

## 93<sup>rd</sup> Meeting of the BC Council on Admissions & Transfer

Friday, December 4, 2009; 9:30am-2:00pm\*

Boardroom #283, BCIT-Downtown Campus, 555 Seymour Street, Vancouver, BC

\*See "Adjournment" (on page 8) regarding two in-camera sessions which followed the main meeting.

# MEETING MINUTES (Approved)

### Expected Attendees:

#### Council Members:

Dan Birch (Co-Chair)  
Frank Gelin (Co-Chair/Exec.Dir.)  
Lesley Andres  
Anna Lee Boulton  
Neil Coburn  
Robbie Dunlop  
Tony Eder  
Martin Gerson

Jody Gordon (am only)

Tom Grant  
Paul Harrison  
Karin Kaercher  
Katy Mateer  
Kate Ross  
Heather Schneider

#### Regrets:

Harro Van Brummelen & Paul Madak

#### BCCAT Staff Members:

Finola Finlay  
Devron Gaber  
Joanne Heslop  
Jean Karlinski  
Jennifer Orum  
Mike Winsemann  
Valerie Yorkston

**Regrets:** Raili McIvor

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Discussion Points or Reference

Actions or Outcomes

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Item/Speaker

## 1. CALL TO ORDER & WELCOME

### 1.1. Council Membership: New and Renewed Appointments

Dan Birch (Co-Chair) welcomed the following new members to Council:

- Anna Lee Boulton (Supervisor, Advising Centre, Capilano University)
- Tony Eder (Director, Institutional Planning & Analysis, University of Victoria)
- Katy Mateer (Associate VP Academic, Planning, University of Victoria)
- Kate Ross (Senior Director, Enrolment Services & Registrar, Simon Fraser University)

Dan also congratulated three existing members on their re-appointment to council: Lesley Andres (UBC), Martin Gerson (Langara), and Jody Gordon (Kwantlen).

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## 2. APPROVAL OF PROPOSED AGENDA

The agenda was accepted as presented, with one minor change: it was noted that Finola Finlay would be speaking on behalf of Raili Mclvor regarding her agenda items, due to her absence.

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## 3. APPROVAL OF MINUTES FROM PREVIOUS MEETING (Oct. 2/09)

### 3.1. Item Arising from Previous Meeting

The minutes of the previous meeting (Oct. 2/09) were accepted as presented; however, an update was provided on one item:

*Arising from Item 5.3.1 in the Oct09 minutes - (DQAB UPDATE) ACTION: Frank Gelin will discuss this issue with the DQAB before instructing Mike Winsemann as to what action to take. [NOTE: Issue was regarding the listing of UCW in the Transfer Guide as "UCAN".]*

Frank Gelin confirmed that the Ministry has deemed that University Canada West is representing itself accurately. Frank noted that the homepage ([www.ucan.ca](http://www.ucan.ca)) clearly displays "West" as part of the institution's name, but that UCAN is used as the primary acronym. Frank believes that the Ministry will not be taking any further action regarding this issue.

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## 4. BCCAT STAFF REPORT

### 4.1. Staff Report

#### 4.1.1. Ministry Business Process Review of Articulation and Transfer

Frank Gelin provided background information and an update on the Ministry's Business Process Review. Frank reported that a draft implementation plan is under development, which will include a number of projects/activities identified by the steering committee. One of the proposed projects is to revise the existing Principles and Guidelines for Transfer so as to include a more student-centred focus. Frank has volunteered BCCAT to manage this project. As a result of discussions with the Transfer & Articulation Committee (TAC), it was agreed that Finola would lead this project working with a sub-committee of the TAC including some BCCAT staff. The plan would be to seek agreement at the next meeting of the TAC and seek approval from the Council for a new set of Principles and Guidelines at the May 2010 meeting.

#### 4.1.2. Special Report: Models of Transfer [See [bccat.ca/pubs/sr\\_transfermodels.pdf](http://bccat.ca/pubs/sr_transfermodels.pdf).]

Frank Gelin provided some background information regarding this publication. At the beginning of the Business Review process, the Steering Committee requested that the Ministry prepare a paper summarizing transfer models that existed elsewhere. They then contacted Finola Finlay who wrote this report. In summary, the paper underlines that most North American transfer systems are built on the basis of bilateral course-to-course articulation.

