



92nd Meeting of Council

Friday, October 2, 2009; Boardroom (#6-390), Northern University Student Centre, UNBC Campus, Prince George, BC.

MEETING MINUTES (Approved)

<p>Council Members: Dan Birch (Co-Chair) Frank Gelin (Co-Chair & Exec. Director) Neil Coburn Martin Gerson Paul Harrison Karin Kaercher Paul Madak Heather Schneider Harro Van Brummelen</p> <p>Regrets: Lesley Andres Robbie Dunlop Jody Gordon Tom Grant</p>	<p>BCCAT Staff Members: Finola Finlay Devron Gaber Joanne Heslop Jean Karlinski Jennifer Orum Raili McIvor Mike Winsemann Valerie Yorkston</p>	<p>Hosts & Guests:</p> <p><i>UNBC representatives:</i></p> <ul style="list-style-type: none"> • George Iwama, President • Bill McGill, Dean, College of Sciences and Management • John DeGrace, Registrar (and former Council member) <p><i>CNC representatives:</i></p> <ul style="list-style-type: none"> • John Bowman, President • Lynn Jacques, Vice-President Academic • Jackie Stokes, Dean, School of Social, Human and Academic Development • Bob Harris, Counsellor, Counselling & Advising (and former Council member)
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<i>Discussion Points or Reference</i>	<i>Actions or Outcomes</i>
<p>1. CALL TO ORDER & WELCOME</p> <p>Dan Birch (Council Co-Chair welcomed members and discussed the schedule for the day.</p> <p>1.1. Council Membership</p> <p>Martin Gerson was congratulated on his recent appointment to the position of Vice-President Academic and Provost at Langara College. Frank reported that there are currently four council appointments awaiting confirmation from the Ministry. In addition, two more vacancies (replacing Lou Dryden and Karlee Diesing) will need filling by fall 2010.</p>	
<p>2. APPROVAL OF PROPOSED AGENDA</p> <p>Members approved the agenda, with one item added (3.2).</p>	

3. APPROVAL OF MINUTES OF PREVIOUS MEETING (MAY 28-29/09)

The minutes from the previous meeting (May 28-29/09) were approved as presented.

3.1. Action Arising from Item 3.2 (May 29/09): Overview & Proposed Operating Budget

Frank Gelin clarified an item arising from the May 09 meeting of Council regarding the correct categorization of expenses related to web hosting fees and maintenance as a “project” rather than operational, due to the contractual nature (with Bayleaf Software Inc.) of this work.

3.2. Action Arising from Item 5.1.2.1 – Admission GPA Calculation Issue

At the request of council (see Item 5.1.2.1 of the previous meeting minutes), Jean Karlinski reported that Jody Gordon would be checking again on this issue at the next BCRA meeting. In particular, she would clarify whether institutions are linking to the information on the BCCAT site, if not, why not and their plans for doing so.

4. BCCAT STAFF REPORT

4.1. Staff Report

Frank briefly reviewed the staff report, noting in particular his discussions with Minister Stilwell and the Deputy Minister, Robin Ciceri, in September. Members were also updated regarding events scheduled the day before the council meeting:

- An articulation workshop led by Finola Finlay and Mike Winsemann. (This was held at UNBC.)
- Two presentations on STP student mobility research as related to Northern BC, given by Devron Gaber & Joanne Heslop. (One was held at UNBC and one at CNC.)

4.1.1. Ministry Business Process Review of Articulation and Transfer

Frank informed members that this review process, undertaken by the Ministry, involves a high level review of the BC Transfer System. The first two meetings have been held, and the next will focus on refining the ideas raised to date and working out next steps, including considerations if additional input should be provided by the system.

5. TRANSFER & ARTICULATION

5.1. Transfer & Articulation Committee (TAC)

5.1.1. Next Meeting (Nov. 20/09)

Martin Gerson (Committee Chair) noted that there was nothing to report to Council as the TAC has not met since the last meeting of Council.

5.2. BC TRANSFER SYSTEM

5.2.1. Joint Annual Meeting (JAM) Event – Draft Agenda

Members briefly reviewed the draft agenda for this event.

5.2.2. Articulation Committee Companion (2009 Edition)

Raili McIvor informed Council about this updated edition of the Articulation Committee Companion, and confirmed that copies will be made available to Chairs and System Liaison Persons (SLPs) at the JAM event in November. Council members will receive their copies at the December 09 meeting of Council. The handbook is available online at www.bccat.ca/pubs/companion.pdf.

