BCCAT
BRITISH COLUMBIA COUNCIL
ON ADMISSIONS & TRANSFER

118th Meeting of the
BC Council on Admissions & Transfer

March 4, 2016; 9:30am – 3:30pm; University of British Columbia – Vancouver, BC.

MEETING MINUTES *(Approved)*

Attendees:

COUNCIL MEMBERS:

Rob Fleming	*BCCAT Executive Director & Co-Chair*
Ian Cavers	*Associate Dean of Science Academic, University of British Columbia*
Jim Hamilton	*President, Okanagan College (and Acting Co-Chair)*
Julie Longo	*Dean of Arts, Langara College*
Karen McCredie	*Registrar, Capilano University*
Neil Mort	*Director of Enrolment Services, Fairleigh Dickinson University*
Tami O'Meara	*Counsellor, Selkirk College*
Bill Owen	*Dean, Student Success Enrolment Management, University of Northern BC*
Scott Robinson	*Superintendent, Vancouver School Board*
Graham Rodwell	*Chair, Psychology & Social Science, Douglas College*
Carolyn Russell	*Director, Recruitment, University of Victoria*
Katy Sparrow	*Student Representative, Thompson Rivers University*
Ralf St. Clair	*Dean of Education, University of Victoria*
Kate Sutherland	*Associate Vice-President Academic & Interim Vice-Provost, Open Learning, Thompson Rivers University*
Verna Billy-Minnabarriet	*Vice-President Academic & Strategic Partnerships, Nicola Valley Institute of Technology and IAHLA Director*

Regrets were received from: Roger Barnsley (BCCAT Co-Chair & President Emeritus, Thompson Rivers University), Nicole Greengoe (Registrar, University of Victoria) and Sheila Hancock (Faculty Member - English, Kwantlen Polytechnic University), Gordon Myers (Associate Vice-President, Simon Fraser University)

BCCAT STAFF MEMBERS:

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

GUESTS: *Kate Cotie (Strategic Policy & Planning, Ministry of Advanced Education) and Cathy Van Soest, Manager, TranscriptsBC, BCcampus.*
NOTE: *At noon, we were joined by representatives at UBC for lunch and discussion, followed by a brief tour of the campus.*

Discussion Points or Reference	*Actions or Outcomes*

1. Call to Order & Welcome

Jim Hamilton (Acting Co-Chair) called the meeting to order and provided a brief outline of the day.

2. Approval of Proposed Agenda

The proposed agenda was adopted as presented.

3. Approval of Minutes of the Previous Meeting (Dec. 4, 2015)

The minutes of the December 4, 2015 meeting of Council were accepted as presented. Action items arising were to be addressed through the course of the day's agenda.

4. BCCAT: General Business

Rob Fleming (Co-Chair) provided staff updates and information regarding expense claim processes leading up to the end of this fiscal year.

4.1. Staff Report to Council on External Activities

Rob referred members to the staff report, noting that considerable staff time has been dedicated to the Ministry-led projects, such as COAP and EPAS (see 4.4.3 below), and on a variety of inter-provincial initiatives, including sharing TCES technologies, the National Transcript Guide, and others. As well, the K-12 Transitions project continues to remain a focus. (See 4.4.2 below for more information.)

4.2. 2015-16 Projects and Activities Chart

This chart was provided as an overview of the status of projects and activities scheduled for 2015-16. Rob noted that most items are currently on target. In particular, he noted a letter forwarded from the Ministry regarding the successful completion of the International Student Survey. There were no comments or questions.

4.3. Provincial Issues and Developments

4.4.1 Ministry Update

Kate Cotie provided a brief update (for information only) regarding issues and developments currently facing the Ministry. Among other issues, she touched on the Ministry's Letters of Expectation which are in process, and the ongoing developments regarding the Open Educational Resources (OER) initiative.

4.4.2 Graduation Years Consultation

Council members heard from participants involved in the *ad hoc* committee which was created following the December Council meeting to develop an issues and considerations paper on this topic to reflect Council's observations and facilitate discussion between institutions and the Ministries. (NOTE: The committee comprises Ralf St. Clair, Kate Sutherland, and Gord Myers, as well as BCCAT staff members, John FitzGibbon and Rob Adamoski.) They reported that their discussions revealed a range of issues for further consideration. In discussion, Council members agreed that the focus should be on admission, transfer, and articulation-related matters relevant to BCCAT's role in the BC post-secondary system.

