

# MEETING MINUTES (Approved)

**ATTENDEES/PARTICIPANTS:**

**Council Members:**

Dan Birch (Co-Chair), Frank Gelin (Co-Chair & Executive Director), Neil Coburn, Karlee Diesing, Lou Dryden, Martin Gerson, Jody Gordon, Bob Harris, Paul Harrison, Karin Kaercher, Paul Madak.

**Regrets:**

*Lesley Andres (on leave), Robbie Dunlop, Tom Grant, Bill Krane, Heather Schneider, Tim Segger, Harro Van Brummelen, Mike Winsemann.*

**BCCAT Staff Members:**

Finola Finlay, Devron Gaber, Jean Karlinski, Jennifer Orum, Raili Mclvor, Valerie Yorkston.

**BCIT Representatives:**

Don Wright, President  
 Paul Dangerfield, Vice-President, Education  
 Val Karpinsky, A/ Vice-President, Student Services  
 Jacqui Stewart, A/ Vice-President, Finance and Administration  
 Pat Matthieu, Director of Enrolment Planning  
 Mario Mazziotti, Director, Institutional Planning & Analysis  
 Ann McArthur, Associate Dean, Degree Development & Academic Planning

**NOTE:** *At noon, BCIT representatives joined together with Council members for a time of lunch and discussion regarding the vision and mandate of BCIT, the transfer credit project currently underway, and the role of BCIT in the BC transfer system.*

**Guests:**

Christine Arnold, Graduate Student, Brock University  
 Tracy Lavin, Principal Researcher, Canadian Council on Learning

<i>Discussion Points or Reference</i>	<i>Actions or Outcomes</i>
<p><b>1. Call to Order &amp; Welcome</b></p> <p>Dan Birch (Council Co-Chair) opened the meeting by welcoming council members, noting apologies from those unable to attend, and providing a brief update regarding the schedule for the day.</p> <p><b>1.1. Council Membership</b></p> <p>Dan Birch reported that Lynda Wallace-Hulecki had given notice of her resignation from the University of Victoria and, therefore, would be stepping down from the Council.</p>	
<p><b>2. Approval of Proposed Agenda</b></p> <p>The agenda was approved, with the addition of the following two items:</p> <ul style="list-style-type: none"> <li>• Item 7.4.4 Applicant Policy at Ontario Universities</li> <li>• Item 10.3 Ontario University Registrars' Association (OURA) Conference</li> </ul>	

<p><b>3. Approval of Minutes of Previous Meeting (Dec. 6/08)</b></p> <p>The minutes were approved as presented.</p>	<p><b>ACTION:</b> The approved minutes will be posted to the web.</p>
<p><b>4. BCCAT Staff Report</b></p> <p><b>4.1. Staff Report</b></p> <p>Frank Gelin spoke briefly about the staff report to council, noting in particular the Ministry’s plans to conduct a Business Process Review of the BC Transfer System and articulation processes. BCCAT staff members have been in discussion with Ministry contacts regarding possible approaches to the review.</p> <p><b>4.1.1. Budget Letter &amp; Ministry Response</b></p> <p>Frank reported that the budget request submitted to Ministry had been received and acknowledged, and members would be informed as and when the budget for 09-10 is confirmed.</p> <p><b>4.1.2. Ministry Service Plan 2009/10 – 2010/11</b></p> <p>Frank provided this item for information only, noting the reference to a commitment to expanding transferability (on p. 26). The full plan is available at <a href="http://www.bcbudget.gov.bc.ca/2009/sp/pdf/ministry/almd.pdf">www.bcbudget.gov.bc.ca/2009/sp/pdf/ministry/almd.pdf</a>.</p>	<p><b>ACTION:</b> Frank will inform council members when the Ministry confirm the BCCAT budget for 2009-10.</p>
<p><b>5. ADMISSIONS</b></p> <p><b>5.1. Admissions Committee</b></p> <p><b>5.1.1. Next Meeting (March 19/09)</b></p> <p>The next meeting of the Admissions Committee will be held on March 19/09. At this meeting, there will be reports on 2008-09 projects, in particular the Environmental Scan of Admissions Policies and Practices project conducted by Nick Heath and the Macro-Level Analysis of Transfer Student Data project conducted by Walter Wattamaniuk. The committee will also work on approving a draft workplan for inclusion in the BCCAT work plan to be presented to Council at the May 09 planning meeting.</p> <p><b>5.2. Admissions Projects</b></p> <p><b>5.2.1. Survey of 2005/06 High School Graduates Who Did Not Pursue BC Public Post-Secondary Education by Fall 2007</b> (Joint Presentation by Tracy Lavin, CCL &amp; Jean Karlinski, BCCAT)</p> <p>This project was co-funded by BCCAT and the Canadian Council on Learning (CCL). The survey followed the 2005-06 high school graduates who did not register at a public post-secondary institution by the end of the fall term of 2007. This project was undertaken to better understand (a) other post-secondary destinations outside of the BC public system, and (b) the intentions of high school students who have not continued on to post-secondary education almost</p>	

