

**Final Report**  
**Theatre- Flexible Program Transfer Project**  
**April 26, 2004**

At the May, 1999 Theatre Articulation Meeting, the concept of improved articulation between British Columbia Post Secondary Theatre Departments was proposed. A motion was passed supporting Capilano College's application, on behalf of the Theatre Articulation Committee, to apply for Transfer Innovation Project funding which was granted in October 1999.

**Goal**

The focus of the project was:

- To use Capilano College as a test-case to establish a new transfer accord with each of the main receiving public institutions (Simon Fraser University, University of British Columbia, University of Victoria)
- To include private Trinity Western University which is a member of the Theatre Articulation Committee.
- To establish new transfer agreements between Capilano College and these institutions
- To share the results with other colleges who could utilize the procedures and the agreements to establish better transfer arrangements for their institutions.
- To establish agreements with the university colleges, once the template was created.

The specific goal, with Capilano College as a test case, was to establish *Flexible Program Transfer*

- We determined this to mean an agreement that would grant *the transfer of the full 60 credits* of Capilano College's Diploma program.
- We also determined that to successfully establish such an agreement, it would be important to respect the receiving institution's selection processes (e.g. auditions and interviews) and their exit requirements (e.g. language and science requirements).

This description was coined to reflect the diversity of the receiving institution's programs and the desire to find a way to improve transfer to all of them. This would require *flexibility* on the part of all of the institutions and an *agreement format that could be tailored*.

**Research**

In preparation for meetings with the receiving institutions, we researched their programs. It became clear to us that our *Flexible Program Transfer* concept was entirely feasible and that it would be of great benefit to students over the present system.

Review of course-by-course transfer demonstrated the problem that none of the theatre programs teach in exactly the same way and that this results in many unassigned credits or loss of credits for transferring students. Some variations include:

- Similar content delivered but packaged into different courses
- Valid content taught at the college level which may not be taught at all receiving institutions (e.g. musical theatre)
- Material taught at the second year level at college which is taught in an upper level at the university
- Different curriculum and requirements at each university

### **Initial Discussions with the Universities**

Progress was made with individual universities in meetings which took place before or during the May 2000 Theatre Articulation Meeting.

The agendas consisted of :

- An overview of goals
- Description of the Capilano College Theatre Diploma Program
- Identification of transfer problems
- Presentation of the advantages of *Flexible Program Transfer*
- General discussion.

The response to our initial meetings, both with the individual universities and the general Articulation Committee, was very favourable and the receiving institutions anticipated that they would be able to guarantee the full transfer of the 60 credits program.

From these conversations we determined that

- Transfer of the full 60-credit program should pose no problem.
- Each institution recognized that they could accept the program transfer without compromising their institution's and department's autonomy.
  - This autonomy was especially important where departments audition students for entry to selected programs.
  - Consequently, we did not have to negotiate any of the exit/residency requirements because they remained in the control of the receiving institution.

### **Draft Agreements**

We entered this phase of discussion with a goal of having Capilano College students transfer to a university and be able to complete a bachelor degree with an additional two years of study.

We prepared draft agreements of *the Flexible Program Transfer* for each of the universities which assumed:

- That the receiving institution would control acceptance to the specific theatre degree.
- The agreement would apply to graduates of Capilano College's two-year Theatre Diploma program.
- Once accepted to the university, the agreement would ensure that 60 transfer credits would be applied toward the degree.
- The agreement would list specific, required courses at the receiving institution which Capilano College students would not have to repeat.

### **Response of Receiving Institutions to Draft Agreements**

- All three universities communicated that they would require performance stream students to complete the full three years of their BFA Acting Program. These programs typically admit students, by means of successful audition, after completing a minimum of one year of university courses. The specialized program is takes three more years of study, culminating in a BFA.

The reason for not allowing them to enter 3<sup>rd</sup> year (which is the 2<sup>nd</sup> year of the acting specialization) involves the individual approach to acting taught at each institution. Simon Fraser University summed it up by stating, "The third year technique is based on the organization of technique, skills, and theory taught in the second". Therefore, they could not allow a student to enter the normal transfer point for most students progressing from college to university.