ACTION: This ad hoc committee will draft a concise informational document and bring it back to the Council for discussion at the June 2016 meeting.

It was noted that the next meeting of the Post-Secondary Institution Advisory Committee on K-12 Transitions will be on April 25th, at which time it is expected that there will be discussion of specific proposals regarding high school graduation requirements. These may help inform the focus of the document to be drafted by the *ad hoc* committee. In closing, Rob Fleming confirmed Council's understanding that the short document is not intended as a formal publication for broad distribution, but rather a background, advisory piece primarily for the Post-Secondary Advisory Committee on K-12 Transitions. In discussion, Council members agreed that it would be advisable that the committee have equal representation from the secondary and post-secondary systems.

Members also referred to an informal paper written by John FitzGibbon regarding provincial assessment of literacy and numeracy. It explored a question put forward by Jan Unwin:

> *If the Ministry of Education developed proficiency-level provincial standard numeracy and literacy assessments (non blended), how much lead time would post-secondary institutions require to adjust their admission requirements?*

John notes that this question raises a number of other questions, a couple of which he addresses in his paper, namely:

> *Will post-secondary institutions use a provincial literacy test for admissions purposes?*

> *What is the problem that the literacy and numeracy tests are intended to solve?*

It was noted that this paper is not meant to be definitive or representative of the system or Council as a whole, but demonstrates how BCCAT staff may help facilitate discussion on key issues related to the potential impact of proposed changes in high school graduation requirements on post-secondary

admissions processes. Council members found this paper cogent, touching on some very important issues and questions.

4.4.3 Common Online Application Platform (COAP)

Members referred to the following three letters from the Ministry regarding:

- the decision to proceed with the integration of ApplyBC and Education Planner as an interim step as the Common Online Application Platform (COAP) Governance Committee continues to examine issues related to the potential development of a COAP;

- the decision to disband the Education Planner Advisory Committee and the ApplyBC committees, and to establish one new committee to oversee the operational aspects; and

- one-time allocation of funding ($500,000) to BCCAT to oversee Phases 1 of the EPAS project.

ACTION: BCCAT staff will arrange for a letter of appreciation to go to members of the Education Planner Advisory Committee on behalf of the Council.

Council members formally acknowledged the disbanding of the Education Planner Advisory Committee and expressed their sincere appreciation for the contributions of the committee members over the past 8 years.

Rob clarified that the EPAS Committee will not be a committee of Council and that the timing of Phase 2 of the project will be based on committee approval of the work plan that is in development. At this stage, Mike is working with ApplyBC staff to determine the approach and goals outlined for the project.

4.3.3.1 Education Planning and Application Service (EPAS)
Mike Winsemann gave a brief demo regarding the development of the new EPAS site. The plan is to launch in May 2016, and to work with the public post-secondary institutions to integrate into a province-wide electronic transcript exchange (TranscriptsBC) throughout 2016. The EPAS steering committee have now been established and will have their first meeting on March 18, 2016. There will also be a working group established to help re-design the application services within EPAS, and to identify features and requirements necessary for full adoption by the remaining common form institutions. The goal is for all public post-secondary institutions to be fully onboard with EPAS application services over the next year.

5. Transfer & Articulation

5.1 Transfer & Articulation Committee (TAC)

5.1.1 TAC (Last Meeting: January 29, 2016)
Ian Cavers (Committee Chair) noted that the main focus at this meeting was project planning for the 2016-17 workplan. Another key discussion focused on TI projects. (See item 5.3 below for more information.) In addition, John referred members to a two-page Spring Update which has been developed for sharing at articulation committees and beyond. The goal is to identify ways to provide regular updates in a quick and easy format that is accessible to our readers, so this may be developed into a newsletter.

5.2 Articulation Committee Update

Articulation committees will begin to meet over the next few weeks and months, and BCCAT staff members are preparing to attend as many as possible. The First Nations Studies Committee (now called the Indigenous Articulation Committee) has met for the first time since 2012.

