

ADULT LITERACY FUNDAMENTAL LEVEL WORKING GROUP

MINUTES

BRITISH COLUMBIA COUNCIL on ADMISSIONS AND TRANSFERS (BCCAT)

Vancouver Community College: 1155 East Broadway Vancouver

October 20 – October 21, 2022

Present: Nora Franzova -Langara, Brianne Niznikowski - Okanagan College, Heather Cobbett-Northern Lights College, Kim Van der Kuy-Selkirk, Melinda Norfolk-CNC, Matthew Finlayson-VIU, Mikayla vas a lash, Ramona Scott Camosun College, Terry Scott Kwantlen, Mercedes de la Nuez CMTN, Ashley Lichte (English)Douglas, Wilma Gus-NIC, Terry Gideon (math) Douglas.

Recorder: Mercedes (Thursday morning), Brianne (Thursday afternoon), Ashley (Friday morning)

Chair: Shantel Ivits

1. Meeting Called to Order at 9:30am.

2. Introductions/welcome

- Elder Jean Wasegijig provided a welcome and prayer. Shantel acknowledged that the meeting took place on the traditional and unceded territory of the Squamish, Musqueam, and Tsleil-Waututh Nations, who have been stewards of this land since time immemorial.
- New Members: Michelle Lebeau from Capilano University; Kim Vander Kooy from Selkirk College; Atulah Kennedy from Camosun College; Ramona Scott from Camosun College; Matthew Finlayson from Vancouver Island University; Morteza Ghadirian from Northern Lights College
- Regrets: Leanne Caillier (COTR) and Julia Dodge (UFV)

3. Approval of Agenda and Any Additional Items

Motion: to adopt the Agenda

Moved: Wilma Gus Seconded: Heather Cobbett Carried.

4. Approval of minutes of the Articulation Committee meeting of October 21-22, 2021

Motion: to accept the Minutes as presented:

Moved: Brianne Niznikowski Seconded: Mercedes de la Nuez Carried.

5. Updates from ABE Steering Committee (presented by Shantel Ivits)

- **Ministry Update.** Heather Collins is the new Senior Policy Analyst, Adult Education.
- **ABE & ELL Funding Model Change:** Under the new funding model, the Ministry will set an enrolment target for each institution for ABE & EAL combined. These targets will be based on the average enrolment of each institution from 2018 to present. Institutions will be funded based on these targets rather than based on institutions' forecasts (as is now the case). Institutions will be expected to meet these targets. If they don't, there will be no clawbacks (which have been happening under the current model). At the same

time, there will be no extra money if targets are exceeded. The target will not be broken down between ABE & EAL by the Ministry; this way institutions can shift resources to where they are needed. Institutions will receive both tuition replacement and base funding.

- **Overall trends:** Declines in ABE FTEs in 2020 and 2021
- **Community Adult Literacy Program (CALP):** 2021-23 funding application process was completed in Spring 2021, resulting in 97 successful programs located in 128 communities across the province.
- **Adult Upgrading Grant (AUG):** AUG application and manual have recently been updated for clarity, new manual here: <https://studentaidbc.ca/sites/all/files/school-officials/AUG-manual.pdf>

There are no plans to remove or change the requirement for financial statements in the AUG application, but there are details in the new manual about extenuating circumstances. Please see the manual for details on technology funding through AUG

- **Deans and Directors Update - Jean Maltesen**

- Changes to Representatives, lots of strong advocates have recently left: Sue Brigden - Former chair of Deans and Directors of Developmental Education (DDDE) and SLP has retired. Barb Binczyk, Senior Policy Analyst of AEST has left. Tony Bellavia is leaving DDDE.
- ABE & ELL Funding Model Change: Fairer for institutions that set tuition low and subsequently don't get much tuition replacement money. Block funding provides flexibility
- CALP Funding: Organizations receive \$25-\$35K (used to be \$40,000). The amount that groups are receiving has been going down as more applications have been accepted, spreading the overall pot out
- COVID had significant impacts on literacy students - Barriers include access to technology alongside other traditional barriers for literacy students
- Demand Increasing for Online/Blended courses: Students have increasing commitments and responsibilities (work, child and elder care, etc.) and are increasingly seeking flexibility in education
- If we increase online programming, how can students be better supported online?

- **Other ABEASC Business / Discussions**

- BCCAT Transfer Grids: Each working group is being asked to review the BCCAT Transfer Grid Excel Spreadsheet annually
- Chair Election: Shantel Ivits and Stephanie Boychuk are the new co-chairs for ABEASC
- ABE Articulation Handbook: BCCAT is not responsible for the handbook. BCCAT manages the systems and updating the search (link here: <https://www.bctransferguide.ca/transfer-options/adult-basic-education/>). Search page also contains an archive of old handbooks
- AEST will provide link to the handbook, but not graphic design (link here: <https://www2.gov.bc.ca/gov/content/education-training/adult-education/adult-upgrading>)
- Previous ABEASC chair had agreed with AEST rep to the transfer grids being removed - new co-chairs must follow the previous agreement

6. Update on Indigenization of Learning Outcomes Proposal Submission to BCCAT

- Based on feedback from BCCAT, I resubmitted a second draft of our funding proposal to Indigenize the learning outcomes for fundamental English back in January. After much discussion within BCCAT, they decided this project was out of scope of the fund's intention.

Mike W. said that the proposal raised excellent dialogue within BCCAT about their role and how they can best support post-secondary institutions with Indigenization efforts, so it wasn't all for naught.

