

## MEETING MINUTES (*Approved*)

### ATTENDEES:

**Council Members:** Dan Birch (Co-Chair), Frank Gelin (Co-Chair & Executive Director), Lesley Andres, Anna Lee Boulton, Robbie Dunlop, Tony Eder, Martin Gerson, Jody Gordon, Tom Grant, Paul Harrison, Paul Madak, Katy Mateer, Kate Ross, Heather Schneider, Harro Van Brummelen. [*Regrets: Neil Coburn, Karin Kaercher*]

**Staff Members:** Finola Finlay, Devron Gaber, Joanne Heslop, Jean Karlinski, Raili McIvor, Jennifer Orum, Mike Winsemann, Valerie Yorkston.

### \*Host Representatives (from Kwantlen):

- Jody Gordon, Associate Vice President, Student Affairs and Registrar
- Gordon Lee, Vice President, Finance and Administration
- Rob Fleming, Associate Vice President, Academic
- Joshua Mitchell, Director of Enrolment Services
- Dana Goedbloed, Dean, Faculty of Trades and Technology
- Arthur Coren, Dean, School of Business
- Farhad Dastur, Associate Dean, Social Sciences

<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) welcomed members and briefly reviewed the schedule for the day.</p> <p><b>1.1. Council Membership</b></p> <p>Frank Gelin spoke briefly about council membership, noting those council members who will be completing their terms this year (Paul Harrison, Karin Kaercher, and Harro Van Brummelen). Frank is in the process of identifying suitable candidates for nomination to fill existing and upcoming vacancies.</p> <p><i>In preparation for an in-camera session of council (regarding items 1.2 and 1.3), staff members were asked to leave the room (with the exception of Finola Finlay and Valerie Yorkston, due to their participation on the Selection Committee).</i></p>	

**1.2. New Executive Director: Motion for Ratification**

Following some discussion regarding the search process and final decision of the Selection Committee, council members voted on the following motion:

**MOTION:** The British Columbia Council on Admissions and Transfer hereby ratifies the appointment of Robert Fleming as Executive Director, effective July 1, 2010, the appointment to be continuing and without specific term. Council also notes and endorses the request to the Minister of Advanced Education and Labour Market Development that Robert Fleming be appointed as Co-Chair of the Council for the duration of his appointment as Executive Director.

*H. Van Brummelen / Jody Gordon  
MOTION CARRIED.*

In closing, the following comments were expressed and are included here for the record:

- As Chair of the Selection Committee, Dan Birch extended his thanks to committee members for their valuable contributions throughout the search process.
- Council members expressed appreciation to Dan for his leadership and supervision of the search process.
- Members also thanked Val Yorkston for her assistance in supporting the committee.

**1.3. Frank Gelin: Motion to Confer Emeritus Status**

After Dan Birch presented the background information which led to the framing of this proposal, Council members voted on the following motion:

**MOTION:** The British Columbia Council on Admissions and Transfer hereby confers on Dr. Franklin Gelin Emeritus Status with the title of Executive Director Emeritus, in recognition of his contributions and service to the Council and to the Transfer System in British Columbia.

*A.L. Boulton / Tony Eder  
MOTION CARRIED.*

**2. APPROVAL OF PROPOSED AGENDA**

The agenda was approved as presented.

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING (DEC. 4/09)**

The minutes of the previous meeting were approved as presented.

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## 4. BCCAT STAFF REPORT

### 4.1. Staff Report

Frank Gelin reported on his participation at the AACRAO transfer conference in Chicago in February. His presentation, *Swimming in a Sea of Articulation Agreements: Managing Transfer in a Complex System of Student Mobility* had been well attended, and a number of delegates had expressed interest in the work of BCCAT. Frank also noted that Rob Fleming attended the conference as well, which served as a useful introduction to transfer contacts and issues in the US.

