EDUCATION AND CAREER PLANNING ARTICULATION WORKING COMMITTEE

March 2021 MINUTES

BRITISH COLUMBIA COUNCIL on ADMISSIONS AND TRANSFER (BCCAT)

Meeting Location: Microsoft Teams

Meeting Dates: 11/3/2021

Present:

Committee Member Name	Institution Name	Email/contact
Mary Shier (co-chair)	College of the Rockies	mshier@cotr.bc.ca
Diane Gilliland (co-chair)	Camosun College	gillilandd@camosun.bc.ca
Linda McCandless	Vancouver Island University	linda.mccandless@viu.ca
Andrea Kosling	Selkirk College	akosling@selkirk.ca
Alyson Seale	University of the Fraser Valley	Alyson.seale@ufv.ca
Brad Littler	College of New Caledonia	littlerb1@cnc.bc.ca

Welcome from Mary Shier and Diane Gilliland Co-chairs
Recorder: Diane Gilliland

    9:00   **Meet and greet**

       1.   **9:07 Call to Order – Meeting started**
          Introductions/welcome
- Territorial acknowledgement – each rep added their own in.
- New Members: Alyson Seale UFV Welcome!
- Round table intros. & Update contact info from Handbook

          Assign minute taker: Diane Gilliland

       2.   **Approval of Agenda**
          Motion: to adopt Agenda as presented   m/s/c
          Approval of Previous Minutes
          Motion: to accept the Minutes with amendment for spelling Brad Littler
          March 14, 15 2019   m/s/c
          Motion: to accept the Minutes as presented
          Oct 14, 2020   m/s/c

3. **Institutional Updates – round table discussion**
4. **Course Renewals**
   - Discussion about renewals on the grid-how it works
   - College of the Rockies:
     - Motion to Renew WORK 95; PORT 90   m/s/c
     - Motion to Renew COSU 90   m/s/c
     - Motion to Extend for 1 - year EDCP 90   m/s/c
   - Selkirk College
     - Motion to Renew WORK 060; PORT 60   m/s/c
     - Motion to Renew EDCP 60   m/s/c
     - Motion to Extend for 1- year EDSS 60 and EDCP 50   m/s/c
   - Vancouver Island University
     - Motion to Extend 1- year IECC 032   m/s/c
     - Note EDCP 067 – will seek information re: status

   - University of Frasier Valley
     - Motion to Extend 1 – year ECP 094 (CP)   m/s/c

   Update Renewal Tracking Guide – Diane

   List of courses/institutions that need letters from Steering re overdue renewals

5. **Program Renewal Consultation –** Camosun BEST Program discussion (Diane)

6. **Handbook Revisions**
   - Student Success changes/deletions: see Notes in the Appendices (Mary)
     - Discussion
     - Motion to accept block changes   m/s/c

   - Work Experience learning outcomes: see Notes (Jan's suggestions)
     - Bring forward to next meeting

   - Clean up transfer grid re "ands" and "ors"
     - Bring forward to next meeting

7. **Next meeting:** Stay in communication and set on an as-needed basis. Items brought forward for next meeting:

   - Work Experience learning outcomes: see Notes (Jan's suggestions)

- Clean up transfer grid re "ands" and "ors"
- Adapt Renewal schedule to split provincial renewals over 4 years – one course per year

8. **Action Items:**
- Put links to new resources on Moodle site - Mary
- Contact Steering Committee re letters to institutions for overdue renewals on grid – check if last year's list was sent and add this year's - Mary
- Update Renewal Tracking Guide – Diane

9. **12:05 Motion to Adjourn**   m/s/c

Appendices

Notes: for Handbook Revisions

- **Leave unchanged text in Black; ~~Strike through the deletions~~; Additions in Red; Comments in blue**

Student Success proposed changes:

5. **Study Skills**

Students will:

- Employ study techniques throughout the term to prepare for quizzes, tests, and exams
- Develop critical reading skills (e.g. SQ3R, KWL)
- Navigate textbooks by recognizing and emphasizing key concepts, highlighted sections, chapter summaries, glossaries, and indexes
- Utilize a variety of memory techniques and strategies (e.g. flashcards, mnemonics, self-testing)
- Create a learning environment conducive to concentration and focussed study (move this bullet up to be the first one)
- Practice the skills necessary for successful group study experiences.
- Apply effective note-taking strategies (e.g. Cornell method, mapping)
- Implement effective study habits (e.g. reviewing, recording, rewriting, summarizing, study partners, use of glossary & index, etc.)

6. **Test Taking**

Students will:

- Identify sources and effects of test anxiety

- Use effective strategies to manage test anxiety
- Use effective techniques leading up to a test
- Use effective strategies during a test (e.g. Pre-reading test questions, jotting down key things from memory at beginning of test, using weight of question to determine depth of answer required, use of required formulas, using time effectively during a timed test, tips on answering questions)
- Use effective strategies after a test
- Identify common types of academic dishonesty and their consequences
- List the advantages and demonstrate the importance of academic integrity

7. Time Management

Students will:

- Apply strategies for effective time management
- Evaluate different scheduling tools for learners' personal needs
- Develop ~~long-term and~~ short-term goals, mid-term goals, and long-term goals
- Create personal schedules including study times, assignments, tests, and personal obligations

8. Technology Skills

Students will:

- Perform tasks in word processing
- Use online tools: spelling and grammar checks, thesaurus, synonym finders, dictionaries, and word-web apps.
- Research information on the Internet
- Utilize library services online
- Bookmark useful references (bullet moved up from the end)
- Use electronic communication (e.g. emails, social networks, college email, student portals)
- Create and use folders for organizing course work ~~(e.g. storage on student drives, USB memory and cloud services)~~
- Utilize different storage options (e.g. student drives, USB memory sticks, external drives, and cloud services)

10. Online Learning

Students will:

- Identify common assumptions about online learning
- Compare the pros and cons of online learning
- Evaluate if online learning is a suitable personal option
- Identify important strategies for online success
- Explore at least one online learning platform (e.g. Moodle, Blackboard, Brightspace)

11. **Presentation Skills**

Students will:

- Prepare and/or deliver a presentation
- Practice techniques that affect physical presence (eye contact, face audience, body language)
- Practice speaking skills including projection, speed, tone, clarity, and enthusiasm
- Use humour and practical examples to engage audience
- Use a variety of visuals in presentations (e.g. handouts, props, posters, Power Point presentation)
- Facilitate questions and discussion

12. **Financial Aid and Funding Options**

Students will:

- Develop a personal budget for the duration of school program
- Identify available funding supports including student loans, bursaries, grants, scholarships, aboriginal funding etc.
- Evaluate personal accomplishments to determine funding eligibility (e.g. identify all community service & volunteer work, awards, affiliations etc.)
- Apply for suitable funding

13. **BC Transfer Process**

Students will:

- Describe the BC transfer process.
- Describe how the articulation process facilitates transfer between post-secondary institutions

- Define the following terms and describe how they relate to the transfer process: transfer credit, application for transfer credit, letter of permission, course outlines, block transfer, inter-provincial transfer.
- List reasons post-secondary students would transfer between institutions.
- Use the BC Transfer Guide.