5.3. DEGREE QUALITY ASSESSMENT BOARD (DQAB)

5.3.1. Summary of Annual Reports

Harro Van Brummelen gave a brief report regarding recent deliberations by the DQAB, noting in particular an upcoming review of the criteria for granting the status of “university” to new institutions. Following this, a question was raised regarding a recent practice of University Canada West to use UCAN in its advertising rather than UCW. It was then noted that the BC Transfer Guide now uses UCAN rather than UCW and some expressed the view that the guide should revert back to using UCW.

ACTION: Copies of the Companion will be distributed at the JAM event in November; and Council members will receive their copies at the December 09 meeting of Council.

ACTION: Frank Gelin will discuss this issue with the DQAB before instructing Mike Winsemann as to what action to take.

6. INTERPROVINCIAL ISSUES & DEVELOPMENTS

6.1. Public Service Commission – Qualification Standards Issue

Finola Finlay reported on developments concerning this issue regarding the qualification standards for employment in the Canadian Public Service. In particular, communication over the summer (by letter and telephone discussion) indicated that efforts would be made to ensure these terms are not misleading, taking into proper account the transfer systems in BC and Alberta.

6.2. Alberta-BC Transfer Policies

6.2.1. Alberta Policy to Include BC Institutions in the Alberta Transfer System

6.2.2. Revised BCCAT Policy to Include Alberta Institutions in the BC Transfer System

Devron Gaber provided a brief review of the ACAT policy to include BC institutions in the Alberta Transfer System, as approved in May 2009. He noted significant similarities between the BC and Alberta policies, but also highlighted a few differences which warranted some revisions to the equivalent BC policy. Members then reviewed the recommended revisions to the BCCAT policy to include Alberta institutions in the BC Transfer System, and moved to approve the revised policy.*

MOTION: To approve the revised BCCAT policy, “Inclusion of Alberta Institutions in the BC Transfer System: Policy & Process.”

*H. Van Brummelen/P. Harrison
CARRIED.*

**ACTION: Devron agreed to adopt the approved changes and to notify ACAT of those changes. BCCAT and ACAT will notify their respective systems) of the policies within the next few weeks.*

7. ADMISSIONS

7.1. Admissions Committee

7.1.1. Next Meeting (Nov. 13/09)

Devron Gaber noted that there was nothing to report regarding the Admissions Committee as it had not met since the last meeting of Council. The fall meeting will consist of the Visioning Session described in 7.2.1 below.

7.2. Admissions Projects

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

Devron reported on the plans for this visioning session, which will focus on increasing our understanding of transfer students and revisit the current approach to research on transfer. Devron noted that there will be about 25 participants, including the Admissions Committee, the Research Committee, and STP's Mobility of Transfer Students Subcommittee as well as other deans and the chair of the Transfer & Articulation Committee. A small planning committee has been struck to plan the event, and a consultant has been hired (John Forsdick from Context Research Ltd.) to help plan and facilitate the discussions. The session will result in a discussion paper to engage a broader audience in the discussion of this issue.

7.2.2. Degree Partnership Symposium (Nov. 5/09)

Jean Karlinski reported that plans are well underway for this event, with approximately 100 participants expected to attend. The keynote speaker will be Dr. John Walsh (Vice-Provost & Chief Academic and Executive Officer, University of Guelph-Humber), and partnerships with some private and out-of-province institutions will be an added feature of this year's symposium. Council members were invited to participate. [NOTE: Further Information is available online at www.bccat.ca/degree.]

7.3. STP Projects

Devron Gaber & Joanne Heslop referred members to the following three STP publications:

- Regional Student Transition Matrices www.aved.gov.bc.ca/student_transitions/documents/regional-transition-matrices.pdf
- STP Fast Facts www.aved.gov.bc.ca/student_transitions/documents/stp_fast_facts.pdf
- 2008-09 STP Annual Report www.aved.gov.bc.ca/student_transitions/documents/stp_annual_report_jul09_v1.7.pdf

7.4. STP Student Mobility Research Related to Northern BC *(Presentation by Devron Gaber & Joanne Heslop)*

At 11:00am, council members were joined by the representatives from the University of Northern BC and the College of New Caledonia for this presentation on student mobility research as related to Northern BC. This was followed by lunch and a discussion regarding transfer issues faced by these two institutions and efforts being made to increase transfer opportunities for students.