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

##### 4.1.1.1. Report on Number of BC Transfer Guide Agreements

Frank spoke to this item, noting a memo sent by him to Ruth Wittenberg (then ADM) setting out the nature and significance of numbers of agreements (66,000 individual articulation agreements) in the BC Transfer Guide.

Frank also gave an update on the most recent meeting of the Business Process Review Steering Committee, on Thursday, March 4th. The implementation plan is currently in review, and Frank plans to send in his response shortly. Meanwhile, BCCAT staff members are attending to key items arising from the report which affect the work of the Council. (See item 6.2.1 regarding the review of the Principles and Guidelines for Transfer.)

#### 4.1.2. 2009-10 Work Plan

Frank reported that the current work plan is progressing very well, despite a number of additional tasks taken on this year (e.g. the search for a new Executive Director and the review of the Principles and Guidelines for Transfer). Frank and Finola are working on identifying priority projects for completion before Finola's retirement in July. Meanwhile, the Annual Report for 2009-10 is in process, and is scheduled for publication in April.

#### 4.1.3. 2010-11 Budget and Work Plan

Frank will be working in consultation with Rob Fleming regarding the development of the work plan and budget for 2010-11. In view of the significant staffing changes taking place over the next year, this will serve as a *transition plan*, allowing for a certain amount of flexibility for new projects to be developed as appropriate throughout the year. This will be reflected in the budget and plan which will be presented to Council at the May 2010 meeting.

Rob Fleming will be making a decision shortly about the timing of a search for the new Associate Director. Rob will be leading the search process, and the incumbent Executive Director will make the appointment when the final decision has been made.

## 5. ADMISSIONS

Dan took this opportunity to congratulate Jody Gordon (Admissions Committee Chair) on her new position at Kwantlen (Associate Vice President, Students as of April 1st, 2010.)

### 5.1. Admissions Committee

#### 5.1.1. Admissions Committee Meeting (March 25/10)

Jody reported that the next meeting of the Admissions Committee will be held on March 25th, at which time the main focus will be on developing projects for the 2010-2011 work plan.

#### 5.1.2. Admissions Committee Membership

Jody gave a brief update regarding outgoing and incoming members of the Admissions Committee. (A current list of members is available at: [bccat.ca/admissions/committee.cfm](http://bccat.ca/admissions/committee.cfm).) Harro Van Brummelen recommended that, in future, members from private institutions should also be considered for membership, to reflect the wider system.

### 5.2. Admissions Projects

#### 5.2.1. Discussion Paper & Response (Broadening the Mobility Research Framework Beyond the Traditional Transfer Students)

In November 2009, BCCAT held a “Visioning Session” to consult with key system contacts on the direction of future research on transfer student mobility. Jean Karlinski provided the background of this discussion paper (which is an extension of that consultative process). The paper was prepared as a summary of feedback from Council standing committee members and other key individuals, and was sent out to the BCRA, BC Institutional Research directors, VPs Academic, and the STP Steering Committee for their comments and suggestions. While the number of respondents was relatively small, the feedback was useful: international students were identified as a distinct sub-population, and some of the ideas put forward in the November consultation session were expanded upon.

Jean invited Council members to forward via email any additional feedback on the discussion paper including other mobile student subpopulations of interest and policy considerations surrounding subpopulations. Submissions should be received by March 15<sup>th</sup> so they can be incorporated in the paper being submitted to the Admissions Committee which will be developing its draft work plan on March 25<sup>th</sup>. The Research Committee draft plan will follow after that.

*ACTION: Devron Gaber noted that there will be committee vacancies in the Fall, so Harro’s point will be taken under consideration when the search for new members is underway.*

*ACTION: Council members are invited to forward suggestions for additional mobile student subpopulations worthy of study and related policy considerations to Jean at [jkarlinski@bccat.ca](mailto:jkarlinski@bccat.ca) by March 15th.*

### 5.3. Student Transitions Project

#### 5.3.1. Student Mobility in BC's Public Post-Secondary System

Members were provided with a web link to this recently published newsletter which includes much of the data already presented at previous Council meetings. (See the newsletter on the STP website at: [aved.gov/bc.ca/student\\_transitions/documents/stp\\_highlights\\_dec09.pdf](http://aved.gov/bc.ca/student_transitions/documents/stp_highlights_dec09.pdf).)