two years after graduation from high school. For example, how many applied to or registered at a private post-secondary institution in BC or at an institution elsewhere in Canada? What were the intentions of high school students who did not continue on to post-secondary education after graduation from high school? Key findings included the following:

- 62% of survey respondents had, by March 2008 (the date of the survey), registered at or applied to a post-secondary institution;
- a further 22% intended to apply to a post-secondary institution (virtually all within the next two years); and
- by extrapolating the survey results and integrating them with prior research conducted by the STP, this study was able to quantify the post-secondary destinations of all of the province's 2005/06 graduates, resulting in a post-secondary transition rate of 78% by March 2008.

The research report entitled *Where Did They Go?*, was prepared by CCL and finalized in March 2009. The report will be posted to the BCCAT website shortly followed by a newsletter which will be broadly distributed.

#### **5.2.2. Update on Admission GPA Calculation Issue**

Jean reported on this project which began with a BCCAT discussion paper presented to BCRA in November 2006. The paper outlined the different methods used by universities in calculating GPAs for the admission of transfer students and problems students have anticipating how their GPA will transfer. In response, BCRA struck a Task Group to explore the issue and recommend steps to better inform students. Through the course of numerous discussions, the task group presented a number of recommendations to BCRA, including adopting a set of principles (e.g. using common language where possible when describing GPA conversions), and posting endorsed generic language on BCCAT.ca and institutional websites.

As a result of subsequent deliberations by the BCRA (in February 2009), it was agreed that the language for the BCCAT website should be approved, and links to this information should be provided from the institutional websites. Jean confirmed that this decision marks the conclusion of this project.

In the ensuing discussion, members explored whether there may be more for BCCAT to do concerning this issue, to ensure that students gain sufficient clarity for planning purposes. Council members expressed the view that it is vital to keep dialogue open on this issue. Frank Gelin suggested that this recommendation should be brought forward to the Admissions Committee for their consideration, and the outcome of that discussion will be presented to Council at the May 09 meeting.

#### **5.2.3. 2009 Degree Partnership Symposium (Nov. 5/09)**

BCCAT held its first symposium on degree partnerships in April 2007. The symposium proved to be a success and participants suggested a second, similar event. This has now been scheduled for November 5/09. Devron Gaber informed members that BCCAT will be issuing a Call for Proposals to identify suitable degree partnership arrangements for presentation at this event. (A good example is the one just announced by SFU and Douglas, as referenced under Item 10.2 of this agenda.)

**ACTION:** *On behalf of the Council, BCCAT staff will send a letter of appreciation to CCL for the funding support and good work on this survey.*

**ACTION:** *BCCAT staff will bring forward to the Admissions Committee for their consideration the recommendation that further work be considered surrounding information on GPA conversions, and the outcome of that discussion will be presented to Council at the May 09 meeting.*

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The symposium is being arranged in tandem with another BCCAT event: a Joint Annual Meeting (a combination of two annual meeting gatherings, the Articulation Chairs & System Liaison Persons and the Institutional Contact Persons). This event will be held on November 6, 2009. Both events will be held at the River Rock Casino, to accommodate the larger numbers expected to attend. Council members are invited to attend both events, and expenses will be paid for those members who choose to attend.

### **5.3. Student Transitions Project (STP)**

#### **5.3.1. Movement of all PSE Students Among All BC Public Post-Secondary Institutions**

This year, the STP expanded this research to follow the movement of *all* registrants in public post-secondary institutions in the period 2002/03 to 2006/07, plus Fall 2007. This is not a cohort study like the ones which followed the movement of the 2001/02 high school graduation cohort up to 2006/07. Like the previous study, however, this one also tracks student movement in multiple directions, including from university to other post-secondary institutions.