Although the students would be granted 60 transfer credits, they would still have to complete the 200 level BFA acting courses. They would probably be able to graduate with 120 credits, assuming they had chosen appropriate electives at college. However, it would take a minimum of 5 years to complete the degree.

- All three agreed that Production/Design students should be able to complete the BFA in a total of four years if the correct electives were taken before transfer. Simon Fraser University wanted to review our course outlines first.
- University of British Columbia suggested some other minor changes. We agreed to forward an amended agreement for their approval. We would present agreements for both the BA and BFA. It was decided that an agreement for the General BA was unnecessary because it works fine with the current course-by-course transfer system. University of British Columbia pointed out that our students could transfer into the BA in Drama as well as in Theatre.
- Students should be able to complete a BA in four years if they choose the correct electives before transfer. Capilano College students take 6 credits of first year English and have room for an additional 12 credits of non-theatre electives. Even for University of British Columbia's Faculty of Arts, which has the most demanding requirements, Capilano College students can meet the requirements if they have a grade 12 language. If they do not, they can fulfill their language requirement while completing their upper levels.
- Capilano College Theatre Department should continue to inform students who plan to transfer to university that there are such requirements and encourage them to satisfy these requirements with careful selection of electives while at Capilano College. It is still possible for students to complete these requirements after transfer to university.

### **Final Agreements**

Negotiations on the final agreements are completed. (see appendix for agreement documents)

To date, University of Victoria has signed off on its agreement which is now posted on the British Columbia Council of Admissions and Transfer's Web site. An improvement over initial discussions, the two parties agreed that students enter the 3<sup>rd</sup> year of the program with the caveat that the University of Victoria Theatre Department can ask them to take lower level courses where it seems appropriate. This has turned out to be the best transfer arrangement for Capilano College Theatre Program students.

The agreements Simon Fraser University, University College of the Fraser Valley, and Trinity Western University have been sent to these institutions by our registrar and we are waiting for them to sign off.

We have received a letter from University of British Columbia's Associate Dean of Arts (Students) advising that the Dean and the current Head of Theatre, Film, and Creative Writing have agreed on block transfer [sic] to the BFA only. They state that, "UBC now grants block credit for the Associate of Arts degree...the issue of block transfer for diploma programs to the BA is a large one that should be discussed at a higher lever before we start one-to-one agreements."

University of British Columbia and Simon Fraser University maintain the position that acting program students (BFA) must enter at the 2<sup>nd</sup> year level, although they can transfer a full 60 credits.

### **Model**

Any of the two-year college programs should be able to negotiate identical agreements. They may have to make minor adjustments depending on their course offerings.

One of the keys to the success of these *Flexible Program Transfer agreements* is contained in its name. The model is really more of a flexible approach than a strict formula. This approach acknowledges the different styles of theatre training found at the institutions and respects the right to autonomy. Without dictating curriculum and style to the colleges, it leaves a great deal of control with the receiving institution. Minor curriculum changes will not trigger frequent re-articulation, making it an easy agreement to maintain.

### *Step One*

Insert the name of your institution into the agreement and present it as a draft agreement to the universities. You should use the agreement specific to the institution because they are not identical. Include

- Calendar copy or a similar document describing the program
- A set of course outlines

### *Step Two*

After the universities have had a chance to read the proposal, arrange a meeting to discuss any necessary changes to the draft agreement. This discussion will probably focus on the list of courses that your students do not have to take at the university. Inclusion will depend upon your department offering either a similar course or at least covering the content of that course somewhere in your program.

This step may require more than one meeting as representatives take information back to their departments for approval.

### *Step Three*

The final negotiated agreement should be presented to your registrar who will forward it to the receiving institution's registrar.

### *Step Four*

Follow up with the receiving institution's theatre department to confirm that they have received and processed the final agreement from their registrar and that all of the formal processes of approval are completed.

This is an important step. The parties involved may not be familiar with the internal approval processes at their institutions and the steps they have to take to have the agreement approved. The college, as the most interested party, should gently nudge the process along to ensure that the agreement is signed off by the institution and forwarded to the British Columbia Council on Admissions and Transfers for inclusion in the transfer guide.