#### 5.3.2. Student Transitions Beyond the BC Public Post-Secondary System

Joanne Heslop presented recent findings on the movement of students to institutions outside of the BC public post-secondary system into private and extra-provincial post-secondary institutions.

#### 5.3.3. Mobility of Transfer Students Subcommittee Meeting

Devron reported on this item, noting that the work of this STP subcommittee now involves two different approaches:

- a) First, in mid-February, the STP released to post-secondary institutions a streamlined version of the pivot tables (that we release every year) on the number of eligible transfer students and the number that move on to university in the subsequent year. The subcommittee completed this work again to provide trend line data, and in recognition of the strong recommendation from the November 2009 "Visioning Session" that we should continue to focus on the traditional transfer student population. The results show an increase in the number of eligible transfer students taking transferable courses at colleges, special purpose universities, and institutes (7.4%) and a further decrease in the number of successful transfer students who enrol in a research university or TRU or RRU with transfer as the basis of admission (4.5%).
- b) Second, in recognition of the multiple directions in which students move and possibly transfer courses, the subcommittee is also creating a new method this year to measure mobility. Instead of using the BC Transfer Guide course filter to identify eligible transfer students, the subcommittee will use information from the Central Data Warehouse for CDW-contributing institutions (everyone except the four research universities). It will identify all registrants in credit courses and then filter by number of credits achieved and GPA to determine those most eligible to transfer. The subcommittee will then follow these students when they move, regardless of which type of institution they move to, and determine which of these students end up at research universities, with or without transfer as the basis of admission.

This means that the STP's Mobility of Transfer Students research and examination of the movement among BC public institutions research (described in Item 5.3.1) are both melding into one project over the next year.

*ACTION: Val Yorkston will forward copies of Joanne's presentation to Council members.*

#### 5.4. SFU Degree Audit Program

Kate Ross gave a brief overview of the new degree audit program at SFU, noting in particular the immediate response of students in accessing this new self-serve system for planning purposes. (See [students.sfu.ca/degreeprogress](http://students.sfu.ca/degreeprogress))

*ACTION: Kate Ross will give a demonstration of SFU's Degree Audit system to Council at the May 2010 meeting.*

### 6. TRANSFER & ARTICULATION

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

Martin Gerson (Committee Co-Chair) noted that the next meeting of the TAC will be held on March 12<sup>th</sup>. In addition, a planning meeting of the committee will be held in May, at which time the committee will finalize recommended TAC projects for inclusion in the proposed 2010-2011 work plan.

##### 6.1.1. TAC Projects

###### 6.1.1.1. Block Transfer Special Report

Raili Mclvor summarized this report, which outlines block transfer as a useful and efficient vehicle for credit transfer for private career college students wishing to transfer into the BC transfer system. (See [bccat.ca/pubs/sr\\_block2010.pdf](http://bccat.ca/pubs/sr_block2010.pdf).) Subsequent discussion focused on the range of views concerning block transfer; it was noted that registrars (in particular) have expressed concerns regarding the administrative challenges this approach can present.

##### 6.1.2. Transfer Innovations Projects

###### 6.1.2.1. Flexible Pre-Major: Special Report

Jennifer Orum presented this newsletter ([bccat.ca/pubs/sr\\_feb10.pdf](http://bccat.ca/pubs/sr_feb10.pdf)) which focuses on the Flexible Pre-Major as a viable solution for students who are looking to transfer at the third year level but who may have difficulty accessing lower level requirements needed for their chosen major.