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The transfer models in the US have as a foundation the general education core requirements (30-40 credits) for all degrees with an accompanying policy in several states that if the Gen. Ed .requirements are met in one institution, they are deemed to have been met in another institution even if the detailed requirements are different. Thus the Gen. Ed. requirements transfer as a block of credit representing 1 to 1.5 years and by definition are applicable in meeting degree requirements. Students still need to meet lower division requirements for the major and they have the same issues we have here with major requirements differing from institution to institution.

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## 5. ADMISSIONS

### 5.1. Admissions Committee

5.1.1. Admissions Committee Meeting (Nov. 13/09) *[See 5.2.3 below for details.]*

### 5.2. Admissions Projects

5.2.1. Measuring Student Movement In and Out of BC  
*[The full report is available online at [bccat.ca/pubs/interprovincial.pdf](http://bccat.ca/pubs/interprovincial.pdf).]*

The purpose of this study was to develop a complete picture of data available on movement into and out of BC, identify gaps, and recommend next steps.

Devron Gaber highlighted a few of the findings from the report:

- We have better information available on incoming students than on outgoing.
- The best data sources in BC for incoming students are of a central nature (CDW and STP) rather than individual institutions, but concerns with quality of the data (students' permanent postal code at time of application) need to be addressed.
- Registrant data is more complete than applicant data.
- National data sources have potential of being the most useful for understanding student movement outside of BC on country-wide basis.

However, there are some data quality issues and sample size constraints that need to be resolved.

- Provincial data from StudentAid BC and BC outcomes surveys are not recommended as a major data source because of under-coverage compared to the whole population and small sample sizes of survey respondents who leave the province.
- Alberta and Ontario appear to be the biggest destinations for BC students and have the best potential sources of data on BC students.

The report includes a number of specific recommendations on how BCCAT could move forward to broaden our understanding of student flows into and out of BC.

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### 5.2.2. Degree Partnership Symposium (Nov. 5/09)

Jean Karlinski reported that this event (the second Degree Partnership Symposium hosted by BCCAT) had proved to be a useful forum for discussions and sharing, based on feedback from participants. Presentations, including the keynote address and notes on “Lessons Learned”, are now posted to the website at [bccat.ca/degree](http://bccat.ca/degree). At this stage, there are no plans to hold another event focused on this issue in the future.

### 5.2.3. Visioning Session: Revisiting the Model of Assessing the Mobility of Transfer Students (Nov. 13/09)

Devron Gaber reported on this session, a consultation focused on revisiting the current approach used for transfer student mobility research, in light of recent considerable changes in the BC post-secondary system. Session participants included the Research and Admissions Committees as well as the STP Steering Committee, and a number of key individuals from the post-secondary system.

Devron summarized the agenda, noting the following key issues discussed:

- Definition of mobile student?
- What are sub-populations?
- Which are most important to know about?
- Why and what do we want to know about them?
- What are barriers to knowing?

Participants advised that BCCAT should continue its focus on the traditional *transfer* student population but put most effort into understanding *mobility* of other important sub-populations. Devron and Jean (Karlinski) will write a paper summarizing the issues and recommendations arising from the event; a draft will go to the meeting participants and then to the BCRA, IR Directors and other system stakeholders. It is expected that a final document will be ready for presenting to Council at the March 2010 meeting (for possible ideas for projects to include in the work plan for 2010-2011).

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## 6. TRANSFER & ARTICULATION

### 6.1. Transfer & Articulation Committee (TAC)

#### 6.1.1. TAC Meeting (Nov. 20/09)

Martin Gerson (Committee Chair) summarized the discussions of the Nov. 20/09 TAC meeting, noting that discussions focused primarily on an evaluation of how to support articulation committees and the proposal by Athabasca University to become a member of the BC Transfer System. (*See item 7.2 below for details.*)

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### 6.1.2. Transfer Innovations (TI) Projects Update

Jennifer Orum provided an update on two recently completed TI projects: by the BC Council for International Education (International Field Courses), and the Psychology articulation committee (Flexible Pre-Major Analysis).