### *Step Five*

Ensure that BCCAT has included the agreement in the transfer guide.

## **Benefit to Students**

These agreements result in the following benefits to students:

- Students receive a full 60 credits of transfer
- Students receive as much credit for specific, required courses at the university as possible without having to personally negotiate for it
- Students are informed in advance of the transfer arrangements at each institution and can determine their academic plan more accurately and efficiently.

## **Observations by the Project Team**

The project team is indebted to BCCAT *Transfer Innovation Project funding* for sponsoring this project and to the members of the Theatre Articulation Committee for endorsing it. We met some challenges during the process, such as changing heads of departments at almost every university, and the slow nature of all our institution's bureaucracies. We were, however, met with respect and cooperation as we promoted this new transfer idea. It would not have worked without basic recognition from the universities, that our college, and others in the BC system, provides quality theatre training even where it varies in approach from theirs.

*Is the transfer situation now perfect?* No. Many transferring students will not be able to graduate in four years either because they still need additional electives to complete the exit requirements of the university or they have entered the acting program at the university. This will cost them time and money, though some of our theatre colleagues say that a little more education and training is not a bad thing.

*Is it better?* Absolutely. When transferring to the applicable programs, students will receive full credit for what they have done to date. They can make academic plans based upon existing agreements rather than waiting to negotiate credit on a course-by-course basis.

These improvements increase credibility for the college, the receiving institution, as well as the post secondary system at large.

These agreements lay the foundation for similar agreements between other British Columbia colleges and the universities, and the groundwork for ongoing discussions to improve theatre transfer in the British Columbia system.

#### **Summary of Activity**

May 1999	Des Price and Dawn Moore receive approval from the Theatre Articulation Committee to seek funding from the Transfer Innovation Project to explore flexible program transfer.
Oct. 1999	Project approved by British Columbia Council on Admissions and Transfer
Spring 2000	Preparatory research on current transfer conditions between Capilano College and the universities. Program requirements at the universities investigated.
Apr. 28, 2000	Met with the representative of the Theatre Department at University of British Columbia.
May 3, 2000	Met with representatives of the Theatre Departments at Simon Fraser University, University of Victoria, and Trinity Western.
May 3, 2000	Report made to the Theatre Articulation Committee at its annual meeting. "General favourable reaction and discussion" (minutes).
June 2000	First Interim Report completed.
Fall 2000	Preparation of draft <i>Flexible Program Transfer Agreements</i>
Spring 2001	Forwarded copies of draft agreements to Simon Fraser University, University of British Columbia, University of Victoria.
April 2001	Consultation regarding draft agreements.
May 2, 2001	Theatre Articulation Meeting. Reported on the progress of the project. Individual consultations with SFU, UBC and Trinity Western regarding amendments.
May 2001	Course outlines forwarded to SFU. Further discussions with U Vic regarding August/September meeting.
June 2001	UBC agreement re-drafted and forwarded.
June 2001	Second Interim Report completed.

Fall 2001	Meeting with the new Head of Theatre Department at University of Victoria
May 2002	Final Draft Agreements completed with University of British Columbia, Simon Fraser University, University of Victoria, Trinity Western University, and University College of the Fraser Valley.
Fall 2002	Capilano College Registrar's Office determines the process for approval with BCCAT. Modifications to the agreement format made and final agreements sent to receiving institutions.
May 2003	University of Victoria advised that they had signed off on the agreement. Trinity Western University advised that the Theatre Department had approved the final agreement and institutional approval is pending. University College of the Fraser Valley confirmed that they had received the final agreement but that they needed clarification on certain issues.
Fall 2003	University of Victoria agreement now in the online transfer guide. The other four institutions contacted by email to determine the present status of the agreements at their institutions.
Spring 2004	University of British Columbia declines flexible transfer to the BA. Recommends discussion of this matter at a higher level. Approval of flexible transfer agreement for BFA only.
Pending	Institutional approval of final agreements with University of British Columbia, Simon Fraser University, Trinity Western University, University College of the Fraser Valley.
Spring 2004	Approval of the Final Report on the <i>Flexible Program Transfer Project</i> at the May 2004 Theatre Articulation Meeting.

