

**ESL Articulation Steering Committee Meeting  
Minutes of May 24-25, 2007  
3700 Willingdon Ave, Burnaby  
SE 2 TownSquare D  
British Columbia Institute of Technology**

**Present:**

Catherine Ostler (Capilano)	Kate Gilchrist (Okanagan College)
Elizabeth West (Camosun)	Pat Hanki (College of New Caledonia)
Izabela Moldovan (Minutes)	Leslie Mercer (Columbia College)
Nargis Abraham (BCIT)	Emma Bourassa (TRU)
Janet Zlotnik (VCC)	Tina Cacciatore-Iwata (Columbia College)
Marv Westrom (Alexander College)	Vicki Vogel (Langara)
Debbie Smith (Douglas College)	Fraser Thorburn (VCC)
Susan Peake (Capilano)	Shana Rablah (Selkirk College)
Joel Murray (Kwantlen UC)	Cheryl Howrigan (VCC-Outreach)
Bob Hodgins (Coquitlam)	Maria Bos-Chan (UCFV)
Charlotte Sheldrake (UVic)	Erin Aasland Hall (College of the Rockies)
Norman Bendle (NIC)	Cathy Mutis (SFU)
Nora Ready (VCC)	Bonnie Wai (AVED)
Karen Jane Hills (VCC)	John Boraas (Camosun, D&D Chair and System Liaison to BCCAT)
Ross Barbour (VCC)	Lisa Robertson (Camosun)
Tanis Sawkins (VCC)	Mark Limacher (Camosun)
Elizabeth Templeman (TRU)	Jennifer Orum (BCCAT/BCIT)
Valerie Hodge (Malaspina UC)	
Laurel Mathew (TWU)	
Jayne Taylor (TWU)	

**Regrets:** Janelle Sheen (UBC), Shawna Williams (UBC)

**DAY ONE: THURSDAY, MAY 24**

**I. Approval of the Agenda**

The proposed agenda, which had been circulated via e-mail prior to the meeting, was approved with one modification in the sequence of steps (steps VIII and XII reversed).

**II. Approval of Minutes from May 25, 2006**

A motion to approve the minutes of last year's meeting was moved by Debbie Smith and seconded by Valerie Hodge. The motion was carried.

**III. Housekeeping**

The following housekeeping items were discussed:

- orientation
- elections for the next Chair. Catherine said that she will take 2008 off and suggested that members consider chairing the committee next year. Elections will take place tomorrow, May 25, 2007.

- contact information update sheet was circulated so that members could update their information as needed.
- Dates for next year's meeting were discussed - same week in May Members were encouraged to consider hosting)
- dinner plans.

#### **IV. Welcome, introductions, roundtable – Summary of New Initiatives.**

The Chair invited each member to briefly share information about their institution, with emphasis on new initiatives.

#### **V. Report from Deans and Directors**

(John Boraas, Dean of Access and First Nations Programs at Camosun and Head of Deans and Directors' Group [D&D])

John reported to the ESL Articulation Committee on behalf of the Deans and Directors. He made the following points:

- Priorities have been established in connection with the work on literacy issues, and ESL youth programs have been initiated in school districts and colleges.
- Questions have been raised with regard to ESL students moving to post-secondary. There is a need for support to help track these students, and the Ministry has been requested for access to data.
- The D&Ds have agreed to make a priority the development of a better relationship with other Ministries, e.g., the Attorney –General's office which has been a challenge for the college system. The D&Ds are trying to resolve this.
- The D&Ds have received an expression of interest from the ESL Articulation group to make a name change from "ESL" to something more inclusive of all students needing help with their English skills.
- The D&Ds will support the ESL Articulation group on accessing data on students from the Ministry on a regular/annual basis.
- Efforts are being made to look into the issue of free tuition for ABE students with particular focus on ESL students. The D&Ds would like to see a more rational approach across the board rather than specifically for the ABE group. ABE should be tuition free, but colleges have their own policies on tuition fees. At this point the DDs are working towards providing tuition free access at least at the lowest levels of ABE and ESL.
- John then answered questions from the Committee members.

