BCCAT
BRITISH COLUMBIA COUNCIL
ON ADMISSIONS & TRANSFER

130th Meeting of the
BC Council on Admissions & Transfer

Friday, March 8, 2019, at North Island College, Comox, BC.
NOTE: At lunch, we were joined by representatives from NIC to hear about developments at their institution.
This was followed by a brief tour of the campus.

MEETING MINUTES (Approved)

ATTENDEES:

COUNCIL MEMBERS:

FLEMING, Robert	*BCCAT Executive Director (CO-CHAIR)*
HAMILTON, Jim	*President, Okanagan College (CO-CHAIR)*
CRESPIN-MUELLER, Dorys	*Executive Director, Integrated Planning & Effectiveness, Thompson Rivers University*
DAVIS, Eric	*Provost and Vice-President Academic, University of the Fraser Valley*
DENTON, Kathy	*President & CEO, Douglas College*
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*
KRAUSE, Gerda	*Dean, Faculty of Science, Langara College*
LOUIE, Brenda	*Vice-Principal, Columbia College*
McCAUSLAND, Elizabeth	*English Instructor, Douglas College*
McCREDIE, Karen	*Interim Executive Director, EducationPlannerBC*
McCULLOUGH, Lisa	*Superintendent of Schools (CEO), School District No. 48*
NAUGLER, Diane	*Dean, Business and Applied Studies, North Island College*
O'MEARA, Tami	*Dept. Head, Student Access and Support, and Counsellor, Selkirk College*
ROE, Steve	*Dean of Academic & Professional Programs, Northern Lights College*
RUSSELL, Carolyn	*Director, Recruitment, University of Victoria*

REGRETS: *Ashley Millar and Verna Billy-Minnabarriet*

STAFF MEMBERS:

ADAMOSKI, Robert	*Director, Research & Admissions*
McQUARRIE, Fiona	*Special Projects Coordinator*
WINSEMANN, Mike	*Director, Transfer and Technology*
YORKSTON, Valerie	*Executive Assistant to the Council and Communications Coordinator*

GUESTS: *Ministry of Advanced Education, Skills and Training:* Randall Gerlach, Director, Intergovernmental Relations, Planning, International and Intergovernmental
North Island College: John Bowman (President), Lisa Domae (Executive VP Academic & Chief Operating Officer), Diana Fearn (Evaluations/Student Records Assistant, Student Services), and Neil Cruikshank (Dean of Arts, Science & Technology)

MINUTES

1. WELCOME & OPENING REMARKS

We wish to acknowledge and thank the K'ómoks First Nation, on whose unceded territories we are gathered."

Lisa Domae welcomed the Council to the NIC- Comox Campus. Following this, the co-chairs opened the meeting and gave a brief overview of the schedule for the day.

1.1 BCCAT Staffing Update

Rob Fleming announced the recent appointment of Jennifer Kook to the role of Manager, Technology Services for BCCAT. Jennifer will be working with Mike Winsemann, Director of Transfer and Technology to address projects related to the Transfer Credit System (TCS) and BCTransferGuide.ca (such as the incorporation of institutional transfer guide information into the BC Transfer Guide database). In addition, she will oversee BCCAT's social media activities.

2. ADOPTION OF PROPOSED AGENDA

The agenda was adopted as presented.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

The minutes from the meeting held on December 7, 2018 were approved as presented.

4. COUNCIL BUSINESS

4.1. Provincial Issues and Developments

4.1.1. Ministry Update

Randall Gerlach provided a brief update on the following:

- Adult Basic Education (ABE) – The government is restoring ABE funding.

- Indigenous education – Developments continue in response to the Truth & Reconciliation Commission (TRC) Calls to Action.

- Aboriginal Post-Secondary Education and Training Policy Framework – this is undergoing a refresh to better align with the TRC Calls to Action. Expected to be launched early spring 2019.

- International Education – The strategy in process. The aim is to have a balanced approach. Not just focused on recruitment, but broader. Expected to be rolled out in fall 2019.

- Council of Ministers of Education, Canada (CMEC) – the BC Minister has been CMEC Chair since September 2017, and is due to finish in summer 2019. This has provided a good opportunity to identify areas for collaboration, such as international education.

4.1.2. Indigenous Issues and Developments

Rob Fleming provided a brief update regarding the Indigenous Languages Fluency program that is currently under development. BCCAT will be looking at how to map pathways for these programs.

