

## TERMS OF REFERENCE FOR ARTICULATION COMMITTEES

January 2023

The Transfer and Articulation Committee (TAC) is a standing committee established by and reporting to the BC Council on Admissions and Transfer (BCCAT). The TAC has set forth these Terms of Reference to guide the operations of articulation committees. The Terms of Reference were approved by TAC at its meeting on January 20, 2023.

### *Scope and Limits*

Articulation committees operate under the administrative sponsorship of BCCAT. However, articulation committees are neither standing committees nor sub-committees of Council or of the TAC. As such, articulation committees do not operate with any delegated authority and do not speak on behalf of the Council or its standing committees.

### *Purpose*

Articulation committees are established for the purpose of expanding educational opportunities for students by facilitating students' transfer of credits from one educational institution to another, within a specific academic discipline or area of study.

Articulation committees achieve this purpose by:

- exchanging information about practices such as entry requirements, measures of achievement, course numbering systems, instructional techniques, textbooks, and learning materials;
- enhancing cooperation and coordination among institutions;
- promoting course and program equivalency where appropriate;
- fostering understanding of course objectives and/or learning outcomes in the discipline(s) or program(s) relevant to the committee;
- discussing new developments in the relevant discipline(s) or program(s);
- identifying common professional issues, opportunities for program development, and transfer-related research and innovation opportunities;
- discussing potential changes in courses and/or programs that may affect transfer relationships between or among institutions;
- fostering understanding of BCCAT's [Principles and Guidelines for Transfer](#); and,
- identifying relevant transfer issues and bringing these to BCCAT's attention if required.

### *Committee Structure and Operations*

1. Every articulation committee is expected to appoint a chair. The chair serves as the main coordinator of the committee's activity, and is BCCAT's primary contact for the committee. The committee determines the length of the chair's term and the process for appointing the chair. The chair must be a representative from a BC Transfer System member institution.
2. Articulation committees may create additional leadership positions (e.g. co-chair, secretary, vice-chair) if the committee feels that those positions will facilitate the work of the committee. Any additional leadership positions must be filled by a representative from a BC Transfer System member institution.
3. A minute-taker is required at every meeting of the articulation committee. The minute-taker records the discussion and motions at the meeting, after which the minute-taker or the chair circulates the draft minutes to the institutional representatives for review. The draft minutes must then be submitted to BCCAT within three months of the meeting date. Minutes are a public record of the meeting that will be posted to the BCCAT website.
4. Articulation committees are required to meet at least once per calendar year. Should a committee decide not to meet in a calendar year, they are required to notify BCCAT.
5. An articulation committee may create sub-committees, either on an ad hoc basis or on an on-going basis. Meetings and activities of sub-committees are conducted under the sponsorship of the parent committee, and guided by the same principles and responsibilities as the parent committee.
6. TAC has the authority to create new articulation committees and to delist articulation committees. The policies on creating new articulation committees and delisting articulation committees outline those processes.

### *Membership and Participation*

1. Articulation committees represent courses and programs in academic disciplines, and career, vocational and developmental programs. Articulation committees consist of representatives from BC Transfer System member institutions which offer instruction in the relevant discipline or program.

2. Institutions that are members of the BC Transfer System are expected to send a representative to every meeting of an articulation committee for which they deliver a program of study or courses in the subject.
3. Only representatives from a BC Transfer System member institution are eligible to be appointed as the articulation committee Chair, or to other leadership positions as defined by the articulation committee.
4. Representatives of BC Transfer System member institutions are entitled to vote on motions at articulation committee meetings, with one vote per institution. If there is more than one representative from an institution at a meeting, only one representative may vote on motions. If a representative is employed at more than one BC Transfer System institution, they should make explicit the institution they are representing and voting on behalf of at the meeting.
5. Other attendees at the meeting may be permitted to vote only if a motion to that effect is presented and approved by the representatives from BC Transfer System member institutions. Any such motion should be recorded in the meeting minutes, with a clear indication of which meeting attendees have been allowed to vote. This motion should be presented and voted on at every meeting of the committee where voting rights are extended to these attendees.
6. Institutional representatives attending articulation committee meetings must teach at the institution they are representing, and should have appropriate and up-to-date knowledge of their institution's and program's curriculum. Ideally, they should also have experience with and an interest in course or program articulation and/or the BC Transfer System.
7. Private and out-of-province public post-secondary institutions are expected to participate in articulation meetings relevant to their ministerial consent degree program curriculum, and to send institutional representatives that meet the criteria in (6). See [BCCAT Policy 3A: Membership in the BC Transfer System](#).
8. BCCAT staff attend meetings as invited guests and are not voting members of the committee. They provide guidance, give updates on BCCAT activities, and share information about the BC Transfer System and transfer-related issues.
9. An articulation committee may permit guests or observers to attend its meetings. These could include appropriate provincial government staff, representatives from other articulation committees in BC or other jurisdictions, representatives from professional or regulatory bodies, the host institution's Transfer Credit Contact (TCC), or

representatives from other post-secondary institutions, public or private. Generally, guests or observers do not have voting rights, unless granted these for the meeting by a motion of the committee as described in (5).

10. Committees may invite representatives from the K-12 system, or the Ministries responsible for Education or Advanced Education, to their meetings where possible and appropriate.