**Contractors:**

<p>Dawn Moore Theatre Instructor, Capilano College (604) 966-1911 (local 2507) <a href="mailto:dmoore@capcollege.bc.ca">dmoore@capcollege.bc.ca</a></p>	<p>Des Price Chair Visual and Performing Arts, Capilano College (604) 984-1775 <a href="mailto:dprice@capcollege.bc.ca">dprice@capcollege.bc.ca</a></p>
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## **Appendix 1**

### **Flexible Program Transfer Agreement**

Between Trinity Western University

and

Capilano College, Diploma in Theatre

#### **Sending Institution Contact:**

Name: Gillian Barber (Theatre Coordinator)  
Address: 205 Purcell Way, North Vancouver  
Telephone: 604-990-3545

#### **Receiving Institution Contact:**

Name:  
Address:  
Telephone:

Under the terms of this agreement Graduates of the above sending program, who are admitted to the above receiving program, will be awarded 60 transfer credits to be applied to one of the following degrees:

Bachelor of Arts  
Bachelor of Education

They will receive assigned credit for all courses that are covered by the British Columbia Transfer Guide and unassigned credit for the remainder of the 60 credits and will not be required to take the following: courses. Students will be evaluated by audition to determine if they will get credit for Drama 311 and 312.

Drama 111	Introduction to the Theatre
Drama 112	Technical Theatre
Drama 181, 182, 281, 282	Drama Production
Drama 191, 192, 291, 292	Drama Ensemble
Drama 211, 212	Acting I: Introduction to Performance
Drama 230	Theatre History
Drama 301	Directing
Drama 311, 312	Acting II
Drama 320	Stage Lighting
Drama 322	Theatrical Design

#### **Other elements of this transfer arrangement:**

Completion of a Diploma in Theatre from the sending institution does not imply guaranteed admission or preferential entry to the receiving institution. Students will still have to meet the entry requirements of the receiving institution.

Graduates will have met the following TWU requirements:

English Requirement  
Fine Arts Requirement

They may also have completed some of the remaining requirements depending on the electives chosen. These should be assessed on an individual basis.

**Timeline:**

This agreement remains valid and in effect between all the signatories until or unless it is terminated by those signatories, in writing.

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Department of Drama

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Registrar's Office

For the Receiving Institution

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Theatre Department Date

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Registrar's Office (BCCAT ICP) Date

For the Sending Institution



## **Appendix 2**

### **Flexible Program Transfer Agreement**

between The University of British Columbia Department of Theatre

and Capilano College 2-year Diploma in Theatre

#### **Sending Institution Contact:**

Name: Gillian Barber (Theatre Coordinator)  
Address: 2055 Purcell Way, North Vancouver  
Telephone: 604-990-3545

#### **Receiving Institution Contact:**

Name:  
Address:  
Telephone:

Under the terms of this agreement graduates of the above sending program, who are admitted to the above receiving programs, will be awarded 60 transfer credits to be applied to one of the following degrees:

#### **Bachelor of Arts**

#### **Bachelor of Fine Arts**

They will receive assigned credit for all courses that are covered by the British Columbia Transfer Guide and unassigned credit for the remainder of the 60 credits and will not be required to take the following courses:

#### **A. Graduates of Capilano College 2-year Diploma in the Performance Stream:**

Thtr 120 (3) Introduction to Theatre  
Thtr 150 (3) Introduction to Technical Theatre  
Thtr 160 (3) The Actor's Process: from Improvisation to Text  
Thtr 250 (6) Technical Theatre 1A  
Thtr 260 (3) Scene Study 1  
Dram 200 (3) Drama: Forms and Ideas I  
Dram 201 (3) Drama: Forms and Ideas II

#### **B. Graduates of the Capilano College 2-year Diploma in the Technical/Design Stream**

Thtr 120 (3) Introduction to Theatre  
Thtr 150 (3) Introduction to Technical Theatre  
Thtr 160 (3) The Actor's Process from Improvisation to Text  
Thtr 250 (6) Technical Theatre 1A  
Thtr 251 (6) Technical Theatre 1B  
Dram 200 (3) Drama: Forms and Ideas I  
Dram 201 (3) Drama: Forms and Ideas II

**Other elements of this transfer arrangement:**

Completion of a Diploma in Theatre from the sending institution does not imply guaranteed admission or preferential entry to the receiving institution. Students will still have to meet the entry requirements of the receiving institution to be accepted into the Bachelor of Arts or Bachelor of Fine Arts programs. Students will, normally, enter the third year in the BA and the second year in the BFA.