#### **VI. Ministry Update**

(Bonnie Wai, Education Officer for ESL and ABE)

A handout was circulated on the organizational changes to the Ministry. Dawna MacKay is looking after aboriginal and developmental programs. The minister is Murray Coell, and the deputy minister in Moura Quayle.

Bonnie spoke to the tuition-free policy issue. The Ministry is looking into the funding implications. According to present policy, ESL and ABE programs are tuition-free for non-high school graduates, but institutions can charge high school graduates tuition fees for ESL and ABE. ASE should also be included in this discussion. ABE has a good

chance of becoming tuition-free for all students, but tuition-free ESL and ASE is still being discussed.

John Boraas pointed out that ABE students are seen as the most marginalized, that's why they are granted tuition-free status. He suggested that the ESL Articulation Committee should look for ways by which they can lobby the Ministry for tuition-free ESL. Individual institutions should also lobby the Ministry for some compensation to be offered to colleges.

It was observed that in several colleges, international students' fees cover the tuition for domestic students.

Bonnie explained how funding for immigrants is administered from the Attorney General's office, and said that the present focus of the Ministry is on aboriginals and immigrants. ESL funding for immigrants is also available through new federal funding for Settlement Services, including for English language training (ELT). The Ministry has a spending plan which has been approved by the Treasury Board.

The Ministry has just begun receiving reactions to the 2020 report; several comments have been received with regard to the recommendation to take away the degree granting status from various colleges.

Bonnie referred to the ESL outcome survey on which Elizabeth, Catherine, and Debbie are working. The questionnaire has been designed and colleges will be approached to provide their data during the coming Fall term. A question was raised about how personal education numbers work for ESL students. John Boraas responded to this question, by explaining that the Ministry has had conversations to track down students in different ESL programs, but currently comparisons between different institutions (incl. Ministry) are still difficult. Several other questions were raised about the funding issue.

#### **VII. Report from February 2007 BCCAT Chairs' Meeting;**

Jennifer Orum presented the "BCCAT Articulation Committee Update, May 2007". She also pointed out that the BCCAT website has useful links to information about meetings, as well as to policies and guidelines. The ESL Articulation webpage can be accessed through the BCCAT site.

#### **VIII. Report on Completion of Phase I of the Articulation Committee's Project to align the CLB to the Articulation Guide (Elizabeth West, Catherine Ostler, Ross Barbour, Elizabeth Templeman)**

Elizabeth West and Catherine Ostler presented a report on Phase I through a power point presentation of the highlights. The report, *An Alignment of the Canadian Language Benchmarks to the BC ESL Articulation Levels*, is available on the BCCAT website.

### **IX. Explanation of Phase II of CLB Project – Benchmarking English 100 (Catherine Ostler, Elizabeth West)**

Catherine Ostler opened the presentation on Phase II, and reviewed the report. Jennifer Orum (BCCAT) said that the funding of Phase II is a priority because of the success and credibility gained by Phase I of the project. Ross Barbour (VCC) noted a distinction should be made between EAP descriptors and CLB. He added that the CLB does not necessarily consider the academic culture of colleges and universities.

The following motion was put forward: “It is moved to put the CLB Alignments into the seventh edition of the ESL Articulation Guide 2007.” Moved by: Vicki Vogel, Seconded by: Joel Murray. Carried unanimously.

### **X. Validation Exercise: Steering Committee members examined a previously articulated EAP Level IV course with reference to the CLB alignments to the EAP outcomes.**

Summary of validation exercise comments and suggestions:

Outcomes are necessary, but EAP outcomes and CLB outcomes are different and difficult to interpret. The alignment matched the 75% rule, but it was remarked that the CLB lacks the academic aspect.

EAP wording needs refinement; For example, under Listening, the wording “understand” is too broad. Conditions of performance are not part of the CLB, which was not meant to be used to write curriculum. Therefore, the committee will continue to use the EAP Articulation Descriptors.

Articulating EAP designations with CLB could be problematic if there is no clear understanding of how complex the CLBs are. A caveat is necessary in order to avoid confusion as to how the committee approaches CLB.

