting an Inter-Provincial Transfer Forum in September 2015, to be held on the day prior to the WestCAT meeting. The forum is intended to serve as a first step in continuing dialogue informed by the input of institutional participants. Development of the program is in process and is available at the above URL. Attendance will be by invitation only as space is limited.

8.3   ARUCC/PCCAT National Transcript Guide Project (Phase 2)

This project is now undergoing its second phase which focuses on the development of a national transcript guide and glossary of transfer credit practices. Duklas Consulting has been contracted to conduct the survey, interview stakeholder organizations and groups. The database will be presented at the PCCAT conference. The next steps will be toward making it live and developing a plan to ensure its ongoing maintenance and sustainability.

8.4   ACAT/ONCAT - Shared Technologies

In March 2015, BCCAT met with transfer counterparts from Ontario, Alberta, Manitoba, and Saskatchewan to discuss the possibility of sharing technologies to support developments and enhancements to transfer system processes in our different jurisdictions. Mike Winsemann and Rob Fleming continue to be involved with these discussions.

9. Websites and Communications

9.1   Education Planner Advisory Committee (Last Meeting: May 8, 2015)

The minutes from the May 2015 meeting of the Education Planner Advisory Committee were provided for information.

10. Associate Degree in Specialized Studies (ADSS) *- Presentation by Dr. Robert Campbell, Project Lead*

Robert Campbell presented the final report of this project. He set out the principles and framework for a new "Work-Ready, Transfer-Ready" associate degree credential as developed through consultation under the supervision of a steering committee. In particular, he highlighted the hybrid nature of this new, proposed credential such that it would be designed to ladder to a baccalaureate degree at (at least) one public or approved private institution and also allow students to prepare to enter employment. Robert clarified that the credential is not intended to compete with certificates and diplomas, but to provide students and institutions with increased flexibility within a provincially approved framework. There was some discussion regarding the merits, limitations and distinctions of the proposed credential.

> ➢ *MOTION: To approve the final report, A New Associate Degree in Specialized Studies: Work Ready, Transfer Ready, as presented, and to endorse it for submission to the Ministry of Advanced Education with the expectation that if the proposed ADSS credential is recommended for approval by the Degree Quality Assessment Board (DQAB) and subsequently approved by the Minister for implementation, that the DQAB secretariat will work with system educators and BCCAT to create guidelines and language specific to the requirements, standards, and approval processes for the credential.*
>
> *Anna Lee Boulton / Kate Ross*
> *CARRIED.*

11. Other Items of Interest - The following articles were presented for information only.

- *Game-Changing Institutional Alliances* http://higheredstrategy.com/game-changing-institutional-alliances/
- *AHELO: Universities Behaving Badly* http://higheredstrategy.com/ahelo-universities-behaving-badly/
- *Okanagan Offers "Avant-Garde" Liberal Arts Program* http://academica.ca/top-ten/okanagan-offers-avant-garde-liberal-arts-program
- *The Students' Universities 'Cannot Afford to Fail'* https://www.insidehighered.com/news/2015/05/04/new-reports-consider-whether-australias-quest-international-student-tuition-revenue#.VUeS6fXDJOo.mailto
- *Arizona State and edX Will Offer an Online Freshman Year, Open to All* http://chronicle.com/blogs/ticker/arizona-state-and-edx-will-offer-an-online-freshman-year-open-to-all/97685
- *Debunking the Myth about a Creative Destruction of Higher Education with Technology as the Driver* http://contactnorth.ca/trends-directions/debunking-myth-about-creative-destruction-higher-education-technology-driver
- *College Administrators Predict Revolutionary Change in Next Decade* http://contactnorth.ca/trends-directions/debunking-myth-about-creative-destruction-higher-education-technology-driver
- *Erasmus Needs Harmonized University Credits Across EU* https://www.theparliamentmagazine.eu/articles/opinion/erasmus-needs-harmonised-university-credits-across-eu
- *AB Budget to Reduce Public Spending on PSE* http://academica.ca/top-ten/ab-budget-reduce-public-spending-pse
- *The End of College? (Part 2)* http://higheredstrategy.com/the-end-of-college-part-2/