Interesting findings include:

- BCIT was the top destination for students from both UBC and SFU.
- BCIT was the most popular destination for students moving institutions, with 14% transferring to BCIT.
- Colleges tend to have high Mobility Rates and universities are the top sector for receiving students, attesting to the success of the Transfer System.

The newsletter outlining key findings was published in February 2009 and is available online at [www.aved.gov.bc.ca/student\\_transitions/documents/stp\\_highlights\\_feb09.pdf](http://www.aved.gov.bc.ca/student_transitions/documents/stp_highlights_feb09.pdf).

#### **5.3.2. STP Manager Position**

Devron reported that we are now in the last stages of finalizing an agreement with SFU to second Joanne Heslop to continue her work as STP Manager for 2009/10. The secondment will be for one year with an option to renew for another year up to January 2013. Devron expressed his thanks to Bill Krane for his assistance throughout the negotiation process.

#### **5.3.3. Presentation at UVic**

Devron gave a brief update regarding a joint presentation that he and Joanne Heslop made at the University of Victoria on March 5/09 upon invitation from UVic. The presentation went very well with about 50 people in attendance, including a number of faculty. The audience remained fully engaged throughout the 75 minute presentation and asked a lot of good questions.

Joanne and Devron made another presentation on STP data at the WESTVAC/WESTVPR conference in Victoria later that same day. The session was chaired by Bill Krane. It was also successful.

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## 6. BCIT TRANSFER PROJECT

### 6.1. Student Mobility in BC: The Role Played by BCIT

At 10:30am, we were joined by representatives from BCIT for a presentation by Devron Gaber regarding Student Mobility research and what it reveals regarding the role of BCIT in the BC Transfer System.

### 6.2. BCIT's New Vision & Mandate *(This item was provided for information only)*

### 6.3. BCIT Progress Report *(Presentation by Pat Matthieu, Director of Enrolment Planning, BCIT)*

Pat Matthieu reported on the Transfer Credit Project undertaken recently by BCIT to address the need to serve incoming students better, to formalize transfer agreements, to provide important transfer information, and to actively operate as a major receiving institution in the BC transfer system. The presentation was followed by dialogue regarding the significant advances made by BCIT in undertaking this work and a discussion of the next steps to be taken in moving the current database from an internal BCIT platform to integration with the BC Transfer Guide.

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## 7. TRANSFER & ARTICULATION

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

#### 7.1.1. TAC Meeting (Feb. 20/09)

The minutes of this meeting were provided for information. Martin Gerson (Chair) reported that there was considerable discussion about the leadership role of BCCAT in the national context, and TAC members expressed the view that this was appropriate and in keeping with the Council mandate to support student mobility.

#### 7.1.2. Transfer Innovations (TI) Update

Jennifer Orum (Special Projects Coordinator) provided an update of TI projects completed to date. (See 7.1.2.2. below for the most recently completed project.)

##### *7.1.2.1. Business Management Transfer Guide*

As a result of discussions at the TAC meeting, the decision has been made to remove the Business Management Transfer Guide from the BC Transfer Guide, due to issues regarding the lack of regular maintenance and discrepancies in the listings. Despite the fact there is a certain amount of support for the guide, it is the majority opinion among the Business and Commerce Articulation Committee, the BC Business Deans, BCCAT staff, and the TAC that the usefulness and accuracy of the guide have become questionable. This finding has highlighted the benefits of relying on a central site, i.e. the BC Transfer Guide, for accurate information on course-to-course articulations.

### 7.1.2.2. ABT/OA Legal Admin Descriptive Pathways Final Report

Jennifer reported on the completion of this project, the development of a new transfer grid for Applied Business Technology/Office Administration (ABT/OA) Legal Administration Assistant Programs. The report is available at [www.bccat.ca/pubs/ABTPathways.pdf](http://www.bccat.ca/pubs/ABTPathways.pdf).

## 7.2. BC Transfer System

### 7.2.1. New Members Policy: Proposed Revision

Members reviewed the proposed revision to this policy. In particular, it was noted that a stipulation approved by Council regarding the inclusion of Alberta institutions would also be an appropriate provision for all institutions. The motion to approve the proposed revision was carried.

### 7.2.2. DQAB Annual Reporting – Update

Finola spoke briefly about the new DQAB monitoring measure which requires institutions with consent under the Degree Authorization Act (DAA) to report annually. BCCAT has been invited to comment on the information provided in the summary of these annual reports, and those comments will be taken into account for the final report. Members noted the value of this process for reinforcing the accountability of institutions.