Graduates will have met the following U.B.C Faculty of Arts Requirements:

English requirement – all six credits of first-year English will be completed at Capilano College as required courses in the Theatre Diploma

Literature requirement – six credits will be completed at Capilano College as a required course in the Theatre Diploma. (Capilano Thtr 220, 221 transfer to UBC Drama 200, 201.)

Science requirement – These credits *may* have been completed depending on the electives taken at Capilano College. These should be assessed on an individual basis.

Language requirement – These credits *may* have been completed depending on the student’s high school transcript or on the electives taken at Capilano College. These should be assessed on an individual basis.

**Timeline:**

This agreement remains valid and in effect between all the signatories until or unless it is terminated by those signatories, in writing.

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Department of Theatre Date

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Registrar’s Office Date

For the Receiving Institution

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Theatre Department Date

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Registrar’s Office (BCCAT ICP) Date

For the Sending Institution

## **Appendix 3**

### **Flexible Program Transfer Agreement**

Between Simon Fraser University, School for the Contemporary Arts

and

Capilano College, Diploma in Theatre

#### **Sending Institution Contact:**

Name: Gillian Barber (Theatre Coordinator)  
Address: 2055 Purcell Way, North Vancouver  
Telephone: 604-990-3545

#### **Receiving Institution Contact:**

Name:  
Address:  
Telephone:

Under the terms of this agreement Graduates of the above sending program, who are admitted to the above receiving program, will be awarded 60 transfer credits to be applied to one of the following degrees:

Bachelor of Fine Arts (Major in Theatre – Performance Stream)  
Bachelor of Fine Arts (Major in Theatre – Production and Design Stream)  
Extended Minor (EMI) in Theatre

They will receive assigned credit for all courses that are covered by the British Columbia Transfer Guide and unassigned credit for the remainder of the 60 credits and will not be required to take the following courses:

FPA 150-3	Introduction to Acting I
FPA 151-3	Introduction to Acting II
FPA 170-3	Introduction to Production & Technology
FPA 171-3	Stage and Production Management

#### **Other elements of this transfer arrangement:**

Completion of a Diploma in Theatre from the sending institution does not imply guaranteed admission or preferential entry to the receiving institution. Students will still have to meet the entry requirements of the receiving institution and will still have to audition and be accepted into the Bachelor of Fine Arts (Major in Theatre – Performance Stream) program.

**Timeline:**

This agreement remains valid and in effect between all the signatories until or unless it is terminated by those signatories, in writing.

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School for the Contemporary Arts Date

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Registrar's Office Date

For the Receiving Institution

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Theatre Department Date

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Registrar's Office (BCCAT ICP) Date

For the Sending Institution

## **Appendix 4**

### **Flexible Program Transfer Agreement**

Between University of Victoria, Department of Theatre

and

Capilano College, Diploma in Theatre

#### **Sending Institution Contact:**

Name: Gillian Barber (Theatre Coordinator)

Address: 2055 Purcell Way

Telephone: North Vancouver, B.C.

#### **Receiving Institution Contact:**

Name:

Address:

Telephone:

Under the terms of this agreement Graduates of the above sending program, who are admitted to the above receiving program, will be awarded 60 transfer credits to be applied to the following degree:

Bachelor of Fine Arts in Theatre

They will receive assigned credit for all courses that are covered by the British Columbia Transfer Guide and unassigned credit for the remainder of the 60 credits and will not normally be required to take the following courses. In some cases (following individual evaluation by audition or interview) it may be determined that the student should repeat one or more of these courses:

#### A. Graduates of Capilano College 2-year Diploma in the Performance Stream:

THEA 105	AN INTRODUCTION TO STAGECRAFT AND TECHNICAL PRACTICE
THEA 111	INTRODUCTION TO THE HISTORY AND LANGUAGE OF THE THEATRE: I
THEA 112	INTRODUCTION TO THE HISTORY AND LANGUAGE OF THEATRE: II
THEA 120	INTRODUCTION TO THE ART OF ACTING
THEA 205	AN INTRODUCTION TO PRODUCTION AND MANAGEMENT AREAS OF THEATRE
THEA 210	THEATRE FROM FRENCH CLASSICISM TO THE END OF THE 19 <sup>TH</sup> CENTURY
THEA 211	MODERN THEATRE
THEA 221	ACTING I
THEA 222	ACTING II
THEA 225	INTRODUCTION TO STAGE MOVEMENT
THEA 229	THEATRE PERFORMANCE

#### B. Graduates of the Capilano College 2-year Diploma in the Technical/Design Stream:

THEA 105	AN INTRODUCTION TO STAGECRAFT AND TECHNICAL PRACTICE
THEA 111	INTRODUCTION TO THE HISTORY AND LANGUAGE OF THE THEATRE: I
THEA 112	INTRODUCTION TO THE HISTORY AND LANGUAGE OF THEATRE: II
THEA 120	INTRODUCTION TO THE ART OF ACTING
THEA 205	AN INTRODUCTION TO PRODUCTION AND MANAGEMENT AREAS OF THEATRE
THEA 210	THEATRE FROM FRENCH CLASSICISM TO THE END OF THE 19 <sup>TH</sup> CENTURY
THEA 211	MODERN THEATRE
THEA 251	INTRODUCTION TO DESIGN: I
THEA 252	INTRODUCTION TO DESIGN: II
THEA 299	THEATRE LABORATORY

**Other elements of this transfer arrangement:**

Completion of a Diploma in Theatre from the sending institution does not imply guaranteed admission or preferential entry to the receiving institution. Students will still have to meet the entry requirements of the receiving institution to be accepted into the Bachelor of Fine Arts In Theatre program.

**Timeline:**

This agreement remains valid and in effect between all the signatories until or unless it is terminated by those signatories, in writing.

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Department of Theatre Date

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Registrar's Office Date

For the Receiving Institution

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Theatre Department Date

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Registrar's Office(BCCAT ICP) Date

For the Sending Institution

## **Appendix 5**

### **Flexible Program Transfer Agreement**

Between University College of the Fraser Valley

and

Capilano College, Diploma in Theatre

#### **Sending Institution Contact:**

Name: Gillian Barber (Theatre Coordinator)  
Address: 205 Purcell Way, North Vancouver  
Telephone: 604-990-3545

#### **Receiving Institution Contact:**

Name:  
Address:  
Telephone:

Under the terms of this agreement Graduates of the above sending program, who are admitted to the above receiving program, will be awarded 60 transfer credits to be applied to one of the following degrees:

Bachelor of Arts

They will receive assigned credit for all courses that are covered by the British Columbia Transfer Guide and unassigned credit for the remainder of the 60 credits and will not be required to take the following courses:

Thea 101	Introduction to Theatre I
Thea 111	Acting I
Thea 112	Acting II
Thea 121	Introduction to Technical Theatre I
Thea 123	Introduction to Technical Theatre II
Thea 201	History of Theatre – Major Trends and Issues in the 20 <sup>th</sup> Century
Thea 202	History of Theatre – Major Trends and Issues to the 19 <sup>th</sup> Century
Thea 211	Acting III
Thea 212	Acting IV

#### **Other elements of this transfer arrangement:**

Completion of a Diploma in Theatre from the sending institution does not imply guaranteed admission or preferential entry to the receiving institution. Students will still have to meet the entry requirements of the receiving institution.

Graduates will have met the following UCFV requirements:

English 105 and a second English.

They may also have completed some of the remaining requirements depending on the electives chosen. These should be assessed on an individual basis.

**Timeline:**

This agreement remains valid and in effect between all the signatories until or unless it is terminated by those signatories, in writing.

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Theatre Department Date

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Registrar's Office Date

For the Receiving Institution

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Theatre Department Date

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Registrar's Office (BCCAT ICP) Date

For the Sending Institution