12. Any Other Business - There were no other items of business.

13. Adjournment

Annual Council Planning Meeting

Friday, June 5, 2015; 9:30am – 12:00noon

## A. Welcome and Opening Remarks The Co-chair called the meeting to order and reviewed the agenda.	
## B. 2014-15 Annual Review Rob Fleming and Valerie Yorkston presented the *2014-15 Annual Review: Working for Student Mobility*, noting that the report and accompanying infographic will be posted to the website at www.bccat.bca/about/annualreview, along with the year-end charts of projects and activities and publications and resources. Together, these represent the Council's reporting documentation for submission to the Ministry. These materials will be sent to the Ministry along with a cover letter referencing Council's alignment with Ministry priorities as outlined in the *Taxpayer Accountability Principles*. Rob noted and thanked BCCAT staff and system partners for their extensive work this past year, and thanked Val Yorkston for the impressive work on this year's Annual Review. ➤ **MOTION: To accept the 2014-15 Annual Review: Working for Student Mobility**	*Anna Lee Boulton/* *Kate Sutherland* *CARRIED.*
## C. 2014-15 Budget Plan vs. Actual Expenditures Rob Fleming reviewed the actual expenditures for 2014-15. In particular, he noted that we are under budget as a result of lower than anticipated operating expenses in several areas, such as for photocopying, travel, printing, and facilities leasing. He also noted the importance of cautious budgeting to ensure enough contingency to cover unanticipated increases in expenditures that may arise (e.g. employee benefits rates). ➤ **MOTION: To accept and approve the 2014-15 breakdown of actual operational expenditures in relation to the budget plan.**	*Ian Cavers/Jim Hamilton* *CARRIED.*
## D. 2015-16 Proposed Budget & Work Plan a) Overview & Proposed Operating Budget Members were referred to the letter from the Ministry confirming the approved budget for the coming year. Rob Fleming has underscored the assurance that the work of Council will continue to align with the framework of accountability of the Ministry, as set out in the *Taxpayer Accountability Principles*. Rob also noted a procedural change whereby travel costs (for staff, council, and committees) will now be consolidated to streamline reporting processes in keeping with BCIT Finance expectations.	

b) Proposed Work Plan

BCCAT staff members walked through the proposed 2015-16 Work Plan. These are a few of the key points raised throughout:

- BCCAT will continue to capture and share successful practices in key areas of admissions practice, and will continue to work with the BC Registrars' Association on key system initiatives.

- BCCAT research will continue to provide context and system-wide data to support existing and emerging initiatives. We will also look at successful practices in BC and other jurisdictions to inform the BC Transfer System.

- The TAC will continue to oversee Transfer Innovation (TI) projects, such as those focused on the development of Flexible Pre-Majors (FPMS) where appropriate. As well, coordination of articulation committees and transfer system activities requires considerable time and resources.

- There is momentum across BC's and Alberta's articulation committees to strengthen relationships and build linkages as appropriate. Some committees have found joint meetings very productive.

- Inter-provincial activities continue as BCCAT staff are involved with the development of the National Transcript Guide, and potential shared technologies across jurisdictions. As well, the Inter-provincial Transfer Forum in the fall represents a valuable opportunity to stimulate dialogue and invite feedback on current and potential activities and issues.

- The project exploring a common application system is expected to be a major focus in the coming year, likely to require considerable time and resources. For this reason, the proposal is to reduce the contingency funds and allocate more funding for technology to accommodate this work.

- Lesley Andres' longitudinal project, Paths on Life's Way, moves forward to the next level: to examine the trajectories of the Class of 1988 over 27 years. The question was raised as to whether it would be appropriate at this stage to begin looking at a new cohort.

- The issue of English standards continues to be a concern as the issue comes up frequently in articulation committee discussions. It may be appropriate to undertake a project framed around looking at English *requirements* as opposed to specific student groups, and also to consider whether different levels of literacy should be required for specific programs (therefore, linked to placements). It was agreed that there appears to be a need for greater alignment.

- In closing, Council members remarked on the extensiveness of the work plan and the productivity achieved by Council, committees, staff and transfer system partners involved in BCCAT projects and activities.

➢ ***MOTION:** To approve the proposed 2015-16 Budget and Work Plan as presented or amended.*

Jim Hamilton/Neil Mort
CARRIED.

E. Final Adjournment & Next Meetings:
- **Friday, October, 2, 2015** *(9:30am – 3:30pm) – Selkirk College, Castlegar, BC*
- **Friday, December 4, 2015** *(9:30am – 3:30pm) – BCIT-Downtown Campus*
- **Friday, March 4, 2016** *(9:30am – 3:30pm) – location TBD*
- **Thursday, June 2, 2016** *(pm)* AND **Friday, June 3, 2016** *(am) – BCIT Downtown Campus*