

MEETING MINUTES (APPROVED BY COUNCIL)

ATTENDEES:

COUNCIL MEMBERS:

FLEMING, Robert	BCCAT Executive Director (CO-CHAIR)
HAMILTON, Jim	President, Okanagan College (CO-CHAIR)
BILLY-MINNABARRIET, Verna	Vice-President Academic & Strategic Partnerships, Nicola Valley Institute of Technology
DAVIS, Eric	Provost and Vice-President Academic, University of the Fraser Valley
DICK, Brian	Professor and Chair, Engineering, Vancouver Island University
FERNANDEZ, Darran	Associate Registrar & Director, Student Support & Advising, Enrolment Services, University of British Columbia
HEMANI, Rummana Khan	Registrar, Simon Fraser University
LONGO, Julie	Program Review Facilitator, Teaching & Curriculum Development, Langara College
McCAUSLAND, Elizabeth	English Instructor, Douglas College
McCREIDIE, Karen	Registrar, Capilano University
McCULLOUGH, Lisa (Fri)	Superintendent of Schools (CEO), School District No. 48
OWEN, Bill	Vice-Provost, Student Recruitment, University of Northern BC

REGRETS: Kathy Denton, President & CEO, Douglas College; Nicole Greengoe, Registrar, University of Victoria; Tami O'Meara, Dept. Head, Student Access and Support, and Counsellor, Selkirk College; Carolyn Russell, Director of Recruitment, University of Victoria; and Ralf St. Clair, Dean of Education, University of Victoria.

STAFF MEMBERS:

ADAMOSKI, Robert	Director, Research & Admissions
ERSKINE, Ruth	Committee Coordinator
HESLOP, Joanne (Thurs)	Student Transitions Project (STP) Manager
KOOK, Jennifer (Thurs)	Administration & Technology Support Coordinator
STAINSBY, Meg	Director, Transfer & Articulation
TIKINA, Anna (Thurs)	Research Officer
WINSEMANN, Mike	Director, Information Technology
YORKSTON, Valerie	Executive Assistant to the Council and Communications Coordinator

GUESTS: Yael La Rose (Acting Director, Strategic Policy & Initiatives), Governance, Legislation & Strategic Policy Branch, Ministry of Advanced Education, Skills and Training)

Thursday, June 7 (1-5pm)

1. WELCOME & OPENING REMARKS

We acknowledge the traditional territories of the Musqueam, Squamish, and Tseil-Waututh peoples on whose lands we are meeting today.

Jim Hamilton opened the meeting, providing a brief overview of the day's schedule. The Co-Chairs welcomed Yael La Rose, and members introduced themselves.

2. ADOPTION OF PROPOSED AGENDA

- **MOTION:** To adopt the proposed agenda as presented.

MOTION:
B. Owen
J. Longo
CARRIED.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

- **MOTION:** To approve the minutes of the 126th Meeting of Council on March, 2, 2018.

MOTION:
B. Owen
E. Davis
CARRIED.

4. COUNCIL BUSINESS

4.1. Provincial Issues and Developments

4.1.1. Ministry Update

Yael La Rose provided an update on recent issues and developments at the Ministry for members' information, touching on the following:

- Organizational Changes (at the Ministry)
- Aboriginal Post-Secondary Education
- Open Educational Resources
- Housing Affordability
- Sexual Violence and Misconduct Policies (at post-secondary institutions)

4.1.2. Degree Quality Assessment Board (DQAB) Update on QA Process

For information, Rob Fleming referred members to an institutional briefing/presentation given on the Quality Assurance Process Audit. Further details are available at <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/degree-authorization/degree-quality-assessment-board/quality-assurance-process-audit>

4.1.3. K-12 Transitions

Meg Stainsby informed members that the Ministry of Education provided key talking points to support articulation committee meeting discussions (available at bccat.ca/articulation) and Ministry representatives attended a couple of meetings to answer questions. As well, there is some discussion regarding the possibility that there will be a forum in the fall focused to support discussions regarding assessment and post-secondary admissions processes (to be confirmed).

4.1.4. Indigenous Issues & Developments

Verna Billy-MinnaBarriet provided an overview of current Indigenous issues and developments, including the following points:

- The IAHLA conference is scheduled for June 14-15, 2018.
- Verna participated on the national PSE review (report due shortly). She is also involved with the external review of the Ministry's Service Plan, currently reviewing the Aboriginal Framework.
- The provincial Indigenization project is in its last stages of completion.
- The Indigenous Articulation committee has met and is drafting their Terms of Reference.
- The Indigenous Language Fluency/Proficiency Degree framework is being reviewed. (The consortium now includes UBC, UBCO, UNBC, IAHLA, NVIT, ENOWKIN, SFU and UVIC.)