5.3 Transfer Innovation (TI) Project Update

John reported that the TAC carried out a review of TI project categories and scope at their last meeting. This involved looking at potential overlap with TAC projects and possible measures for evaluation. Committee members spoke to the importance of raising awareness of TI project opportunities and opening the way for other funding sources or project opportunities, such as those related to inter-provincial mobility issues, as raised at last year's Inter-Provincial Transfer Forum. Meanwhile, the TI proposal language is in the process of being amended to include "other interested groups". Council members appeared to agree with this direction in principle.

5.4 TAC Projects

A prioritized list of potential projects for 2016-17 were provided for reference. Council members noted that the projects listed would all be valuable and useful to the system.

5.4.1 Academic Advising
Copies of this new report, *Academic Advising in British Columbia*, were circulated to members. The project was carried out by Linda Pardy, University of the Fraser Valley. It examines the current state of academic advising in BC, reviews the related literature, offers examples of successful practices, and identifies areas for future research. The full report and executive summary newsletter are available online at *www.bccat.ca/research/projects/advising*

5.4.2 Dual Credit Forum
Plans are underway for BCCAT and the Senior Academic Administrators' Forum (SAAF) to co-host a discussion forum on the issue, Building Our Dual Credit Future: Strengthening Transitions and Student Success, on April 22, 2016 at Camosun College. A draft program of the event was provided for information.

6. Admissions

6.1   Admissions Committee

6.1.1 Admissions Committee (Next Meeting: April 8, 2016)
The Admissions Committee has not met since the December meeting of Council. The next meeting, on April 8, 2016, will focus on planning projects for 2016-17. Nicole reported that the committee will be considering a more focused set of projects for the coming year. Examples of project concepts under consideration include: Advanced Placement and International Baccalaureate Students (as well as policies and performance), and a joint project with the BCRA reviewing policies on gender nomenclature in admissions processes.

6.2 Admissions Projects

6.2.1   CDW Transfer Data - Update
Anna Tikina provided a brief update on this project, noting the expansion of available transfer credit data, including new fields for demographics, which open up the possibilities for more extensive analysis. Anna reported that stakeholders see this data as useful to the system, but the format of presenting the data to various audiences is under consideration.

6.2.2   Dual Credit Study
This project builds on a recent BCCAT report on dual credit. It looks at options for the quantitative analysis of dual credit students' progression to post-secondary institutions and their eventual academic success.

6.3 Student Transitions Project (STP)

6.3.1   2016 STP Research Developments
Joanne Heslop presented on recent STP research findings. For information regarding STP reports and publications, see www.aved.gov.bc.ca/student_transitions/

7. Research

7.1   Research Committee

7.1.1 Research Committee (Next Meeting: May 13, 2016)
That primary focus at the next Research Committee meeting will be to review current projects, and planning for 2016-17.

7.2   Research Projects

7.2.1 Dual Admissions
This research involves case studies of existing dual admissions agreements in BC in order to learn about successful practices, student motivations, experiences and outcomes. One objective of the project will be to provide a resource that will be useful to institutions considering the implementation of a dual admission partnership. The results are expected to be finalized by fall 2016.

7.2.2   Flexible Pre-Majors Study
The project will explore how institutions communicate Flexible Pre-Majors (FPMs) to staff and students. BCCAT has undertaken substantial work on FPMs over the years, and there are ongoing discussions on how communications could be strengthened to ensure students and advisors are aware of the advantages provided by the FPMs route.

8. Interprovincial Issues & Developments

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

The PCCAT Board are focused on developing a strategic plan which will take into consideration the scope of PCCAT's research policy and how it should connect with provincial bodies. The aim is to present recommendations at the 2016 PCCAT Conference. Recommendations are likely to propose a more formal role for provincial CATs in PCCAT Board governance and agenda setting on transfer and mobility in Canada.

