

---

**Transfer and Articulation Committee  
Terms of Reference**

Original issue	2013 Jun 8
Version	3
Last revision	2016 Oct 7
Sponsor/Committee	TAC
Approval Date	2024 Jun 10

---

*The Transfer and Articulation Committee is a standing committee established by and reporting to the BC Council on Admissions and Transfer (BCCAT).*

**Membership**

The Committee will be composed of up to twelve voting members, at least two of whom are also members of the Council. The Committee is normally chaired by a Council member, who is appointed in keeping with the *General Guidelines for the Selection of Council, Committees, and Task Forces*<sup>1</sup>. The remaining members will be drawn from a broad cross-section of students, faculty, and administrators within the BC post-secondary system. Members will be chosen for their expertise and/or interest in post-secondary transfer and articulation. Normally, the term of membership is three years, subject to renewal for additional terms if mutually agreed.

The Executive Director and Co-chair, and the Director responsible for transfer and articulation, are ex officio, non-voting members of the Committee. The Director responsible for transfer and articulation is the primary staff liaison and support for the Committee. As requested or required, other BCCAT staff may also attend as non-voting resource persons.

**Purpose**

The purpose of the Committee is to provide advice and counsel to BCCAT on issues of articulation and transfer policy and practice; to support the articulation committees under BCCAT's administrative sponsorship; and to initiate, implement, and monitor research, projects, or activities designed to improve or enhance transfer. The Committee provides expert advice, and reports, to Council.

**Objectives**

1. To advise Council and members of the BC Transfer System on key issues and values related to articulation and transfer.
2. To advise Council and members of the BC Transfer System on issues related to expanding the BC Transfer System by adding new member institutions or through articulation with other systems or sectors.

---

<sup>1</sup> Information on the [selection of committee members](#)

[Type here]

3. To consult with students on matters related to transfer and articulation, where appropriate.
4. To recommend policies and operational practices to Council or BCCAT to enhance transfer opportunities from the student perspective.
5. To initiate, approve, and monitor innovative transfer projects and activities.
6. To initiative, approve, monitor, and disseminate information on research projects related to articulation and transfer, consistent with Council's research program, and in cooperation with the Research Committee and Admissions Committee of Council.
7. To support the operations and effectiveness of articulation committees, including:
  - providing general terms of reference, reviewing, and approving requests for the establishment of articulation committees;
  - making decisions on whether a committee should be delisted or consolidating existing articulation committees<sup>2</sup>; and
  - advising BCCAT on matters that arise from the articulation community.
8. To support BCCAT articulation committees when issues arise, and to assist in resolving any problematic situations as and when they arise.
9. To support system-level transfer matters or initiatives as they arise, and to provide assistance in the resolution of any disputes or problematic situations.
10. To review available research or documents on articulation and transfer issues in BC and/or other jurisdictions that might affect current or future transfer policy, procedures, or projects.

---

<sup>2</sup> TAC approved Terms of Reference for articulation committees and processes for establishing and delisting articulation committees are available in the [Articulation Committee Guide](#).