It was suggested that the CLB be lobbied to include an academic stream, for example, 8 ‘A’. It was noted that several BC college teachers have worked on the CLB, and therefore we can contribute to the CLB and have a presence in its policy-shaping process.

Elizabeth described the importance of a timeline and what requirements are to be met during this time. We need to put in a proposal to BCCAT, and form a steering committee with members from both the English Articulation Committee and the ESL Articulation Committee. Once the project is approved, the research needs to be done in January-March 2008, and a draft report made ready for presentation at the next ESL Articulation Meeting. The proposal needs four persons to offer to work on the project. Those interested should get together during lunch on May 25 (tomorrow).

### **XI. Discussion of the “Recommended Actions for the BC ESL Articulation Committee” in the report, “An Alignment of the Canadian Language Benchmarks to the BC ESL Articulation Levels,” Dec. 2006, pp. 16-17**

- The committee discussed the importance of having access courses articulated with the CLB alignments or not.

- One of the main concerns is the fact that attempting to use the CLB would in many cases determine a complete re-structuring of the actual courses running in the colleges at the moment.
- It was suggested that the committee work towards accommodating CLB eventually.
- There was discussion about how articulation is supposed to facilitate student movement from one institution to the next, but in reality it is very difficult to actually move students from one institution to another. There is a need for more pressure top down so that a student can transfer from one college to another and his/her work be recognized at an equivalent level. It was suggested that the item be revisited the next day.
- Discussion continued around the recommended actions. VCC is working extensively to create more effective assessment instruments to be aligned with the CLB.
- This particular item will be placed again on the agenda for a future (short-term) meeting in order to continue the discussion after more consideration.

**XII. Report on ESL Student Outcomes Survey – progress to date (Catherine Ostler, Elizabeth West, Debbie Smith)**

- An update was provided.

**XIII. Organization for Day Two of the Meeting**

- For Day Two, committee members were requested to prepare materials; keeping in mind the topics of ESL funding tuition free and name change for 'ESL'. Also on the next day's agenda were co-chairing of the committee, EAP chair for next and location for next year's meeting.
- The first day of the meeting was adjourned.

**DAY TWO: FRIDAY, MAY 25**

The meeting reconvened Friday, May 25. The first order of the day was to convene the working groups for EAP and for Access and Work.

**XIV. Working Groups Meeting**

**EAP Working Committee: Chair Elizabeth West.**

The following items were discussed and courses articulated.

1. Changes at TRU

Name and numbering changes were made to TRU courses

2. Changes at Camosun

ELD 079 was added as equivalent to ELD 074 (EAP 3 List and Speaking)

### 3. Articulation of New Courses - Columbia College

Columbia College brought forward English 099 to be articulated at EAP IV. After discussion, all agreed to reconsider this course at a later date because a portion of it appeared to be at the EAP III level. It was concluded that the courses needed to be revised and re-submitted for articulation at next year's meeting.

### 4. Discussion about the May 2006 Motion

Elizabeth West read out the motion from the 2006 minutes:

We move that BCCAT through the Deans and Directors conduct coordinated research, in consultation with the EAP Working Group of the BC ESL Articulation Committee, to track the success rates in first year university level courses of students who have met the language requirement through successful completion of EAP IV at the home institution in order to compare the success rates of these students with the general student population of the home institution.

Many questions were raised about this motion and after much discussion, it was agreed that a small committee would work on formulating an adequate research question. Marv Westrom put forward the following motion: "I move to form a committee to establish the research questions that will be put to the Ministry of Education to investigate the effect of EAP on success at first-year English." Seconded by Joel Murray. Carried.

Committee members include Joel Murray, Marv Westrom, and Ross Barbour.

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### 5. Minor Revisions for the EAP Outcomes

The following minor changes recommended by the CLB Project Committee were made to EAP outcomes

EAP II Speaking – EAP II remove "complex"; EAP III – "increasingly complex"; EAP IV – "complex"

EAP II Listening a. 'slower to natural'; c.

EAP I Reading – comprehend a range of simplified materials of various types and lengths

EAP I Writing – b. "identified" – no change; c. Change to "Use a variety of simple, compound, and basic complex sentence patterns correctly."

