

JAM 2018

Session B for Chairs and SLPs

Pinnacle Hotel, SALON A

November 16, 2018

PRESENTED BY: Ruth Erskine and Fiona McQuarrie

AGENDA

Articulation Committee Meeting Planning

Transfer Innovations Projects - Process

Communications - Moodle

The Role of SLP

Minutes – Format, Effectiveness and Review Process

Minutes Awards

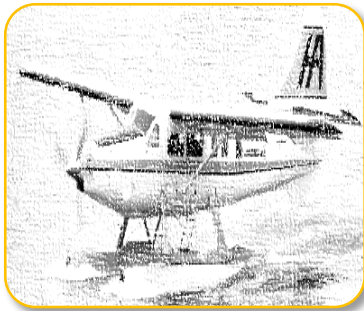
Articulation Committee Meeting Planning



1 Year Ahead: Schedule Meeting Location, Date and Times

- Schedule the next meeting at the end of the previous one
- Consider collaborating with other committees
- Consider costs of travel to meetings
- Ensure that the host institution has resources to support the meeting
- Update the email distribution/contact list, and include BCCAT's Committee Coordinator!

Articulation Committee Meeting Planning



6 Months Ahead:

Arrange Travel & Accommodation

- Research and arrange appropriate accommodation
- Try for a group accommodation rate
- Look into group transportation to/from campus
- Keep the BCCAT Committee Coordinator updated

Articulation Committee Meeting Planning



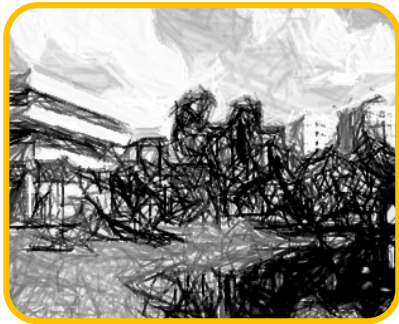
2 Months Ahead:

Prepare Agenda

- Review last year's minutes (BCCAT has a template)
- Draft the new agenda, including any **action items** from the previous meeting (BCCAT has a template)
- Remember to invite representatives from external organizations
- Circulate draft agenda with deadline for submitting changes/additions
- Prepare general meeting information

*More info on page 16 of the Articulation Committee Companion:
<http://www.bccat.ca/pubs/companion2018.pdf>*

Articulation Committee Meeting Planning

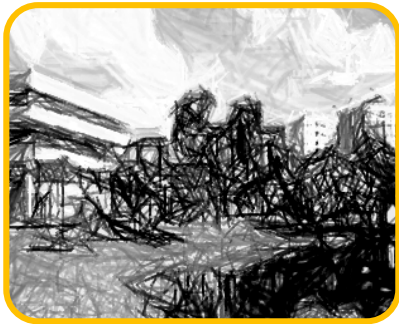


1 Month Ahead:

Prepare for Meeting

- 2 weeks before, ask each committee member to submit their institutional report
- Confirm institutional and other guest attendance; notify BCCAT if there are notable absences
- Confirm meeting arrangements with the host institution
- Confirm welcome by the host president (or designate) and a welcome prayer or message from a representative of the local indigenous community

Articulation Committee Meeting Planning



2 Weeks Ahead:

Circulate Final Agenda

- Ensure all institutional reports are received
- Ensure attendees are confirmed
- Distribute the final agenda package (including institutional reports, previous minutes, and meeting information)
- Put meeting documents on a USB stick for projection at the meeting (a few printed copies of these documents are also useful)
- Consider using name cards and a sign-in sheet at the meeting
- Have the minute-taking template ready

Articulation Committee Meeting Planning



The Night Before:

Rest.....!

You will sleep like a baby, knowing that you have taken care of every possible detail....

Transfer Innovation (TI) Projects

Call issued each spring for proposals for **Transfer Innovations (TI) Project Funding**
(maximum \$15,000 per project)

TI projects make significant improvements to transfer-related information and opportunities for students.

Transfer Innovation (TI) Projects

Types of projects that are funded:

1. Flexible Pre-Major (FPM) (Analysis and/or Implementation)
2. Block Transfer
3. Learning Outcomes
4. Other (but still must be a form of transfer innovation)

Transfer Innovation (TI) Projects Application Process

- Group identifies need for a project, and identifies a contractor
- The contractor works with BCCAT to develop proposal
- The contractor prepares a proposal using the BCCAT template
- Completed proposals are due **three weeks before** each Transfer and Articulation Committee (TAC) meeting (3x/year, dates on BCCAT website)

Transfer Innovation (TI) Projects Process

- TAC adjudicates proposals; BCCAT staff communicate with contractor re outcome
- TAC may ask for resubmission of a revised proposal
- If project is approved, BCCAT prepares contract in consultation with contractor
- The contractor carries out project and submits **interim report** to BCCAT

Transfer Innovation (TI) Project Process

- ❑ BCCAT staff review the **interim report** and provide feedback.
- ❑ The contractor incorporates BCCAT feedback into the **final report** which is discussed by articulation committee
- ❑ After articulation committee approval, the **final report** goes to BCCAT; BCCAT will provide feedback and then submit finalized report to TAC

The project is completed once TAC approves the report

Transfer Innovation (TI) Projects Process

- The final report is posted on bccat.ca
- If report creates new transfer agreements, these are posted on **BC Transfer Guide** website
 - Articulation committee is responsible for maintenance and updates to new agreement

MOODLE REVIEW

Current Status

- 17 of the 66 BC Articulation Committees now have committee material posted on Moodle
- 13 Articulation Committees use Google sites
- Helpful to designate a site manager





MOODLE REVIEW

What kinds of material should be on the Moodle site?

