



Meeting #150 of the BC Council on Admissions and Transfer

**March 11, 2024** (9:30am – 12:30pm)

Online & In-Person (BCIT Downtown Campus, 555 Seymour Street, Vancouver, BC)

## MINUTES

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### ATTENDEES:

#### COUNCIL MEMBERS:

FLEMING, Robert (Co-Chair)	BCCAT Executive Director
GRAEME, Angus (Co-Chair)	Retired President, Selkirk College
AROCA, Willy A.	Assistant Department Head, School of Hospitality, Vancouver Community College
BIIN, Dianne	Director, Indigenous Education & Engagement, Selkirk College
CHENOWETH, John	Associate Vice-President Academic, Community Education, Nicola Valley Institute of Technology
COLLINS, Lisa	Vice-President, Students, BC Institute of Technology
CRESPIN-MUELLER, Dorys	Executive Director, Integrated Planning & Effectiveness, Thompson Rivers University
DOMAE, Lisa	President & CEO, North Island College
KIRKEY, Jennifer	College Instructor, Faculty of Science, Douglas College
KRAUSE, Gerda	Dean, Faculty of Science, Langara College
KUNKEL, Titi	Vice-President Academic, Students, & International, Coast Mountain College
McCREDIE, KAREN	Executive Director, EducationPlannerBC
McMILLAN, Grant	University Registrar, Trinity Western University
SAINI, Sam	Associate Registrar, Undergraduate Admissions and Student Recruitment & Advising, UBC
SOMERVILLE, Michelle	Educational Advisor, Student Services, Okanagan College
WHITE, Lisa	PhD Candidate, Department of Educational Studies & Indigenous Education, UBC

**REGRETS:** *Kriston Rennie, Laureen Styles, Helen McGregor, Zena Mitchell.*

#### STAFF MEMBERS:

CHUN, Anabella	Committee & Technology Support Coordinator
DROPOL, Adina	Office Coordinator
HESLOP, Joanne	Student Transitions Project Manager
KUO, Irene	Pathways Coordinator
McQUARRIE, Fiona	Special Projects Officer
TIKINA, Anna	Director, Research & Admissions
TING, Elle	Research & Projects Officer
WINSEMANN, Mike	Director, Transfer & Technology
YORKSTON, Valerie	Executive Assistant to the Council & Communications Coordinator

#### GUESTS:

- MINISTRY OF POST-SECONDARY EDUCATION & FUTURE SKILLS: **Ben Ferrel** (Executive Director, Post-Secondary Digital Policy & Programs.)

GUEST PRESENTERS: **Dr. Jennifer Hardwick** (Chair of Policy Studies at Kwantlen Polytechnic University) and **Dr. Fiona Whittington-Walsh** (Lead Advisor on Disability, Accessibility, and Inclusion, Including All Citizens Pathway (IACP), Kwantlen Polytechnic University)

*NOTE: For definitions of acronyms used in these minutes, refer to this list of Common Acronyms used by BCCAT:*  
<https://www.bccat.ca/pubs/Resources/CommonAcronyms2022.pdf>

# MINUTES

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## 1. WELCOME & OPENING REMARKS – Rob Fleming & Angus Graeme (Co-Chairs)

We acknowledge that the BCCAT office is situated on the unceded territory of the Coast Salish peoples, including the territories of the xʷməθkwaʷyám (Musqueam), Skwxwú7mesh (Squamish), Stó:lō and Səlilwataʔ/Selilwiltulh (Tseil-Waututh) Nations.

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## 2. PROPOSED AGENDA

The proposed agenda was approved as presented.

→ **MOTION:** To approve the proposed agenda as presented. **G. Krause/K. McCredie CARRIED.**

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## 3. MINUTES FROM PREVIOUS MEETING (December, 2023)

The December 2023 minutes were approved as presented.

→ **MOTION:** To approve the December 2023 Council meeting minutes as presented. **W. Aroca / G. Krause CARRIED.**

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## 4. COUNCIL BUSINESS

### 4.1 Provincial Issues and Developments

#### 4.1.1 Ministry Update

Ben Ferrel provided a brief update, noting the following:

The Ministry's 2024 budget passed through the Legislature, following the Speech from the Throne. Within that, there was good news for the Ministry and its stakeholders.