8.1.1 2016 PCCAT Conference – June 22-23, 2016; Vancouver, BC
The program for the conference is in process, and it is expected that it will be posted over the next couple of weeks; registration will likely begin around the same time. The keynote speaker will be Willa Black, Vice-President of Corporate Affairs, Cisco Canada and recipient of the 2015 Award for Excellence in Aboriginal Relations. Willa will speak to an education initiative designed to engage Aboriginal students in remote areas of the country. See http://pccatweb.org/pccat/ for further details.

Rob reported that BCCAT has agreed to sponsor the event by donating $2,500 and undertaking development and production of the conference program, in addition to other supporting activities related to planning the conference.

8.2 National Transcript Guide Project

Robert Adamoski gave a brief demo See http://guide.pccat.arucc.ca/en/ which went live in December 2015. A call has gone out for nominations for candidates to join the working group which will develop plans for communications and renewal/maintenance. (The Terms of Reference were made available to Council members for information.)

8.3 Shared Technologies

Rob and Mike Winsemann reported that work on this project is well underway, and the agreement documents between Campus Manitoba (Brandon University) and BCCAT (BCIT) are becoming closer to being finalized.

9. Websites and Communications

9.1 Creative Commons vs Copyright Issue

Robert Adamoski presented the issues we are facing as we consider the possible transition from copyrighting BCCAT publications to providing access to them under a Creative Commons license. The issues seem to hinge on key questions related to the level of freedoms allowed or disallowed to users: remixing, distributing, commercial gain, etc. Rob provided a decision tree to facilitate discussion.

We addressed the fact that the Council faces a complex situation, as BCCAT itself is not a legal entity, but operates within the legal infrastructures of BCIT; added to that BCIT functions as the employer of record of staff members. BCCAT research is also often undertaken by contractors, so that brings yet further complexity to the issue. It was agreed that it would be appropriate to seek out legal advice on these issues.

Members agreed on the importance of accessibility of BCCAT publications, especially given the nature of the Council's mandate and role in the system. They also expressed caution a concern that the reputation of BCCAT not be undermined in any way by improper use of our materials.

They also pointed to other models which may be useful for reference – such as the province's Open Educational Resources project. Users of those materials are required to attribute the source (which is also what we would require), but there is permission for remixing/adapting. Cathy Van Soest suggested that it may be useful to enquire with BCcampus regarding the licensing of their materials as there are clear similarities between the nature of our materials and our audiences.

ACTION: BCCAT staff will approach BCIT for legal advice. We will also develop a typographical list of BCCAT publications and resources, and draft a list of the Council's guiding principles. We will report back with these and any other related materials at the June or October meetings of Council.

9.2 2016 BCCAT Transfer Awards (See www.bccat.ca/system/awards for more information.)

Val Yorkston reported that we will be launching the 2016 BCCAT Transfer Awards this month, with a deadline for submissions set to the end of June. An infographic has been developed for sharing at articulation committee meetings and post-secondary system events, as we aim to promote awareness of the awards program and encourage nominations. Meanwhile, Sheila Hancock and Anna Lee Boulton are stepping down from the Awards Committee this year, leaving two vacancies. Neil Mort and Bill Owen reported that their experiences on the committee had been both rewarding and undemanding. Carolyn Russell volunteered to sit on the committee. Finally, it was noted that Neil Mort will be finishing his second term on the Council this year. Under the Terms of Reference for the Awards Committee, members may remain on the Awards Committee for an additional year, at the discretion of the Council. Council members agreed that Neil should continue, and it was noted that his continuity and commitment are very much appreciated.

ACTION: There remains one vacancy on the Awards Committee. Members are invited to contact Val Yorkston or Mike Winsemann if they are interested in joining to assist with the adjudication of this year's awards.