#### 6.2. BC Transfer System

##### 6.2.1. Revisiting Transfer Principles & Guidelines

Finola Finlay spoke about this item, a project arising from the implementation plan being contemplated by the Ministry's Business Process Review steering committee. (See item 4.1.1.) The project involves an overall review of the current Principles and Guidelines for Transfer, and revisions aimed at making this document more student-centred. A subcommittee of the TAC (Finola, Raili Mclvor, Mike Winsemann, Jennifer Orum, Tim Haskett and Tim Segger) began by looking at key values, and distilled these to five main principles. Next, they identified guidelines and recommended resources related to each principle.

<p>Council members approved on the whole of the approach taken by this revision, but recommended further editing towards a leaner, more condensed document wherever possible.</p> <p><b>6.3. Degree Quality Assessment Board (DQAB)</b></p> <p>Frank gave an overview of recent DQAB developments, with some specifics regarding applications under review, and recent recommendations and decisions of the board.</p>	<p><i>ACTION: Council members are invited to submit their feedback and suggested edits to Finola no later than March 19th.</i></p>
<p><b>7. INTERPROVINCIAL ISSUES &amp; DEVELOPMENTS</b></p> <p><b>7.1. Pan-Canadian Consortium on Admissions &amp; Transfer (PCCAT): June 23 – 25 Conference, Vancouver</b></p> <p>The annual meeting of the Pan-Canadian Consortium on Admissions and Transfer (PCCAT) will be held in Vancouver this summer (June 23-25) and BCCAT will be hosting the event. This year's theme is <i>Best Practices in Student Mobility: Transforming Higher Education in Canada</i>. The keynote speaker will be Alex Usher, President of Higher Education Strategy Associates in Toronto. Frank Gelin will be a panelist on credit transfer. The other two panelists have expertise in program design (John Walsh, University of Guelph-Humber), and quality assurance (Peggy Patterson, Director with Campus Alberta Quality Council). Finola Finlay will be moderating the panel. The draft conference agenda is available at <a href="http://www.pccat.ca">www.pccat.ca</a>.</p>	<p><i>ACTION: Council members are invited to register for the 2010 PCCAT conference (online at <a href="http://www.pccat.ca">www.pccat.ca</a>). The Early bird deadline is March 31, 2010. Also, for those interested in submitting a proposal to make a presentation, the deadline is March 22<sup>nd</sup>.</i></p>
<p><b>8. RESEARCH</b></p> <p><b>8.1. Research Committee</b></p> <p><b>8.1.1. Research Committee Meeting (next meeting on April 30/10)</b></p> <p>Tony Eder (Research Committee Chair) reported that the next meeting will be held on April 30, 2010. The main focus of that meeting will be to review all proposed research projects from the Admissions Committee, the Transfer and Articulation Committee, and the Research Committee for recommendation to Council at the end of May as part of the annual work plan.</p> <p><b>8.2. Research Projects</b></p> <p><b>8.2.1. UVIC Student Engagement – Presentation by T. Eder</b></p> <p>Tony Eder presented on a student engagement survey recently undertaken by UVIC. The findings are somewhat similar to a previous study carried out by UBC; transfer students appear somewhat more academically engaged and less socially engaged than direct entry students. The report is now under review by the Research Committee. When finalized, a full report and newsletter will be published.</p>	

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### 8.2.2. External Review of BCCAT Research Agenda

BCCAT contracted with John Waterhouse (formerly VP Academic at SFU) to carry out this review. Dr. Waterhouse approached this project by examining BCCAT's applied research in terms of its usefulness for supporting evidence-based decision making by students, institutions, and government.

His main conclusions were as follows:

- BCCAT has undertaken substantial, coherent research over time using a variety of data and methods to provide a multifaceted view of transfer students and the transfer system.
- The research provides information that could inform decision making by all key stakeholder groups.
- The research provides strong and consistent evidence of the success of transfer students, and hence the effectiveness of the transfer system.
- The research would not likely have occurred without the role of BCCAT.