4.1.3. Learning Modernization Initiative

Rob referred members to recent communications from the Ministry of Education (MoE) and the Ministry of Advanced Education, Skills & Training (AEST) regarding updates to the BC Graduation Program, noting the addition of a provincial literacy assessment at Grade 12. The Grade 12 Literacy component is in development, and plans are underway for a Literacy Forum Update, possibly to be held in late spring 2019. Details to be confirmed.

4.2. Staff Report

The staff report was provided as an overview of external meetings and interactions of staff members. In recent months, Rob has spent considerable time has been spent dealing working with the Ministry regarding EducationPlannerBC and the Degree Quality Assessment Board (DQAB). As well, Rob noted his participation regarding the PCCAT board, the ARUCC Groningen Mobility project, and a Ministry-led event in Viet Nam to introduce the BC post-secondary transfer system. Meanwhile, the staff team have been focused on research projects, technology reviews and website upgrades, the UBC Transfer Credit System (TCS) pilot project, national and international activities, as well as standard, operational tasks.

4.3. Projects & Activities Chart

This chart was provided to report on the status of projects and activities outlined in the current work plan. Rob noted that most activities remain on track.

4.4. BCCAT FY20 Funding Request

Rob referred members to BCCAT's funding request letter to the Ministry, sent out in February. The letter includes a request for additional funding for the TCS roll-out and expansion following the UBC pilot project. The value of expansion to the TCS and BC Transfer Guide is clear in relation to other technological advances, such as EducationPlannerBC's transcript exchange and the ARUCC Groningen Declaration Network (GDN) data mobility network initiative.

5. TRANSFER & ARTICULATION

5.1. Transfer & Articulation Committee (TAC)

Mike Winsemann provided an overview of discussions from the last TAC meeting, held on January 25, 2019. The TAC is in the process finalizing planning for next year's workplan. These will undergo a final review at the next meeting scheduled for May 31, 2019. Other key issues arising from the agenda are covered in the items below.

5.2. Articulation Committees

5.2.1. Respectful Behaviour Guidelines

These proposed guidelines had been reviewed by the TAC and were being brought forward for consideration by the Council. While BCCAT has no regulatory authority, it serves in a facilitative role with articulation committees and across the BC Transfer System. These guidelines were framed with reference to participation at JAM and other BCCAT-related events. The guidelines also include links to post-secondary institutional policies as articulation committee meetings are often hosted at institutions. (Although some felt the links too onerous if they are required to be maintained.)

The following motions were forwarded, and discussion ensued. These points were raised regarding the "event attendee" guidelines:

- A "Statement of Expectation" with a check box should be included within the JAM registration (online) process.
- Remove last line of event attendee statement, and change the word "policy" to "expectation".

> ➢ **MOTION:** *That BCCAT approve the statement of respectful behavior at Articulation Committee meetings.*

> ➢ **MOTION:** *That BCCAT approve the statement of respectful behavior by event attendees.*

Both motions were carried, with the understanding that BCCAT staff will revise the guidelines as appropriate to reflect key points of Council discussion.

Finally, similar draft guidelines for those participating on articulation committee listservs were also reviewed by members. Rob noted that we understand that BCCAT has no particular authority over this area, but Council feedback on how to approach the issue is welcome. Diane Naugler noted that institutions often have their own "proper use" policies for listservs, so it may be appropriate to stipulate that people use their institutional accounts for these purposes (as best practice). Diane also suggested that articulation committees be approached for their comments. It was agreed that BCCAT staff would address the issue with articulation committees. BCCAT staff and the TAC will continue to look at this issue.

ACTION

5.3. 2019 Joint Annual Meeting (JAM) – Save the Date: November 1, 2019

Council members are invited to participate at the 2019 JAM event. It will be held on November 1, 2019 at the Pinnacle Harbourfront Hotel. BCCAT's 30th anniversary celebrations will likely be part of the focus for this year's JAM. Rob noted that the PCCAT Board and CATCAN will be meeting the day before and then attending JAM. Details available as plans unfold at bccat.ca/articulation/jam

5.4. TAC Projects

Fiona McQuarrie is at work on two key TAC projects: Trades to Academic Transfer, and English Language Proficiency standards.