4.1.5. Yorkville University – BCTS Membership Application

At its June 2017 meeting, the Council reviewed an application by Yorkville University to join the BC Transfer System. At that time, the Council set out a number of follow-up tasks to be completed before re-submitting the application. Meg Stainsby reported that these tasks have now been completed and Yorkville University have re-submitted their application. On that basis, the following motion was forwarded:

➤ **MOTION:** *To approve the application of Yorkville University for membership in the BC Transfer System, subject to completion of the new, revised Letter of Assurance.*

MOTION:
B. Owen
D. Fernandez
CARRIED.

4.1.6. BCCIE International Education Award

BCCAT has been selected for a BCCIE International Education Award as a "Sector Influencer in International Education", for contributions in research, and as the facilitator of the BC Transfer System. Jim Hamilton (who held the position of Board Chair in recent years) will be attending the ceremony to receive the award on behalf of the Council.

4.2. Staff Report to Council on External Activities

The staff report was provided as an update on key external activities (not Council or Committee related). Projects/activities taking up a significant portion of staff time include: operations and support related to EducationPlannerBC, meetings with sector groups, articulation committee meetings (particularly during “articulation season”), DQAB, and research projects.

The Executive Director presented at the PCCAT retreat on governance, and at a meeting of the ONCAT Board in January regarding the BC experience and transfer policy and research.

4.3. Projects & Activities Chart

This chart was provided as an overview on the status of current and ongoing projects and activities.

Rob Fleming noted that most projects were on target, with a few carried over. Two TAC projects will likely be replaced (to be discussed at tomorrow’s planning meeting). The individual who takes up the secondment position will be able to work on research and TAC projects.

5. TRANSFER & ARTICULATION

5.1. Transfer & Articulation Committee (Last Meeting: May 25, 2018)

The agenda at the last TAC meeting mainly focused on:

- the TAC research agenda;
- EOIs focused on three research areas (trades to academic pathway, mid-program transfers, and English language proficiency standards);
- revisions to the Terms of Reference for articulation committees; and
- Transfer Innovation projects (three new projects were approved).

Meg Stainsby noted that three members are completing their terms as members of the committee: Ian Cavers (UBC), Karen Cooper (UFV) and Sharon Josephson (OC).

5.1.1. Articulation Committees: Terms of Reference

This item was provided for information. The document was updated to align with recent changes to BCCAT policies, links, etc. The TAC moved to approve the changes at its last meeting.

5.2. TAC Project Updates

Meg provided updates on current TAC projects (including Transfer Innovation projects).

5.3. Articulation Season: Themes and Issues

Ruth Erskine gave an overview regarding articulation committees, noting that staff members had attended 50 committee meetings to date. (“Articulation Season” typically runs from April – June, with most meetings scheduled in May.) Meeting minutes have been rolling in, and Kwantlen Polytechnic University has agreed to host Moodle sites as a repository for committee materials and communications. Key themes arising include: Indigenization, K-12 changes, and internationalization. Some committee members also expressed appreciation for the recent changes to the Transfer Credit System (TCS). In response to a question, Meg noted that discussion and/or development of learning outcomes as the basis for transfer decisions is also lively.

5.4. 2018 Joint Annual Meeting – Nov. 16, 2018

Plans are underway for 2018 JAM. This year it will be held at the Pinnacle Harbourfront in downtown Vancouver. Potential themes are being explored, and Council member suggestions are welcome. See bccat.ca/articulation/jam

6. ADMISSIONS

6.1. Admissions Committee – Last Meeting (April 27, 2018)

Karen McCredie (Committee Chair) provided a brief overview of the last meeting of the Admissions Committee, noting that discussions focused mainly on research projects in final stages and the research plan for next year. A number of reports will be rolled out over late summer and the fall season. They are outlined below.

6.2. Admissions Projects

6.2.1. Admissions Policies for High School Non-Graduates

This project is in its final stages. Findings suggest that the BC Transfer System serves non-graduates well, and that different sectors contribute in different ways. The data indicates that many non-graduates have multiple obligations (children, partners, jobs) and a significant proportion of them appear to be in the Cariboo North region. After an initial overview, there was some discussion regarding the use of the term “non-graduates”, with some querying whether a different descriptor should be applied; “early leavers” and other options were proposed.