## 6.2. BC Transfer System

### 6.2.1. Joint Annual Meeting (JAM) Event

Mike Winsemann reported that this event, a Joint Annual Meeting of the Institutional Contact Persons and Articulation Committee Chairs & SLPs, had proven to be a useful opportunity for the two groups to understand more of the context of transfer and articulation in the BC system. Feedback from the event suggests that participants appreciate the new format. Although all staff participated in the day, the planning and coordination was led by Raili, Mike and Jennifer. Details regarding the agenda, presentations, and attendees, are available online at [bccat.ca/jam](http://bccat.ca/jam).

### 6.2.2. Revisiting the Principles & Guidelines for Transfer

This project has arisen from recommendations from the Business Process Review Steering Committee. The aim is to update the Principles and Guidelines for Transfer and to make them more student-centred. Finola Finlay is taking the lead role on this project, and she reported that a working group has now been struck to focus on this task. The expectation is that a draft document will be presented to Council at the May 2010 meeting for discussion/approval.

### 6.2.3. Articulation Committee Companion [See [bccat.ca/pubs/companion.pdf](http://bccat.ca/pubs/companion.pdf).]

This publication, the 2009 edition of the Articulation Committee Companion, was updated by Raili Mclvor, and distributed at the Joint Annual Meeting as a key resource for articulation committee members.

## 6.3. Degree Quality Assessment Board (DQAB)

Frank Gelin provided an update on recent issues and events concerning the DQAB, including recent appointments to the Board.

### 6.3.1. Annual Report to the DQAB on New Members

This report, written by Raili Mclvor, was made available to Council members for their information. It incorporates our feedback on the transfer-related information that New Member institutions self-report to the Ministry each year. The Ministry shares our comments with the institutions and gives them the opportunity to comment further before the reports are submitted to the DQAB in February 2010.

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## 7. INTERPROVINCIAL ISSUES & DEVELOPMENTS

### 7.1. Revised Transfer Policy (re Alberta Institutions)

[See [bccat.ca/pubs/albertapolicy.pdf](http://bccat.ca/pubs/albertapolicy.pdf).]

Devron reported that this policy has now undergone one minor revision, based on a recommendation at the October 2009 meeting of Council. Subsequently, simultaneous announcements regarding the BC and Alberta policies were sent out by BCCAT and ACAT (respectively). The first proposal submitted by an Alberta institution on the basis of this new policy is referenced under the next item (7.2).

### 7.2. Athabasca Proposal to Enter the BC Transfer System

**MOTION:** Subject to the provisions of the New Members Policy,\* to approve the admission of Athabasca University to the BC Transfer System, with specific courses and block transfer agreements (as described in the proposal) listed in the BC Transfer Guide.

\*[For reference see the New Members Policy at [bccat.ca/pubs/newmember.pdf](http://bccat.ca/pubs/newmember.pdf).]

Devron provided some background information regarding this proposal from Athabasca University. That institution originally applied to be part of the BC Transfer System several years ago, but Council turned down that application at that time. They made another (informal) application subsequent to that, but that application was put on hold pending development of the new policy (see item 7.1 above). The new policy makes application possible based on established criteria.

BCCAT provided considerable feedback during the development of the proposal, and all feedback was responded to by Athabasca.

Strengths of proposal include:

- Number of undergraduate and graduate students based in BC (2,800 and 460).
- Number of BC students receiving Athabasca block transfer (100 per year).
- Number of program articulations (over 600).
- Number of visiting students from BC (700 a year).
- Selection of 30 most popular block transfer agreements and 33 high demand courses.

BCCAT staff members assessed Athabasca's proposal and found that it sufficiently addresses the criteria outlined in the new policy, and therefore recommended it to TAC for approval. At the Nov. 09 TAC Meeting, the Committee moved to recommend to Council that Athabasca be admitted to BC Transfer System. After some discussion, the Council carried the motion to approve the admission of Athabasca University to the BC Transfer System.

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**MOTION:** Subject to the provisions of the New Members Policy, to approve the admission of Athabasca University to the BC Transfer System, with specific courses and block transfer agreements (as described in the proposal) listed in the BC Transfer Guide.

M. Gerson/H. Schneider - CARRIED

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## 8. RESEARCH

### 8.1. Research Committee

Frank Gelin announced that Tony Eder (Director, Institutional Planning & Analysis at the University of Victoria, and recently appointed Council member) has been named the new Chair of the Research Committee.