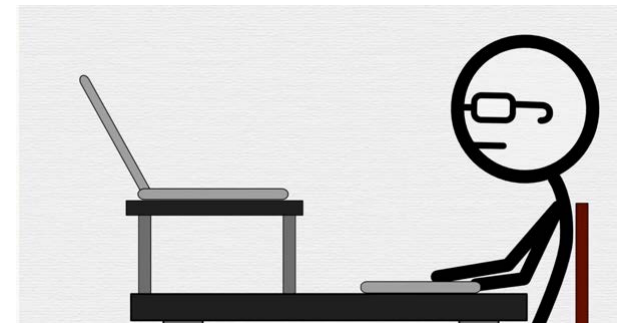
- Historical information
- Previous years' institutional reports
- Transfer Innovations Calls for Proposals
- Photos of field trips, group photos, etc.
- Professional, ministry and agency information
- Meeting presentations
- Links to other articulation committees or organizations
- Awards received by committee members
- Professional Practice records
- Records of Professional Conventions
- Discipline-related links

MOODLE REVIEW

Setting up a Moodle Site

Contact the BCCAT Committee Coordinator to request an Articulation Committee Moodle site

- **Name of the Articulation Committee**
- **Name of the Committee Chair**
- **Name of Designated Site Manager**





MOODLE REVIEW

Setting up a Moodle Site

- The BCCAT Committee Coordinator will arrange for the site to be set up and then notify the designated site manager.
- The site manager signs up for an account with KPU at <https://onlinelearning.kpu.ca/> and then notifies the Committee Coordinator of the email used for the account.
- The manager will follow the instructions on the BCCAT website to set up the site.



MOODLE REVIEW

Adding Committee Members to Your Site:



Committee Members go to <https://onlinelearning.kpu.ca/>

- Sign up at KPU and verify email in response to system request
- Email the Site Manager and provide the email account you used
- Wait a day or so before logging in to the system
- You will then see a link to your articulation committee Moodle site

MOODLE REVIEW

Adding Committee Members to Your Site:

Managers – once the Committee Members have set up their accounts:

- Select **“participants”** (left menu near the top) and then **“enrol users”** (button on the top right)
- Use **“search”** to locate the user you want to add and **“assign role”** to identify the user as either **“member”** or **“teacher”**. Note: these roles can be reconfigured using the  



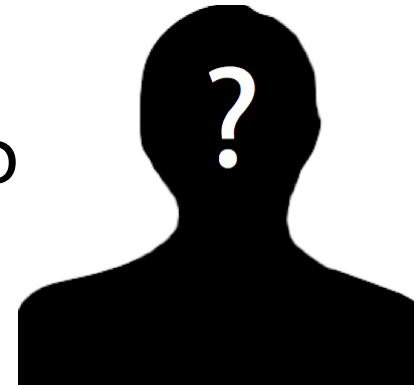
MOODLE REVIEW

Suggested Components for the Site:



- **Announcements** – notices sent to the committee
- **Articulation Meetings** – current and past agendas, minutes and institutional reports, separated using tabs
- **Discussion forums** – private discussions related to the discipline
- **Comments** – quick questions to and from chairs
- **Calendar** – important dates, such as submission deadlines and meeting dates

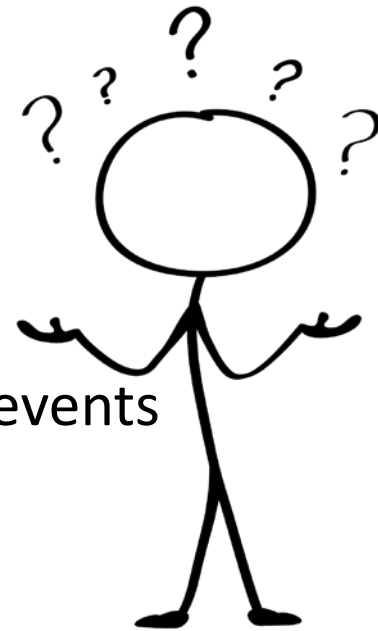
Who Is The System Liaison Person?



- Appointed by BCCAT in consultation with articulation committee members
- Usually an administrator at a BC Transfer System member institution
- Non-voting member of the articulation committee

What Does The System Liaison Person Do?

- Provides the articulation committee with information on system-wide trends and events
- Provides advocacy or advice as needed



Articulation Minutes

- ❑ Minutes are a **public record** of discussions and decisions at articulation committee meetings

- ❑ Templates on the BCCAT website for
 - Agenda
 - Minutes
 - Institutional reports
 - Attendance list



Articulation Minutes

- ❑ Should have elements as laid out in the *Articulation Companion Guidelines*
- ❑ Circulate minutes for review by members, and submit to BCCAT ASAP after the meeting

Refer to the [handout](#) for details on the review process!



Articulation Minutes

Have fun with graphics, pictures and xenolith awards!

See how Physics did it!



Best Minutes Awards!



THANK YOU!