6.2.2. Admission Policies for Under-Represented Groups

Members referred to the executive summary for this project which is also in its final stages. The project examined issues regarding equity and access to post-secondary education by looking at barriers for under-represented groups of students. The aim was to assess admissions policies and practices at BC Transfer System institutions and to summarize available data sources. There was some discussion among council members regarding what kinds of groups would be identified as “under-represented”.

6.2.3. Understanding AP Grading

The executive summary for the final report was provided. This project aimed to analyze existing AP grading practices at BC high schools/ school districts, and post-secondary practices of evaluating the AP grade and exam score. This exploratory study pointed to some practices, such as prevalence of analogues of BC and AP courses on high school transcripts, and caution from the PSI admissions officers towards the interpretation of AP grades. The project also used case studies of three PSIs to analyze and compare the post-secondary performance of students with and without AP courses. At two PSIs AP courses had some capacity for predicting first year PSE performance.

7. RESEARCH

7.1. Research Committee (Last Meeting: April 6, 2018)

At the last Research Committee meeting, discussions focused on finalizing the Research Plan and on issues related to Contemporary Issues projects. Bill Owen (Committee Chair) reported that Lesley Andres has stepped down from the committee after serving for several years. Bill expressed the committee’s appreciation for Lesley’s dedication and service, acknowledging – in particular – her outstanding contributions to BCCAT research over many years.

7.2. Research Plan

The Research Plan outlines both short and long-term goals for BCCAT research. This refreshed plan features broader project areas related to new and emerging post-secondary issues, in addition to current areas of research. It also opens up the possibility for coordination with other provinces in the future.

➤ **MOTION:** That Council adopt the attached list of future research areas for inclusion in the 2018-19 BCCAT Research Plan, and in subsequent Research Plans until it is revisited.

MOTION:
B. Dick
V. Billy-
Minnabarriet
CARRIED.

7.3. Research Projects

7.3.1. Flexible Pre-Majors

There was some discussion regarding this project at the Research Committee meeting. As a “Contemporary Issues” project, it is not an official BCCAT report, but the project leads are requesting that it be made available on the BCCAT website as a resource. As it stands, the report functions more as a working document than as a completed study, but it could serve as a useful starting point for further research.

Council members agreed that guidelines should be drawn up for such reports, to set out appropriate policy and procedures regarding possible publication or distribution of them, going forward.

➤ **MOTION:** That the report entitled “Flexible Pre-Majors: An Exploration of the Efficacy of Flexible Pre-Majors” be made available as a resource on the BCCAT website.

MOTION:
D. Fernandez
B. Dick

➤ **ACTION:** BCCAT staff will draft guidelines for future reference in regard to considering requests to publish “Contemporary Issues” studies as BCCAT reports. We will bring draft guidelines back to Council at the Fall 2018 meeting.

DEFEATED.

ACTION

7.3.2. Post-Degree Credentials

The Executive Summary for this final report was provided for information. The study involved a literature review to look at current programming and analyze available provincial data on program enrolments offerings, and to survey institutions regarding the basis for credential growth.

7.3.3. Survey of Mobile Students

This project is underway; and the working group has met twice, focusing on preparation for the survey (which is likely to be run by BC Stats). The survey will be similar to the 2012 study, but this time we will look at more complex pathways. It is expected that the survey will be launched in early spring 2019.

7.3.4. Contemporary Issues

Phase 2 of the Indigenous Persistence project is on underway. The Fall 2018 call for proposals for the Contemporary Issues initiative will be posted in the summer.

8. STUDENT TRANSITIONS PROJECT (STP) RESEARCH

Academic Performance and Progress – Presentation by Joanne Heslop

9. TECHNOLOGIES

9.1. EducationPlannerBC

9.1.1. All Presidents’ Meeting – May 17, 2018

At the last steering committee meeting, the budget and work plan were confirmed. On May 17th, a meeting with all the presidents of the PSIs was convened to seek support for the direction of EPBC, and the establishment of a not-for profit legal society. Feedback was generally positive on the EducationPlannerBC initiative and service, with the need for more consultation regarding financial models being cited. There were also questions about costs and responsibilities as the project moves forward. Consultation with the sector will continue in the months ahead.