EAP I Listening – a. no change

### 6. Tuition for ESL Students

The Committee discussed free tuition for ESL students. In general, the Committee supported this but expressed concern about where the money would come from to support this, the government or colleges. Finally, the Committee agreed that the government should support free tuition not only for immigrants but also for Canadian citizens and French Canadians (ESL domestic students).

### 7. Updating the textbook list

This will be done via e-mail next year

**Access and Work Working Committee: Chair = Pat Hanki**

Minutes: Mark Limacher

Present: Norman Bendle, NIC; Shana Rablah, Selkirk; Cheryl Howrigai, VCC; Valerie Hodge, MUC; Tanis Sawkins, VCC; Karen Jane Hills, VCC; Lisa Robertson, Camosun; Mark Limacher, Camosun; Pat Hanki, CNC

1. Business arising from the previous access and work meeting May 25, 2006
  - a. Courses which have both Work and EAP commonalities should be formatted for discussion with both Work and EAP Committees. ACTION: After discussion it was decided that we will bring any courses that have commonality to the larger group pending our discussion on CLB Benchmarking.
  - b. Course descriptions for Access need to be changed from objectives to outcomes. ACTION: It was decided to reserve discussion about this to the discussion of a project to describe courses using CLB.
  - c. No course numbers on courses listed on Work grid, but there was no chair for the Work Group and this should not be done by the Access group. ACTION: It was decided to reserve discussion of this to the discussion of a project to describe courses using CLB.
  - d. Should Access and Work be two distinct working groups? They were originally put together since often only one rep (so could not attend both or all three working groups). ACTION: It was decided to discuss the processes for Access and Work later in the agenda

2. Additions to the Agenda

a. Tuition free ESL

ACTION: The Access group strongly recommends that Deans and Directors advocate for ESL classes being tuition free for all qualified domestic students who do not have Canadian high school equivalency. Moved: Norm Seconded: Valerie PASSED

ACTION: The Access group strongly recommends that Deans and Directors advocate for a review of financial aid options to improve access for qualified domestic ESL students. Moved: Lisa Seconded: Norman PASSED

b. ESL name change

ACTION: Gather suggestions for alternative titles for ESL and take to the larger group.

c. Funding

ACTION: The Access group strongly recommends that Deans and Directors advocate that the new Federal Provincial transfer agreement for ESL contain greater transparency on the fund processes and allocation. Moved: Shara, Seconded Tanis PASSED

ACTION: The Access group strongly recommends that Deans and Directors supply resources for province-wide workshops on how to access non-base funding. Moved:

Lisa, Seconded: Karen Jane. PASSED

ACTION: The access group strongly recommends that Deans and Directors, appropriate ministries and the institutional governance groups ensure that all federal and provincial money designated for ESL be used for such. Moved: Norman Seconded: Cheryl PASSED

d. ACTION: bring examples of assessments for all four skills to the next articulation meeting

e. Employability Skills: ACTION: Next year examine whether we wish to continue to include Employability Skills in the articulations document.

3. Changes to any Courses

a. For changes to the names of existing courses it was explained the individual should change the names on the grid.

b. There was a discussion of courses that are struck off the grid. ACTION: Recommend that we add a section to our articulation guide that references courses that are no longer offered or are inactive. The rationale for this recommendation is to preserve the history of courses that have been offered. This facilitates identification of courses students may have taken that are no longer offered or are inactive. It also allows for sharing of previously developed materials and expertise.

4. Articulation of 3 New Courses (Malaspina)

a. Communications 1, 2 & 3 (see supporting documents) On the supporting documents Communications II should read level 5, 6 (not 4,5).

ACTION: Moved: Norman, Seconded: Shana, That we accept the 3 new Malaspina courses on the articulation grid. Passed

5. Addition of new course information into the guide (no articulation necessary)

a. CAPE program, Camosun. ACTION: The information provided by Camosun will be included in the articulations English for Work Grid

b. Professional and Career English (PACE): English for Health Sciences I and II, VCC ACTION: Tanis distributed information on English for Health Sciences I and II. These courses will be discuss at the next annual articulations meeting.

