

**BEAC/ARTICULATION
ABT/OA Onsite & Online Coordinators' Meeting**

MINUTES

**Location: Capilano University, Rm CE 124
2055 Purcell Way, North Vancouver, BC V7J 3H5**

Meeting Date: May 2, 2017

Present:

Committee Member Name	Institution Name
Alison Starr	Northern Lights College
Christina Thomas	Yukon College
Claudia Jamieson-Hipson (teleconference)	Douglas College
Edie Lowes	Okanagan College
Esther Storvold	Selkirk College
John Demeulemeester	Vancouver Community College
Louise Barath	College of New Caledonia
Patricia Gaudreault (teleconference)	Camosun College
Richelle Gardiner-Hynds	North Island College
Seth Downs	Northwest Community College
Sheena Svitch	College of the Rockies
Tatiana Benson	Capilano University
Terri Barber	Vancouver Island University
Wanda Story	Thompson Rivers University

Guest Name	Institution/Agency
Brenda Lindberg	Red River College (Wpg, MB)
John Fitz Gibbon	BCCAT
Lori Slobodian	Red River College (Wpg, MB)
Terrie McAloney (teleconference)	BCcampus

Chair: Louise Barath, College of New Caledonia

Recorder: Tatiana Benson, Capilano University

Guest Speaker: John Fitz Gibbon, BCCAT Update (reference BCCAT Update 2017)

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1. Meeting Called to Order at 9:08 am.

1.1. Attendance:

New Members/Guests: Brenda Lindberg (RRC), Lori Slobodian (RRC), John Fits Gibbon (BCCAT), Terrie McAloney (BC Campus), Tatiana Benson (Capilano University)

1.2. Regrets:

Christine Nehring (UVF), Helen Roberts (VCC)

1.3. Round-table Introductions

2. Agenda & Minutes

2.1. Approval of Agenda

Motion: to adopt the Agenda

Moved: Terri Barber Seconded: Richelle Gardiner-Hynds Carried: Yes

2.2. Approval of the minutes of November 4, 2016 Meeting

Motion: to accept the Minutes as presented

Moved: Claudia Jamieson-Hipson Seconded: Wanda Story Carried: Yes

3. Business Arising from Previous Minutes: none

4. New Business

4.1. Cancelling ABTO Courses for 2017/2018 (Christina Thomas, YC)

Motion: We must ensure that we have alternative courses available to accommodate the graduation requirements of all students.

Motion Amendment:

The members of the collaborative move, "During the 2017/2018 academic year, when considering cancelling courses due to low enrolments, participating institutions will do their best to ensure that there will be increased space for displaced students in future online courses within the 2017/2018 academic year, with the goal of supporting students to complete their certification."

Moved: Christina Thomas Seconded: Edie Lowes Carried: Yes

4.2. 2017/2018 Schedule Approval

Motion: To approve the following changes to the schedule: Accounting I (NWCC) scheduled 08/01/18 - 23/03/18 cancelled, Business Math and Calculators (CNC) date to be changed from 11/09/17 - 10/11/17, Business Math and Calculators (OC) scheduled 11/09/17 - 17/11/17 intake removed, Integrated Projects-Accounting (VIU) section scheduled 05/02/18 - 09/03/18 cancelled, Presentation Software (OC) section scheduled

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02/04/18 – 18/05/18 cancelled, Word Processing I (NWCC) scheduled 05/09/17-17/11/17, two less WPI needed – we had eight last year.

Moved: Terri Barber

Seconded: Seth Downs

Carried: Yes

4.3. 2017/2018 Textbook Schedule

Issue/Discussion: Textbook Shortage. Collaborative recommendation that each college should order textbooks for their own students. Members of the collaborative agreed to confirm with their team leaders concerning looking into textbook availability for the students at their institutions. Agreement to report back to Richelle Gardiner-Hynds with findings.

4.4. Medical Billing – Computerized. New Software (Terri Barber)

Issue/Discussion: Students responsible for purchasing new software. CNC looking into new software, will present findings to members of collaborative at a later date via email.

4.5. November 2017 Meeting

Location: Douglas College (Campus Location TBD)

Date: November 3, 2017

4.6. Chairperson & Collaborative Chair

Collaborative agreement to approve Louise Barath for Chairperson for another year (2017/2018). Vice Chairperson to be Christina Thomas (YC).

4.7. Roundtable Discussion

Issue/Discussion:

- a) Suggestion to offer online courses for the Executive Assistant Program (Alison Starr, NLC).
- b) Office Management Certificate put on hold three years ago, recently reintroduced. Certificate enhanced from a part-time to a full-time office management 200 level certificate. Proposal that the certificate should collaborate with the business department in order to facilitate government funding. (Richelle Gardiner-Hynds, NIC)
- c) Marketing options concerning Administrative Studies Certificate and Diploma. (Sheena Svitich, COTR)
- d) Impact and effectiveness of program instructors in encouraging student to enroll in additional courses. (Edie Lowes, OC)

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5. Adjournment

Meeting adjourned at: 11:42 a.m.

Moved: Christina Thomas

Seconded: John Fitz Gibbon

Carried: Yes

Minute Taker Contact:

Tatiana Benson, Capilano University, email: tinabenson@my.capilanou.ca

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