9.1.2. EPBC Work plan Update.

The EPBC work plan and budget have been approved by the EPBC steering committee. Work will continue on onboarding institutions to the application services, and the transcript exchange for both post-secondary and K-12 will be a major focus. Considerable attention is being given to the Plan and Search functions of the website, and EPBC is transitioning content management from being contracted out to in-house EPBC Advisors. Jennifer Kook has been partially seconded from BCCAT as the Manager of Planning Services and is responsible for content management and strategic communications. Karen McCredie confirmed that preparations for a search for an Interim Executive Director are underway.

10. INTER-PROVINCIAL ISSUES & DEVELOPMENTS – R. Fleming

10.1. Pan-Canadian Consortium on Admissions & Transfer (PCCAT)

10.1.1. 2018 PCCAT Conference: (June 20-21, 2018, Charlottetown, PEI)

Rob Fleming noted that he and several other staff members will be attending the upcoming PCCAT/ARUCC/CACUSS conference in PEI. Robert Adamoski, Anna Tikina, Mike Winsemann, and Rob will all be giving presentations. The conference program is available at <http://pccatweb.org/2018-conference/>

10.2. ARUCC Groningen & Student Mobility Project

Rob Fleming gave an update on this digital data exchange project. The Steering Committee gave a presentation on this work at a Groningen conference in April 2018. A copy of the presentation was provided for information.

11. OTHER ITEMS OF INTEREST

A list of links to recommended articles was provided for Council members' information.

See www.bccat.ca/pubs/june_2018_current_issues.pdf

12. ANY OTHER BUSINESS

Before closing the meeting, the Co-Chairs extended appreciation for our outgoing members (Julie Longo, Bill Owen, Nicole Greengoe, and Ralf St. Clair), noting their considerable contributions and commitment to supporting BCCAT and the BC Transfer System.

12. ADJOURNMENT

ANNUAL PLANNING MEETING

Friday, June 8 (9:30 am – 12 noon)

A. Welcome and Opening Remarks

We acknowledge the traditional territories of the Musqueam, Squamish, and Tsleil-Waututh peoples on whose lands we are meeting today.

B. 2017-18 Annual Review

Copies of the draft 2017-18 Annual Review were distributed at the meeting. This year's report looks specifically at BCCAT's projects and activities undertaken to support post-secondary access for BC's diverse students. The report (and an accompanying infographic) will be released shortly through an announcement on the Engage e-newsletter.

- **MOTION:** To accept the 2017-18 Annual Review: Improving Access for BC's Diverse Post-Secondary Learners, with minor edits as appropriate.

MOTION:
J. Longo
B. Dick
CARRIED.

C. 2017-18 Operations Budget vs. Actual Expenditures

Rob Fleming walked through key line items, and the following motion was forwarded:

- **MOTION:** To accept the 2017-18 Operations Budget vs. Actual Expenditures, as presented.

MOTION:
B. Owen
R. K. Hemani
CARRIED.

D. 2018-19 Proposed Budget & Work Plan

1. Overview & Proposed Operating Budget

The following items were provided for reference: correspondence from the Ministry regarding BCCAT's confirmed budget and terms of accountability and the proposed budget for operations and projects.

Rob Fleming noted that Student Transitions Project (STP) and EducationPlannerBC (EPBC) related projects are not generally included in the budget as they do not fall under the governance of the Council. They are mentioned in the work plan to the extent that BCCAT commits considerable staff time to these collaborative activities.

2. Proposed Work Plan

Following this, staff members presented an overview of the proposed work plan, leaving the opportunity for questions and discussion. A selection of highlighted projects are outlined below.

- **Research and Policy:** Block Transfers, Transfer Students Profile/Performance, Student Mobility Survey, Dual Credit Success
- **Information Technology Services:** Transfer Credit System (TCS), BCTransferGuide.ca, BCCAT.ca
- **System Support:** JAM, K-12 Transitions Support, Quality Assurance Processes, BC Transfer System Symposium, Indigenization
- **Inter-provincial Collaboration:** PCCAT, Canadian CATs (BCCAT's transfer counterparts), ARUCC Groningen and Student Mobility initiatives

➤ **MOTION:** To approve the 2018-19 Budget as presented.

➤ **MOTION:** To approve the 2018-19 Work Plan as presented.

MOTION:
E. Davis/E. McCausland
CARRIED.

MOTION:
E. Davis/B. Dick
CARRIED.

E. Adjournment