Dr. Waterhouse concludes the report with several recommendations for future BCCAT research based on the evolving post-secondary system and the changing needs of stakeholders. BCCAT staff members are encouraged by the results of this external review as it reinforces our perceptions of the value of the Council's extensive and ongoing research agenda. [See the full report at: [bccat.ca/pubs/waterhouse.pdf](http://bccat.ca/pubs/waterhouse.pdf).]

Council members raised the following points:

- It would be worthwhile for Council members to see all recommendations for further research in this and other reports.
- Publications such as this report should be published widely (not just within the BC system). [Finola Finlay confirmed that BCCAT publications are published in the ERIC (Educational Resources Information Centre) database based in the US.]

### 8.2.3. Newsletter Summarizing BC College Transfer Student Profile Reports

This newsletter is being prepared by Ashley Lambert-Maberly from UBC. It will provide an overview of the last five student profile reports prepared for BCCAT by research universities and TRU. The purpose of the newsletter is to describe succinctly the overall results of these different reports, focusing on key findings across the reports. The Research Committee provided substantial feedback on the last draft of the newsletter, and the author is in the process of incorporating that feedback now.

*ACTION: Devron ensured that Council's standing committees will be provided with the recommendations arising from this report. Katy Mateer and Lesley Andres will each provide information to staff members regarding other external publication opportunities for BCCAT materials.*

*ACTION: Copies of this newsletter will be sent out to Council members when finalized.*

<p><b>9. BCCAT WEB SERVICES</b></p> <p><b>9.1. Website Redesign Project</b></p> <p>The final stages of the website redesign project are now under the responsibility of Bayleaf to bring to completion. The new design for BCTransferGuide.ca is expected to be finished shortly; EducationPlanner.ca and BCCAT.ca will follow afterwards, hopefully to be completed by late Spring.</p> <p><b>9.1.1. 2010 Transit Ad Campaign</b></p> <p>Mike presented the new ad design which was displayed on the SkyTrain and Canada Line over the Olympic period. Originally, this option had not been open to us, but when the opportunity emerged, we made the decision to make good use of the widespread exposure. The campaign has now been extended through to June 2010. In February, there was a 15% increase in web traffic to our sites, which may suggest the effectiveness of this campaign.</p> <p><b>9.2. Education Planner</b></p> <p><b>9.2.1. Education Planner Advisory Committee Meeting (Nov. 27/09)</b></p> <p>The minutes from this meeting were provided for information only.</p> <p><b>9.3. BCIT as a Receiving Institution</b></p> <p>Mike Winsemann reported that BCIT is now listed as a receiving institution in the BC Transfer Guide. This means that students who choose BCIT as the receiving institution when searching on BCTransferGuide.ca will be directed to the BCIT site and find BCIT's transfer agreements listed there.</p>	<p><i>ACTION: Mike Winsemann will demonstrate the newly designed websites at the May meeting of Council.</i></p>
<p><b>10. OTHER ITEMS OF INTEREST</b></p> <p><b>10.1. NIC and Vancouver Island University: Bilateral Agreement</b>  [See <a href="http://nic.bc.ca/about_us/news/media_releases/2010/MR10-004.pdf">nic.bc.ca/about_us/news/media_releases/2010/MR10-004.pdf</a>.] This item was provided for information only.</p>	
<p><b>11. ANY OTHER BUSINESS</b></p>	
<p><b>12. DATE &amp; LOCATION OF NEXT MEETING &amp; ADJOURNMENT</b></p> <p><b><u>** Annual Planning Meeting (May 27-28, 2010; BCIT-DTC, Vancouver, BC)**</u></b></p> <p><b>IMPORTANT NOTE:</b> This meeting will be held over two days: 2-5pm on Thursday, May 27<sup>th</sup> and 9:30-noon on Friday, May 28<sup>th</sup>. We will be holding our <i>Annual Council Dinner</i> just following the meeting on Thursday, 27th.</p>	