With regards to the Digital Services Strategy, the Ministry has been working with BCCAT, EPBC and other organizations in support of different services for students as they're exploring their potential career paths, and ways that they can attain those goals through access to post-secondary education and student financial education. The Ministry and BCCAT have long been working together to identify resource requirements for additional work and supporting these with additional budget funds. When the budget announcement was made in February, Ben was pleased to learn that there was confirmation of funding that has been set aside to support the Digital Services initiative, and for continuing the important work carried out by organizations such as BCCAT, BCcampus, EPBC and BC Electronic Library Network.

Ben also mentioned that the Provincial Attestation Letter (PAL) system, introduced by the federal government, and required under the new international student visa cap, is now up and running in BC.

#### 4.1.2 Indigenous Education Update

John mentioned his update was not on the whole system but rather on himself, as he had enrolled in Indigenous Language classes, which he found very challenging but also rewarding.

John mentioned the Ministry is looking at supporting some Indigenous Adult and Higher Learning Association (IAHLA) institutes for funding, which is a very good thing.

Dianne's update included a big 'thank you' to VCC for their recent online teaching, learning, and research forum. She was still processing some of the keynote's slides on Regenerative Inquiry. Other keynotes touched on decolonization and the importance of what you do daily. Dianne also praised institutions for bringing the languages back to the land and giving the opportunity for people to learn, to be respectful and to engage with the land on a whole different level.

With regards to the Indigenous students who earn a bachelor's degree, Dianne pointed to the article included in the "In the news" section of the agenda package that included some information on where a student goes next.

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### 4.1.3 EducationPlannerBC (EPBC) Update

Karen reported that BCIT was on the cusp of full migration to the EPBC Application Service Centralized System. It will be a rolling launch, beginning on April 2. This is going to change the way the sector, the Ministry and individual institutions can assess their role and impact from an Applicant perspective. RRU is next to be onboarded.

In terms of PAL, Karen said they have seen that as more institutions are moving to EPBC, they are bringing their international applications with them, which is going to be helpful for both EPBC and institutions when these kinds of massive shifts are happening at the sector level. EPBC is leading conversations with institutions about their need for additional information, such as passport information and the value that that could have and whether or not an applicant needs a student visa and if that information can be collected at the time of an application. As passport information is a very sensitive piece of data, the Ministry and the Privacy Office are currently conducting an assessment on that.

EPBC is also engaged with the Ministry of Education and Child Care to scope out the work required to validate and provide PENs to a broader audience of applicants.

The 4<sup>th</sup> Annual EPBC Connects is scheduled for May 1-2. EPBC is looking forward to hosting engaging conversations with members from post-secondary institutions.

## 4.2 Executive Director Report

Rob provided some highlights on recent activities and developments.

### 4.2.1 Key Activities & Developments

#### MINISTRY/GOVERNMENT CONSULTATION ACTIVITIES

- Included in the package was a letter of introduction from Ravi Parmar, newly appointed Parliamentary Secretary for International Credentials. Rob met with the Parliamentary Secretary in follow up.
- A lot of work has been done with the Ministry on the Transfer Credit System (TCS) Pathways initiative, with an emerging focus on Health Care Economy Programs, in particular Nursing programs. BCCAT and EPBC have been meeting with Ministry of Health representatives for further discussions.
- In relation to the Digital Learning Strategy, BCCAT has been consulting with TRU around a credit bank proposal in relationship to micro-credentials.
- BCCAT will be following up with the Indigenous Articulation Committee in May around engaging with IAHLA institutions and the BCCAT membership policy.

#### BC TRANSFER SYSTEM – CONSULTATION ACTIVITIES

- An institutional application for BCTS membership is in the agenda package.
- BCCAT has been having follow-up discussions with PSIs and Sector Associations regarding Pathways and Health Care Economy (TRU, Langara, VCC, UBC (Medicine and Nursing), BCIT, Camosun).
- BCCAT has been meeting with BC Colleges, RUCBC, BCAIU and other sector groups regarding research and work plan priorities.
- BCCAT staff met with Native Education College to discuss their interest in developing a comprehensive approach to associate degree curriculum articulation in the TCS.