5.4.1. *Issues and Challenges in Interdisciplinary Transfer Course and Program Transfer in BC*

This report was presented to Council as it was recently finalized and published: bccat.ca/pubs/interdisciplinary_transfer.pdf

5.4.2. *International Transfer*

This report was presented to Council as it was recently finalized and published:
Full report: bccat.ca/pubs/intl_transfer_credit.pdf
4-page Summary newsletter: bccat.ca/pubs/Intl_Transfer_news.pdf

5.4.3. *Flexible Pre-Majors (FPMs)*

There are a number of recommendations from this project, in order to address an apparent lack of usage of FPMs, or challenges in accessing FPM information on institutional websites.

In discussion, the following points were raised:
- People don't always know the definition or value of FPMs for students.
- FPMs are not always specified in credential transcripts, so it possible that they are utilized more than we are aware.
- If an advisor is confused about FPMs, they are unlikely to advise others to take up those opportunities.
- The main challenges appear to be "operational" rather than relating to FPM agreements themselves.

BCCAT staff will be attending six articulation committee meetings (who have developed FPMs) to facilitate discussion on this issue and consider recommendations arising from the report.

5.5. Transfer Innovation (TI) Projects

Fiona provided the following TI project update:
- Tourism and Hospitality Management Learning Outcomes: The final version of the report is in process. .
- Adult Education: The final report has been received.
- Modern Languages Learning Outcomes: A draft version of the four sets of competencies and learning outcomes have been circulated, and the project committee is working on revisions based on that feedback. The project is progressing well.
- ABE Steering Committee Learning Outcomes: This work is on track.
- ABE Adult Literacy Fundamentals Learning Outcomes: This work is on track.

Two new project proposals (Sociology Learning Outcomes and BC Co-op Curriculum) reviewed after resubmission, and neither were approved. This prompted a discussion regarding the value of carrying out a review of the TI funding program. In particular, it was noted that proposals occasionally focus on marginal issues, or considerable work is required to bring a proposal up to the TAC's standards. Some wondered if the program has strayed somewhat from the original mandate (the focus used to be on sending and receiving institutions, but the system has changed in recent years).

Given the increasingly diverse nature of the TI program proposals, and some of the challenges experienced in project completion, the TAC-- acting on BCCAT staff recommendation--decided that the TI Program would be put on pause in 2019 in order to review the structure of the program. The goal is to make recommendations on a revised TI program structure to be presented TAC in early 2020.

6. ADMISSIONS

6.1. Admissions Committee

Karen McCredie (Committee Chair) noted that the Admissions Committee last met in October 2018, and work is underway to plan for projects for next year's workplan which will be finalized when the committee meets on April 12, 2019.

6.2. Admissions Projects

The following recently published report was provided for members' information.

6.2.1 Understanding Advanced Placement Grading
Full report: bccat.ca/pubs/AP_Grading.pdf
4-page summary newsletter: bccat.ca/pubs/AP_Grading_news.pdf

PRESENTATION BY LISA MCCULLOUGH

Pathways to Learning:

How strategic planning can positively impact the life chances of students, particularly those who are vulnerable

7. RESEARCH

7.1. Research Committee

Dorys Crespin-Mueller (Committee Chair) noted that the next meeting of the Research Committee will be held on April 26, 2019. The main focus of discussion will be finalizing projects for next year's workplan.

7.2. Research Projects

7.2.1. Survey of Mobile Students

This survey has now been launched, reaching a fairly large cohort (over 30,000). This survey will be broader than the last one, looking at students who have moved between two more institutions in the last two years.

7.2.2. The Growth of Post-Degree Programs

This recently published report (and summary) were provided for members' information.
Full report: bccat.ca/pubs/Post_Degree_Programs.pdf
4-page Summary newsletter: bccat.ca/pubs/Post_Degree_Programs_news.pdf

8. TECHNOLOGIES

8.1. EducationPlannerBC.ca (EPBC)

Karen McCredie has stepped into the role of Interim Executive Director. Meanwhile, EPBC is in the process of becoming a not-for-profit, and the processes for institutional onboarding is being worked out. Going forward, operations will all be brought in-house. Kathy Denton noted that EducationPlannerBC is mentioned in the Ministry's letters of expectations sent out to institutions this year.

8.2. BCCAT.ca Redesign Project

Mike and Val updated members on work underway to redesign BCCAT.ca. A new structure and design has been decided, and the next stage will involve significant re-working of content. One key improvement will include improved access to BCCAT publications, with the introduction of advanced search features and more fulsome information regarding key projects and publications.