6. Other discussion arising from the recommended actions

a. Incorporating the CLB alignments.

Discussion: Would the alignment process used by EAP work at these levels?

One approach would be look closely at what you are doing already, rather than moving to Benchmarks. Another approach is to look at what students need and describe this using Benchmarks. Can result in course changes. At present, non-Benchmark descriptions represent a way of thinking that may get lost by moving to Benchmarks. Benchmarks

might lose some of the specificity offered by existing ways of describing students' skills and knowledge. What is really happening at each Access level? Useful to discuss what happens at each institution. Access language needs to be updated. Concerns about how Benchmark levels are used.

ACTION: Develop a proposal for a project to create a process to examine and describe Access Programming using CLB and other methods.

ACTION: Develop a proposal for a project to apply the process to align the Access Programs to Benchmark .

Volunteers for a steering committee: Tanis, Shana, Karen Jane, Valerie, Norman, Lisa, John Boraas.

ACTION: The steering committee will apply for funding (BCCAT) and select a working group

7. Discussion regarding Access/Work articulation process

a. Is this process the same as EAP process or changed and in what way?

b. submissions sent to the Chair prior to articulation or brought to the meeting.

ACTION: Follow the EAP process. Submissions to the Chair a month before the annual articulation meeting. Submission should follow the "How to Articulate" handbook guidelines for EAP.

8. Election of Chair for next year's Access/Work working-committee - Pat Hanki was enthusiastically re-elected to the Chair position.

ACTION: The Access group asks that John Boraas, as Chair of the Deans and Directors group work with his colleagues to ensure that the articulation process is supported at the institutional level. Moved: Valerie, Seconded: Cheryl. PASSED

## **8. Working Groups Report Back**

The two working groups reported the highlights of their meetings, and discussion followed. The following motions were made.

- Motion: The Steering Committee strongly recommends that Deans and Directors advocate for a review of financial aid options to improve access for qualified domestic ESL students. Moved: Nora Ready Seconded: Emma Bourassa. Carried.
- Motion: a) The Steering Committee strongly recommends that Deans and Directors advocate that the new Federal Provincial transfer agreement for ESL contain greater transparency on the funding processes. Moved: Lisa Robertson Seconded: Tanis Sawkins.
- b) Whereas in the campus 2020 document the BC government has pledged to make our province "the best educated, most literate jurisdiction in Canada, the Steering Committee strongly recommends the Deans and Directors advocate for ESL classes being tuition free for all qualified domestic students, and additional

provincial funding be provided for this. Moved: Nora Ready Seconded: Emma Bourassa. Carried.

- Motion: The Steering Committee strongly recommends that Deans and Directors, appropriate ministries and the institutional governance groups ensure that all federal and provincial money designated for ESL be used for such. Moved: Norman Seconded: Mark. Carried.
- Motion: Whereas the current process for accessing base ESL funding, and the amounts and usage of such funding is unclear, the Steering Committee recommends: 1) that the Deans and Directors advocate that the new “federal Provincial transfer agreement for ESL” contain greater transparency on the funding processes and allocation; and 2) that the Deans and Directors supply resources for province wide workshops for faculty on how to access non base funding. Moved: Lisa Robertson Seconded: Tanis Sawkins.

**Next year’s chair and meeting location:**

Charlotte Sheldrake (UVic) was acclaimed Chair of the EAP Working group and Co-Chair of the ESL Articulation Committee for the next two years.

The out-going chair Catherine Ostler was thanked by all for her dedication and work. Elizabeth West will continue to be co-chair for the next year, at which time her co-chair position will be up for re-election, according to the staggered model of appointing co-chairs adopted by the ESL Articulation committee.

The College of the Rockies, Cranbrook, has offered to host next year’s meeting.

**ESL Name:**

Nora and Cheryl from VCC presented a rationale for the proposed name change for ‘ESL’. It was recommended that the committee members consider it in conjunction with instructors at their colleges, and bring back their recommendations to next year’s meeting.

The meeting adjourned at 4 pm.