#### INTER-PROVINCIAL / INTERNATIONAL COLLABORATION

- There will be a PCCAT Conference joint with ARUCC taking place in Calgary, from June 23-26. BCCAT staff have submitted presentation proposals and are on the Pan-Canadian Panel.
- BCCAT has been developing a service agreement with OnCAT regarding onboarding to the TCS:
  - o Phase 1 Service Agreement in Work Plan
- Operationally, BCCAT is moving to End User License Agreements for the TCS tools with our member institutions.

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- BCCAT's Service Agreement with BCIT has been extended one year.
  - Internally, BCCAT has been working on a series of activities such as a risk assessment, a security review, and a three-year technology plan to support the increased scope of technology work
  - BCCAT is also revising and updating Position Profiles with a view to future staffing.

#### 4.2.2 Staff Report

The staff report was presented for information.

#### 4.2.3 Project & Activities Update

Rob reported that the projects are on track.

### 4.3 BC Transfer System Membership

#### 4.3.1 Decision Note

Rob directed everyone's attention to the *Decision note* in the package, outlining the history of the application for BCCAT membership from Western Community College (WCC). Mike noted BCCAT first started discussions with the proponent back in 2021 but since the institution was in the initial stages of getting its degree up and running, BCCAT advised them to re-apply the subsequent year, after it had run a cohort of its program. A new membership application was received at TAC in May, 2023. The TAC struck a subcommittee, which met four times to consider the application. The subcommittee made recommendations to the TAC, which, in turn, approved a recommendation to the Council.

#### 4.3.2 BCCAT Membership Policy

BCCAT staff explained that the criteria on which the application was reviewed were referenced on pages 6-7 of the membership policy, noting that applicants are not required to meet every single criterion that is listed.

#### 4.3.3 Application for Membership

After discussion, the motion was passed, welcoming a new member institution to the BC Transfer System.

- **MOTION: To approve the application from Western Community College for membership to the BC Transfer System. G. McMillan/G. Krause CARRIED.**

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## 5. ANNUAL BUDGET & WORKPLAN

Rob provided a brief budget update.

### 5.1. 2023-24 Budget

#### 5.1.1. 2023-24 Budget Update and FYE Estimates

Rob presented the estimated remaining balance for the fiscal year end. He reviewed operational and contractual commitments, in particular the carry forward commitments for projects that cannot be wrapped up within the same fiscal year. Anticipating the year-end surplus is challenging as it depends on how many invoices for payments on research project contracts can be processed.

An update will be presented at the June Council meeting, with the final fiscal year-end figures, and surplus.

- **MOTION: To accept the 2023-24 Budget Update and FYE Estimates. L. White/D. Crespin-Mueller CARRIED.**

### 5.2. 2024-25 Proposed Budget & Work Plan

#### 5.2.1 BCCAT Funding Request Letter

Rob referred members to the BCCAT Funding Request Letter, which was included in the agenda package for information.

#### 5.2.2 Proposed Operating Budget

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Rob walked the members through the BCCAT Proposed budget document and the importance of establishing contracts as early as possible at the onset of the new fiscal year.

### 5.2.3 Proposed Work Plan

The *Synopsis of Activities and Projects* document was included in the package for information, as it covers descriptions of all the projects for each activity area.

→ **MOTION: To accept the proposed 2024-25 Budget & Work Plan. W. Aroca/K. McCredie CARRIED.**

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## 6. PRESENTATION: Accessible Admissions: Fostering Equitable, Accessible, and Inclusive Admissions through Disability Justice

Dr. Jennifer Hardwick (*Chair of Policy Studies at Kwantlen Polytechnic University*) and Dr. Fiona Whittington-Walsh (*Lead Advisor on Disability, Accessibility, and Inclusion, Including All Citizens Pathway (IACP), Kwantlen Polytechnic University*) provided an informative presentation to Council members on the topic of equitable, accessible and inclusive admissions processes.

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## 7. ADMISSIONS

### 7.1 Admissions Committee (Last Meeting: January 26, 2024)

Anna provided an update in Zena's absence. She informed everyone there have been no changes to the Admissions membership and that the minutes from the last Admissions meeting were included in the Council package.

A few projects are ongoing. The final draft of the *Pathways for Upgrading Programs to Post-Secondary Education* project has been returned to BCCAT and the project is expected to be completed by the summer. The *Increasing the Availability of Transfer Credit Data* project uses data from the Central Data Warehouse. The committee recommended updating the project's focus. The *International Student Pathways* project that focuses on specific pathways from private to public institutions, was in data collection phase.