8.1.1. Research Committee Meeting (Nov. 13/09) *[See 5.2.3 above for details regarding this meeting.]*

### 8.2. Research Projects

8.2.1. 15 Years Out: Occupational and Educational Patterns of the Class of '88

Lesley Andres (project contractor) gave a brief summary of the findings of her research highlighted in a BCCAT newsletter: a 15-year longitudinal study following BC high school graduates from the Class of 1988 to trace their transitions through post-secondary education and into the workforce. The report is available at [bccat.ca/pubs/rr\\_dec09.pdf](http://bccat.ca/pubs/rr_dec09.pdf)

8.2.2. External Review of BC Transfer System

At October 2009 Council meeting, Council was informed that we would be proceeding with first part of project (an independent external review of research that has been conducted on the effectiveness of the BC Transfer System). Our goal was to contract with a well-respected individual to take on the role of external reviewer. We have since contracted with Dr. John Waterhouse (formerly Vice-President Academic at Simon Fraser University). It is expected that the final report will be ready to present to Council at the March 2010 meeting.

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## 9. BCCAT WEB SERVICES

### 9.1. Website Redesign Project

9.1.1. 2010 Transit Ad Campaign

Mike Winsemann reported that we have been offered the opportunity to advertise on the SkyTrain (and on buses throughout BC) throughout the 2010 Olympic period. This project had not been included in the 2009-10 work plan due to the fact that (at the time of developing the work plan) this was understood to be a “black-out” period for advertising. After some re-organization, the Marketing and Communications (MAC) team were able to determine that funds are available for this campaign (including the redesign of the transit ad). It is expected that the ad will be ready to run by mid-January, if not earlier.

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## 9.2. Education Planner

### 9.2.1. Education Planner Advisory Committee Meeting (Nov. 27/09)

There were good discussions at this meeting, with a particular focus on the redesign of the Education Planner website. The minutes will be made available to Council at the March 2010 Council meeting.

**ACTION:** The minutes of the Nov. 27/09 meeting of the Education Planner Advisory Committee meeting will be provided to members at the March 2010 meeting of Council.

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## 10. OTHER ITEMS OF INTEREST – The following items were provided for information only.

### 10.1. Atlantic Provinces: MOU on Transfer

[www.apccc.ca/agreements/2009%20Transfer%20MOU.pdf](http://www.apccc.ca/agreements/2009%20Transfer%20MOU.pdf)

### 10.2. Education Quality Assurance (EQA): New Designation

Main site: [www.bccie.bc.ca/eqa/](http://www.bccie.bc.ca/eqa/)

Criteria: [www.aved.gov.bc.ca/education\\_quality\\_assurance/docs/manual.pdf](http://www.aved.gov.bc.ca/education_quality_assurance/docs/manual.pdf)

### 10.3. Georgia Straight (Nov. 09): Article on Transfer

[www.straight.com/article-269651/tight-times-thrifty-path-degree](http://www.straight.com/article-269651/tight-times-thrifty-path-degree)

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## 11. ANY OTHER BUSINESS

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## 12. CONFIRMATION OF DATES & LOCATIONS OF NEXT MEETINGS

The following dates and locations were confirmed for the next meetings of Council:

- **2009-10 Meeting #3** (Friday, March 5, 2010; Kwantlen Polytechnic University – Cloverdale Campus)
- **2009-10 Meeting #4** (May 27-28, 2010; BCIT-DTC, 555 Seymour St., Vancouver)

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## 13. ADJOURNMENT

Following Council agenda business, Dan Birch (Co-Chair) convened two *in-camera*\* sessions:

- **1:00 to 2:00pm (Selection Committee and Council members)** to report on process and discuss and vote on the proposed motion.
- **2:00-3:00pm (Selection Committee)**

**MOTION:** To delegate to the Selection Committee the responsibility of appointing the new Executive Director and presenting the selection to Council for ratification. It is understood that the Co-Chair is responsible for negotiating terms with the successful candidate.

P. Harrison/K. Ross - CARRIED

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\* BCCAT staff members did not participate in either of these discussions, with the exception of Finola Finlay (Selection Committee member) and Valerie Yorkston (Executive Assistant to the Selection Committee).