## 7.3. Degree Quality Assessment Board (DQAB)

Frank Gelin gave an update of recent applications, decisions and development with the DQAB. The number of applications has been declining in recent months (five from private institutions, seven from public universities, three from colleges and institutes, and one from Athabasca University). Recent approvals include: Capilano University's Bachelor of Early Childhood degree and Athabasca University's Master of Counseling (Art Therapy). There was also some discussion regarding the comparison between Alberta and BC standards for degrees.

**7.3.1.** ALMD News Release (Jan. 20/09): Six New Degrees *(This item was provided for information only.)*

## 7.4. Interprovincial Issues & Developments

### 7.4.1. Tri-Council (BCCAT, ACAT, SaskCAT) Meeting (Feb. 24/09)

The second meeting of these three Western Canadian councils was held at BCCAT on Feb. 24/09. The agenda focused on sharing information and best practices and, in particular, the collaborative initiatives outlined at the first meeting in September 2008 in Edmonton.

### 7.4.2. Response to Stats Canada Report

On behalf of BCCAT, Devron composed this letter of response regarding a recent report comparing student participation and drop-out rates in various post-secondary institutions in Canada. The main concern was that the report's definition of a "drop-out" was specified as anyone who left a post-secondary institution in a Canadian jurisdiction without completing a credential, regardless of whether that person ended up moving to another

**MOTION:** To approve the proposed revisions to the New Members Policy.

M. Gerson/L. Dryden – CARRIED

**ACTION:** BCCAT staff will forward a copy of this letter to the presidents of BC public post-secondary institutions.

institution to continue his or her studies. This particular definition does not take into account the workings of the BC transfer system, whereby students move between institutions as part of their route to degree completion.

The BC Ministry of Advanced Education & Labour Market Development has also been in discussion with Stats Canada regarding this concern.

#### **7.4.3. Public Service Commission Requirements Regarding “University” Courses**

Council members briefly reviewed the correspondence surrounding this issue, a request that the Public Service Commission modify their Qualifications Standards document to better reflect how specific course or degree requirements for certain public service jobs can be met within the structure of the BC post-secondary system where required courses can be taken within baccalaureate degree programs offered at either universities, colleges, or institutes as well as at our colleges as university transferable courses. A recent response to this request has been received, indicating that the QS document is under review. Further dialogue may be necessary.

#### **7.4.4. Applicant Policy at Ontario Universities**

This item, a letter from Paul Genest (President & CEO of the Council of Ontario Universities) regarding the COU Statement on Advanced Study at Provincially Assisted Ontario Universities, was provided for information.

## **8. RESEARCH**

### **8.1. Research Committee**

#### **8.1.1. Next Meeting (May 5/09)**

The next meeting of the Research Committee is scheduled for May 5/09. The focus of that meeting will be to review all proposed research projects from the transfer and admissions sides of BCCAT and to propose any additional research projects for the 2009/10 Work Plan.

### **8.2. Research Projects**

#### **8.2.1. BC College Transfer Student Profile Reports (SFU, UNBC, UBC, UVIC, TRU)**

Five universities agreed to undertake reports profiling BC College Transfer Students admitted to their respective universities in the period 2003/04 to 2007/08. (This was the first report prepared by Thompson Rivers University.) These reports provide demographic information on students who have transferred to each university from a BC college, university college, or institute (the names of the “sending” institutions used in these reports are those that were in place during the timeframe of the study). The following three reports have been published and are available on the BCCAT website. The TRU and UBC reports are expected to be completed shortly.

<http://bccat.ca/pubs/SFUProfile0708.pdf>

<http://bccat.ca/pubs/UNBCProfile0708.pdf>

<http://www.bccat.ca/pubs/UVICProfile0708.pdf>

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Jean finished by noting recent discussions by the STP Mobility of Transfer Students subcommittee which focused on rethinking this approach to the collection and processing of this kind of data; meanwhile consideration of future, alternative approaches to transfer student research is underway.