The committee also discussed possible ideas for projects in the new fiscal year. Two have been chosen and are listed on the Proposed Work Plan. The two projects are: *Affordability Considerations for Post-Secondary* and *Policies and Practices of Course Syllabi Distribution at BC PSIs*.

### 7.2 Admissions Projects

#### 7.1.1 Accessible Admissions

Elle stated the report has been available on the BCCAT website since November, 2023. A set of three infographics added to the BCCAT website covers short-term and long-term recommendations and principles of accessible admissions. Two videos will also be available soon: one is a video version of the report itself and the second will be a short teaser providing an overview of the project and the whole suite of materials. Dr. Jennifer Hardwick and Dr. Fiona Whittington-Walsh presented the results of the project at the meeting.

[https://www.bccat.ca/publication/accessibleadmissions.](https://www.bccat.ca/publication/accessibleadmissions)

#### 7.1.2 Course Outlines Content and Format to Facilitate Course Transferability

Fiona stated the report is now completed and published. The report looks at the elements of course outlines across institutions in the BC Transfer System and to assess whether course outline formats could be redesigned to facilitate transfer. Fiona reported a high degree of consistency across the Transfer System, but there is not always a clear distinction between official course outlines and in-class syllabi.

<https://www.bccat.ca/publication/courseoutlines/>

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### 7.1.3 Direct Admissions

Elle stated the report is now available. It covers a newer approach to admissions that is being piloted in the US to proactively admit students into post-secondary institutions by data matching their profiles with pre-set eligibility criteria. This is a strategy that promises to make higher education more accessible, with a focus on equity, diversity, and inclusion (EDI).

<https://www.bccat.ca/publication/directadmissions/>

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## 8. RESEARCH

### 8.1. Research Committee (Last Meeting: February 9, 2024)

Anna stated the minutes from the last meeting were included in the Agenda package, and there were no changes in the committee membership.

The ongoing projects include the *Profile and Performance Report*, which is at the stage of data collection. All public institutions were invited to participate. Another project is *Tracking Inter-Provincial Transfer*, looking at how many students and credits move between BC and AB. After consultation with the Research Committee, it was decided not to proceed further with the *Online Delivery Trends - Students* project after the survey and the interview instruments were submitted.

### 8.2. Research Projects

#### 8.2.1. BC Transfer Students Profile and Performance Report

Anna stated that the data collection is in progress, the literature review was completed and a set of testing data has been created.

#### 8.2.2. Contemporary Issues in Student Mobility

Elle provided a few updates on these projects. The *Engineering Student Demographics* project is under way. The first-year student survey closed in December, 2023. The results have been analyzed and conversations have taken place to expand participant pool for the survey and other PSIs. The other project entitled *Qualifying Frameworks* is almost completed. All four case studies drafts have been reviewed and the draft of the full report was expected shortly.

For the new fiscal 2024-25 round of Contemporary Issues, the Call for Proposals ended last December, 2023. BCCAT received five proposals, and one was recommended to the Council for funding.

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## 9. TRANSFER & ARTICULATION

### 9.1. Transfer & Articulation Committee (TAC) (Last Meeting: February 2, 2024)

Sam provided a brief update on the latest TAC activities. Some of the materials discussed at the February meeting included the report presented by Fiona – *The Effect of Professional Regulation on Transfer Activity*. This report has been posted on the BCCAT website and there are print copies available as well:

<https://www.bccat.ca/publication/professionalregulation/>. This report generated a fair amount of discussion on impacts on the Transfer System outside of the institutions themselves.

The Western Community College application for membership in the Transfer System was also discussed and approved.

The committee approved the revised Transfer Articulation Committee Terms of Reference. The important amendment was a term limit of six years for membership, but there was discussion about some flexibility, for the sake of continuity. It is helpful to sometimes extend memberships. Two TAC committee members had their membership terms extended.

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## 9.2. Articulation Committees

Mike noted the articulation season was about to begin. Most of the articulation committees will be having their annual meeting from April through June. There was an articulation committee kick-off meeting with Chairs and SLPs to set the tone for the upcoming season and it was very well attended. BCCAT staff will also attend some of the articulation committee meetings.