8. RESEARCH

8.1. Research Committee

8.1.1. Next Meeting (Nov. 13/09) See 7.2.1 above.

8.2. Research Projects

8.2.1. External Review of BC Transfer System

This project involves a) an independent external review of research that has been conducted on the effectiveness of the BC Transfer System, and (2) conducting interviews with key individuals in the post-secondary system and Ministry to ascertain their views on the effectiveness of the Transfer System. Since this project was approved at the May 09 meeting of Council, the Ministry's Business Process Review has changed its focus to be much broader than an analysis of transfer processes. The review now includes gathering together a large number of key stakeholders to assess Transfer System effectiveness.

In light of the direction that the Business Process Review has taken, BCCAT would like to proceed with the first goal of the project, an external review of research findings, and not the second goal of interviewing key stakeholders until we know more about the results of the Business Process Review. BCCAT will therefore contract with an individual with the skill set required to complete the review of research findings.

9. BCCAT WEB SERVICES

9.1. Transfer Credit Evaluation Service (TCES)

9.1.1. Backlog/One-Year Limit – Update

Mike Winsemann reported on this initiative which was launched in spring 09. Under the terms of this new policy, all transfer requests which exceeded the 1-year time limit were removed on September 1/09 (approximately 3600 requests). Mike clarified that many of these requests appeared to be sent to institutions not offering the relevant discipline and so had been left pending. Feedback from institutional contacts regarding this new process has been positive.

9.2. Education Planner

9.2.1. Next Meeting (Nov. 27/09)

The next meeting of the Advisory Committee is scheduled for November 27, 2009. The agenda will include a demonstration of many of the developments flowing from the May 09 EPIC meeting. Feedback will also be gathered regarding plans to refresh the design of the Education Planner website. Mike Winsemann reported that a new member, Lisa Dooling, had joined the committee as a representative of the ITA, due to the recent inclusion of Apprenticeship program information in Education Planner.

<p>9.2.2. 2009 EPIC Meeting (May 22/09) - Summary</p> <p>After members briefly reviewed the summary of the May 2009 EPIC meeting.</p> <p>9.2.3. Demonstration of Apprenticeship Programs in Education Planner</p> <p>Mike Winsemann gave a demonstration of apprenticeship programs in Education Planner.</p>	
<p>10. OTHER ITEMS OF INTEREST</p> <p>10.1. Personnel Planning</p> <p>Frank Gelin announced his plans to not continue his position of Executive Director and Co-Chair of the Council as of September 30, 2010. He clarified that his main goals in the coming year will be to oversee the completion of this year's work plan, prepare a budget and work plan for 2010-11, and most importantly work with BCCAT staff to leave the Council in excellent shape for his successor. He will also work constructively with Ministry staff to assist with their current Business Process Review of the BC Transfer System and other related matters. He assured the council that he would do his best to help ensure a smooth transition.</p> <p>Finola Finlay also announced that she plans to retire from her position sometime between July 1, 2010 and December 31, 2010. She is also committed to ensuring the smooth transition to a new associate director and to leaving her areas of responsibility in good shape.</p> <p>10.2. Article (The Star.com; Aug. 11/09): <i>The Perils of Transferring Credits</i> www.thestar.com/article/679101</p> <p><i>This item was provided for information only.</i></p>	
<p>11. ANY OTHER BUSINESS</p> <p>There were no other items of business.</p>	
<p>12. CONFIRMATION OF DATES & LOCATIONS OF NEXT MEETINGS</p> <ul style="list-style-type: none"> ➤ Friday, December 4, 2009 (BCCAT; BCIT- Vancouver) ➤ Friday, March 5, 2010 (location tbd) ➤ Thursday, May 27 & Friday, May 28, 2010 (BCCAT; BCIT-Vancouver) 	
<p>13. ADJOURNMENT & CAMPUS TOUR</p> <p>After the meeting was adjourned, BCCAT staff members left the room, and Dan Birch re-convened council members to discuss next steps to fill upcoming staff vacancies in 2010 as a consequence of the staff announcements. Afterwards, staff and council members participated in a tour of the campus.</p>	