### **8.2.2. 2008 Admissions and Transfer Experiences of Students Continuing their Post-Secondary Education in BC (BC Stats)**

For the fourth time, BCCAT sponsored the analysis of a series of admissions and transfer questions asked of continuing students in the college, university college, and institute sector to better understand their post-secondary experiences. Analysis was undertaken by BC Stats using the 2008 Diploma, Associate Degree, and Certificate Student Outcomes (DACSO) Survey (previously known as the College and Institute Student Outcomes - or CISO - Survey), with permission from the Outcomes Working Group (OWG). Similar to the 2000, 2002, and 2005 survey results, the 2008 survey found high levels of student satisfaction with their transfer experience (81%). Of those who continued their studies:

- 90% entered their preferred institution;
- 94% entered their preferred program;
- 84% registered in all the courses they wanted; and
- 86% received all the transfer credits they expected.

Differences in the 2008 survey methodology and population compared with previous years do not allow direct comparability of all findings, although comparisons to other survey years are made throughout the report. Future DACSO surveys are expected to be directly comparable to the 2008 survey. The report is available at [www.bccat.ca/pubs/bcstats08.pdf](http://www.bccat.ca/pubs/bcstats08.pdf). (A 4-page newsletter highlighting the findings of this report is due to be published shortly.)

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## **9. BCCAT WEB SERVICES**

### **9.1. Education Planner**

#### **9.1.1. Education Planner Advisory Committee (Minutes of Nov. 25/08)**

The minutes of this committee meeting were provided for information, to supplement the verbal report given at the Dec. 08 Council meeting.

#### **9.1.2. External Review of Education Planner**

This year BCCAT contracted Al Atkinson, retired Vice President of Student Services at Douglas College, to conduct an independent review of Education Planner to determine its overall effectiveness and to serve as an accountability mechanism to government. The report reviewed Education Planner's governance and project management, effectiveness, marketing, site security, and sustainability. Several user surveys and focus groups were conducted as part of the review. Overall, the review indicated that EducationPlanner.ca is functioning well and highlighted some areas which BCCAT could work to improve. BCCAT is taking the report under advisement in consideration for its 2009/10 work plan. The full report is available at [www.bccat.ca/pubs/EPreview.pdf](http://www.bccat.ca/pubs/EPreview.pdf).

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**9.1.3. Meeting with ITA about Education Planner**

Devron reported on the background of this re-emerging issue. BCCAT began discussions in January 2007 with the then Executive Director of ITA (Brian Clewes) and other ITA directors about the possibility of having ITA-funded apprenticeship programs appearing on Education Planner. The initial response by ITA was favourable. Shortly afterward, in March 2007, Council passed a motion approving the inclusion of programs funded by ITA on Education Planner for both public and private institutions but asked for evidence of quality control mechanisms in place for private institutions. Since then, discussions have stalled.

On Feb. 19/09, BCCAT staff met with the new Executive Director, Kevin Evans, and Lisa Dooling, the Director of Communications and Marketing. The meeting went very well with real interest being expressed by ITA. They have asked BCCAT for a new proposal for possible funding. The Education Planner Project Team is meeting with ITA technical and content people on March 10 to explore how much can be done by using electronic means to exchange data. Following that meeting, BCCAT will prepare a proposal to ITA. The proposal will involve first working with data from programs at public institutions with private institutions to follow. In the meantime, Finola is working with designated ITA officials to determine the quality control mechanisms in place for private providers. BCCAT staff will return to Council with our findings and recommendations regarding ITA’s quality control mechanisms.

**ACTION:** BCCAT staff will return to the Council with their findings and recommendations following the investigation of quality control mechanisms in place for private providers funded by ITA.

**10. OTHER ITEMS OF INTEREST** *(The following items were provided for information only.)*

**10.1. US National Student Database**

[www.insidehighered.com/layout/set/print/news/2009/02/13/data](http://www.insidehighered.com/layout/set/print/news/2009/02/13/data)

**10.2. SFU/Douglas College Collaborative Degree Partnership**

[www.sfu.ca/pamr/media\\_releases/media\\_releases\\_archives/media\\_02030901.html](http://www.sfu.ca/pamr/media_releases/media_releases_archives/media_02030901.html)

**10.3. Ontario University Registrars’ Association (OURA) Conference: Update on Discussions** *(J. Gordon)*

**11. ANY OTHER BUSINESS**

*There were no other items of business. The meeting was therefore adjourned.*

**DATE & LOCATION OF ANNUAL COUNCIL PLANNING MEETING**

**\*\*REVISED DATES\*\***

**Thursday, May 28 & Friday May, 29, 2009**

**(BCCAT – BCIT/DTC Vancouver)**