## 9.3. TAC Projects

Mike mentioned the project being carried out by the *English as Additional Language* articulation committee, to re-align the EAL levels and skills to the Canadian Language Benchmarks. The final report on this project should be presented to TAC at its May meeting.

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# 10. TECHNOLOGIES/WEBSITES

## 10.1 Transfer Credit System (TCS) Update

Mike reported that BCCAT is putting together a three-year strategic plan information technology. The next two years have already been strategized and BCCAT staff are still working out the finer points for the third year. With several competing priorities, it's important for BCCAT to extend beyond a single fiscal year in blocking out when it can commit to different projects.

### 10.1.1 TCS Development Updates

One of the major commitments BCCAT will embark on this year is the TCS rebuild. The Pathways initiative has been developing for the past two years and the Proof of Concept was expected to be released later in March. BCCAT plans on spending the first quarter of the new fiscal year working on user acceptance testing and reviewing deficiencies. The new Pathways model and the TCS will eventually be merged into the same platform. This project will take several years to complete, as it is an exciting but complicated development.

Another priority BCCAT is focusing on is the health care economy. The labor market output has been an area where BCCAT has been looking to increase articulation. A meeting with various ministry representatives was going to take place the following day.

BCCAT has also been in discussions with TRU and the Credit Bank Initiative, and staff have also been collaborating with ONCAT around adopting the TCS to the Ontario environment.

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# 11. COMMUNICATIONS

## 11.1. 2023 BCCAT Transfer Awards

[www.bccat.ca/about/awards/](http://www.bccat.ca/about/awards/)

Val informed the members that this year marks the 10<sup>th</sup> anniversary of the BCCAT transfer awards and BCCAT is gearing up for the 2024 round of awards. In a debrief with the awards committee, the committee worked on clarifying the wording around the award categories to encourage more people to submit nominations. The awards committee is also looking at creating special recognition awards to commemorate the 10<sup>th</sup> anniversary. These awards will be for Council and committee members to make nominations.

BCCAT will also put together a video featuring previous awardees.

## 11.2. 35<sup>th</sup> Anniversary Projects

<https://www.bccat.ca/system/history/>

Val informed members that this year is the 35<sup>th</sup> anniversary of BCCAT and presents an opportunity to celebrate and share the history of the BC Transfer System. We are working on a variety of information resources, and the history section of the website will be updated to provide easy access to key resources. The new "Did You Know?" video series (see below) will also be featured there. JAM 2024 will be the central opportunity to celebrate and share the history of BCCAT and the transfer system.

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### 11.3. “DYK?” Video Series

<https://www.youtube.com/watch?v=LhyFXlc43Oc>

The DYK video series is short, animated clips about key developments in the BC Transfer System over the years. The first video, about the BC Transfer Guide, is available on BCCAT’s YouTube channel at [https://www.youtube.com/@bccat\\_org](https://www.youtube.com/@bccat_org). Next up, will be two videos focusing on the history of the transfer system itself.

### 11.4. “Transfer To” Video Series

<https://www.youtube.com/playlist?list=PLwF7-d6rLJfuvHSQJCg9RfJP9Fz3MJetM>

This video series, presenting transfer pathways at BC’s post-secondary transfer institutions, are highly popular, and are being shared and used for recruiting purposes by participating institutions. Five new videos are due for release shortly.

### 11.5. ENGAGE e-newsletter

<https://www.bccat.ca/about/news/2/#Engage>

Val invited members to share this link and encourage others to subscribe to the Engage e-newsletter for regular BCCAT updates.

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## 12. IN THE NEWS (for info only)

Rob Fleming shared some recent news items of interest: <https://mailchi.mp/410ed0467cf2/gd0mdypkrv-6688847>.

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## 13. ANY OTHER BUSINESS

There were no other items of business.

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## 14. NEXT MEETINGS & ADJOURNMENT

Members felt the sound for online attendees could be improved.

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TAC	Friday, May 24, 2024
COUNCIL	Monday, June 10, 2024
TAC	Friday, September 20, 2024
ADMISSIONS	September 27, 2024
COUNCIL	Monday, October 7, 2024
RESEARCH	October 11, 2024
COUNCIL	December 2, 2024
COUNCIL	March 17, 2025