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

- Colleges, polytechnics quickly becoming "smart choice" for many PSE students
  http://academica.ca/top-ten/colleges-polytechnics-quickly-becoming-%E2%80%9Csmart-choice%E2%80%9D-many-pse-students
- BC university grads get "good jobs," says RUCBC study
  http://academica.ca/top-ten/bc-university-grads-get-%E2%80%9Cgood-jobs%E2%80%9D-says-rucbc-study
- The Seven Habits of Highly Effective Universities and Colleges
  http://higheredstrategy.com/the-seven-habits-of-highly-effective-universities-and-colleges/
- Can a coding bootcamp replace a four-year degree?
  http://www.educationdive.com/news/can-a-coding-bootcamp-replace-a-four-year-degree/410059/
- Defending Liberal Arts: Try Using Data *http://higheredstrategy.com/defending-liberal-arts-try-using-data/*
- Decline of general education could spell disaster for universities, society
  http://academica.ca/top-ten/decline-general-education-could-spell-disaster-universities-society
- An ombudsman given power to investigate university complaints
  http://academica.ca/top-ten/ombudsman-given-power-investigate-university-complaints
- Six universities discuss global credit transfer system for MOOCs
  http://academica.ca/top-ten/six-universities-discuss-global-credit-transfer-system-moocs
- VIU, SFU agree on first-year transfer program for engineering
  http://academica.ca/top-ten/viu-sfu-agree-first-year-transfer-program-engineering
- Langara receives new name, meaning "house of teachings" in Musqueam language
  http://academica.ca/top-ten/langara-receives-new-name-meaning-%E2%80%9Chouse-teachings%E2%80%9D-musqueam-language
- Today's youth have it harder than their parents, says UBC prof
  http://academica.ca/top-ten/today%E2%80%99s-youth-have-it-harder-their-parents-says-ubc-prof
- Learning outcomes need to be intentional, practiced, writes Queen's Associate Vice Provost
  http://academica.ca/top-ten/learning-outcomes-need-be-intentional-practiced-writes-queen%E2%80%99s-associate-vice-provost
- OUSA calls for tuition freeze, says ON universities no longer publicly funded
  http://academica.ca/top-ten/ousa-calls-tuition-freeze-says-universities-no-longer-publicly-funded
- PSE institutions need to better measure value of internationalization
  http://academica.ca/top-ten/pse-institutions-need-better-measure-value-internationalization
- Queen's changing medical education to value skill competency over placement time
  http://academica.ca/top-ten/queen%E2%80%99s-changing-medical-education-value-skill-competency-over-placement-time
- Can a three-year competency-based degree reopen the doors to PSE?
  http://academica.ca/top-ten/can-three-year-competency-based-degree-reopen-doors-pse
- UFV, COTR sign transfer agreement for Criminal and Social Justice, Criminology programs
  http://academica.ca/top-ten/ufv-cotr-sign-transfer-agreement-criminal-and-social-justice-criminology-programs
- Lack of information helped undermine BC's free-market PSE experiment
  http://academica.ca/top-ten/lack-information-helped-undermine-bc%E2%80%99s-free-market-pse-experiment
- CICan, Universities Canada offer new university-college partnership web resource
  http://academica.ca/top-ten/cican-universities-canada-offer-new-university-college-partnership-web-resource
- New mechanisms are needed to improve transparency
  http://www.universityworldnews.com/article.php?story=20160130000456693#.Vq9Mxvif7kg.twitter
- Free PSE for all First Nations people a myth *http://academica.ca/top-ten/free-pse-all-first-nations-people-myth*
- Will MOOCs lose their openness? *http://academica.ca/top-ten/will-moocs-lose-their-openness*
- K-12, PSE more alike than different *http://academica.ca/top-ten/k-12-pse-more-alike-different*

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

12. Adjournment & Next Meetings

- **ANNUAL COUNCIL PLANNING MEETING & DINNER: Thursday, June 2, 2016** *(1:00-5:00 pm) &* **Friday, June 3, 2016** *(9:30am – 12:00 noon) – BCIT Downtown Campus, Vancouver, BC*
  NOTE: The June meeting runs across two days. On Thursday afternoon, we address typical Council business, and we meet together afterward for the Annual Council Dinner (normally 5-7pm). On the Friday morning, we re-convene to review the proposed budget and plan for the coming year. The meeting closes at noon on Friday.

- **2016-17 MEETINGS:**
  - **Friday, October 7, 2016** *- location tbd*
  - **Friday, December 2, 2016** *- BCIT, Vancouver*
  - **Friday, March 3, 2017** *- location tbd*
  - **Thursday, June 1 (pm) AND Friday, June 2 (am)** *– BCIT Vancouver*