8.3. BCTransferGuide.ca External Review

PLAID Consulting are in the process of wrapping up focus groups as part of this comprehensive review of BCTransferGuide.ca, having completed the initial consultation and survey in the first stage. The final report is due in May, and the recommendations will serve to inform future enhancements of the site.

8.4. Transfer Credit System (TCS) – Update

Mike reported that a key feature of the new, improved TCS, is the ability to incorporate non-BC transfer information, and to be used by institutions for their own internal workflows. UBC's transfer tables are being imported into the TCS, with the potential for other institutions to follow. The UBC pilot project is due for completion by the spring. Meanwhile, a workshop is being arranged in conjunction with the BCRA to demonstrate the new TCS capacities and opportunities for institutions.

9. MARKETING & COMMUNICATIONS

9.1. 30th Anniversary Projects

BCCAT's 30th anniversary is being commemorated in a number of ways:

- Publication of "Friends of BCCAT" pieces going out in each issue of ENGAGE
- Updating of the history section of the BCCAT website (including an infographic/timeline)
- Potential development of a video highlighting key milestones of the development of the BC Transfer System.

As well, we are in the early stages of thinking about ways to commemorate the occasion at the 2019 JAM: e.g. a panel discussion, trivia quiz, a gala event the night before? Those who have feedback, feel free to contact Val or Rob with your suggestions.

ACTION

9.2. BC Transfer System - Viewbook

The draft version of a proposed new viewbook (designed to assist domestic and international students in navigating the BC Transfer System) was provided for feedback. In particular, members were asked to comment about the page highlighting typical fees of BC's post-secondary institutions. The following points were raised:

- It needs to be made clearer that students need to apply (and be admitted) to be able to transfer.
- The number of course transfers has now increased, given the recent import of UBC's transfer listings.
- Using a r*ange* of fees (rather than singular figures) for institutions is preferred.

BCCAT staff agreed to incorporate Council members' feedback in finalizing the viewbook for publication.

ACTION

10. INTER-PROVINCIAL/INTERNATIONAL ISSUES & DEVELOPMENTS *– R. Fleming*

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

10.1.1. 2019 PCCAT Conference – Call for Proposals (Deadline: March 15, 2019)

The PCCAT Conference will be held on June 2021, 2019 in Regina, just following the WARUCC conference.
Rob referred members to this CFP for their information:
pccatweb.org/2019-conference/call-for-proposals/

10.1.2. PCCAT Conference Sponsorship
Rob referred members to documentation regarding sponsorship opportunities for the PCCAT Conference. Following review, this motion was forwarded and carried.

> ➢ **MOTION:** *That BCCAT become a Gold Sponsor for the PCCAT 2019 conference and provide $7500.00 in funding support.*

T. O'Meara / E.McCausland CARRIED.

10.1.3. PCCAT Report on Governance Review

PCCAT is undergoing a governance review. As part of this, the board has recommended bylaw changes to allow membership categories (institutional, organizational, and individual – cost neutral). They are also revising the board composition (voting correspondingly). They are also looking at having a more structured relationship with CATCAN (not public facing). The board will look at these and discuss strategic directions at their next AGM.

10.2. CATCan Network – Meeting in Vancouver (Oct. 31, 2019)

BCCAT will be hosting the next meeting which will be held the day before 2019 JAM. Council members are invited to provide recommendations for institutional participation and which issues to discuss.

10.3. ARUCC/Groningen Communications

10.3.1. Funding Support for RFP

Rob gave a progress update and walked through this funding brief and motion regarding support for the ARUCC Groningen & Student Mobility Project (see http://arucc.ca/en/projects/task-force-groningen.html)

> ➢ *MOTION: That BCCAT provide up to $15,000 in funding for the ARUCC Groningen and Student Mobility Project in order to help support the formal request for proposals phase of the initiative.*

K. McCredie / T. O'Meara CARRIED.

10.4 BCCIE/VACC Joint International Education Conference (Vietnam, Jan. 2019)

Rob updated members on his participation at this international event.
See http://bccie.bc.ca/event/bccie-and-vacc-joint-international-education-conference-2019/

11. OTHER ITEMS OF INTEREST

A list of links to recommended articles was provided for Council members' information.
See bccat.ca/pubs/Mar_2019_Current_Issues.pdf

12. ANY OTHER BUSINESS – There were no other items of business.

13. ADJOURNMENT & CONFIRMATION OF NEXT MEETING DATES

- *Thursday June 6 – Friday June 7, 2019 (BCIT-DTC, Vancouver, BC)*