- o We can certainly continue to look for other funding opportunities to do this work. Perhaps another funding source would also include support for curriculum development instead of just learning outcomes. Let's keep our eyes peeled.

7. Presentation of Institutional Reports *(to be summarized - no need to include copies)*

- a. Okanagan College/Brianne: Low enrolment trends continue in ABE
- b. Douglas College Math/Terry: Overall enrolment is down, though Math 1-3 enrollment is up. Current class size limit is 12, but associate deans are suggesting an increase. Undergoing program review and justification had to be provided for the existence of fundamental level
- c. Douglas College English/Ashley: Enrolment is down in fundamental and up in intermediate. Lost FTE for English has impacted scheduled offerings.
- d. Vancouver Island University/Matthew:

8. BCCAT Report from Fiona McQuarrie

Getting ready for the Joint Annual Meeting which is happening Thurs Nov 3 (online) and Fri Nov 4th (hybrid). The Theme this year is SLAM which stands for: Sustainability, Learning, Access, Mobility. It is free to attend, and the agenda is on the BCCAT website. Participants can attend one session or more. Fiona provided the link to register.

Changes coming to the transfer credit system:

- a function that shows key performance indicators for institutions to show who has outstanding requests for articulation.
- a function which has review dates for new agreements. There will be an auto reminder every 5 years to both institutions involved to remind them to look at their course and make sure they're still up to date.
- a feature under development is a reciprocity tool so that courses transfer between both institutions.
- a deployable widget in which institutions enable a BC transfer guide search from their own institutional website.

Stephanie Boychuk on Steering has been provided with the spreadsheets for review for each ABE sub-committee. Updates need to be reviewed every year for equivalency and technical matters such as course numbers and prefix. Updates should be uploaded to Moodle, and it is requested that even if an institution doesn't have updates that they still check for accuracy. Institutions confirm the info on the excel and let Shantel know that we have done so.

ABE transfer guide printing was carried out by the ministry. BCCAT will continue to update the website in real time.

There has been a request for a separate fundamental level transfer guide. On the BCCAT website it is listed under fundamental.

Link for BCCAT JAM and registration <https://www.bccat.ca/articulation/jam>

BCCAT fall update <https://www.bccat.ca/pubs/Resources/ACUpdate202209.pdf>

9. Course Articulations

Math Courses for Articulation

MOVED by Wilma Gus and **SECONDED** by Nora Franzova, carried unanimously that the ALF Working Committee recommends that the ABE Steering Committee add the following Capilano University courses: CDMA 002, CDMA 003, CDMA 004, CDMA 005, CDMA 006 to both the ALF grid and the Math Transfer Guide.

MOVED by Melinda Worfolk and **SECONDED** by Ashley Lichte, carried unanimously that the ALF Working Committee recommends that Capilano University add ALFM Level 1 learning outcomes 5 through 10 to their course CDMA 001 and have it approved by Education Council and then emailed to ALF Chair before the next ABE Steering Committee meeting.

English Courses for Articulation:

MOVED by Melinda Worfolk and **SECONDED** by Heather Cobbett, carried unanimously that the ALF Working Committee recommends that the ABE Steering Committee add the following Capilano University courses: CDEN 001, CDEN 002, CDEN 003, CDEN 004, CDEN 005, CDEN 006 to both the ALF grid and the English Transfer Guide.

MOVED by Brianne Niznikowski and **SECONDED** by Terry Gideon, carried unanimously that the ALF Working Committee recommends that the ABE Steering Committee add the following Vancouver Community College courses: ENGL 0611, ENGL 0612, ENGL 0613, ENGL 0621, ENGL 0622, ENGL 0623, ENGL 0651, ENGL 0652, ENGL 0653, ENGL 0661, ENGL 0662, and ENGL 0663 to both the ALF grid and English Transfer Guide.

MOVED by Ashley Lichte and **SECONDED** by Terry Gideon, carried unanimously that the ALF Working Committee recommends for conditional approval with minor changes that the ABE Steering Committee add the following Vancouver Community College courses: MATH 0611 & MATH 0621 & MATH 0631 & MATH 0641 & MATH 0651 & MATH 0661, to both the ALF grid and the English Transfer Guide.

Meeting adjourned for the day at 3pm.

October 21, 2023

1. Meeting Called to Order at 9:45am.

2. Review of Curriculum

- a. Melinda raises idea on behalf of Leanne re: revision of Level 6 (not as friendly for level 6 students doing independent study). Could we pursue funding from BC Campus? Shantel would be happy to take this on.
 - a. Could we share some ideas about other/different things to incorporate while we're together - before we ask for funding?
 - i. The Intermediate OER has everything in one book. Unit style, including graphic organizers in one place. Shantel thinks that BC campus can make an e-book, an editable version, etc. -- editing feature for instructors might be nice.
 - ii. More user-friendly fonts (computer fonts should be different from fonts on paper - sans serif for computer, and serif for paper), heading styles, etc.
 - iii. Review for accessibility, screen readers
 - iv. Current Book 6 - students enjoy the content (human rights). Keep it.
 - b. Subcommittee for this project:

- i. Motion: Terry Moves that we seek funding from BCcampus to fund a new level 6 English book and minor changes to other levels. Considering font, accessibility, and more. SECONDED Kim. All in support.
 - ii. Leanne, Melinda, Shantel, Brianne, Michelle, Mercedes, (Wilma will find out what resources North Island College is using.)
 - b. Brianne - on behalf of colleague re: Math level 6. Relevance in content. Some of us are still using the old books. The old blue ones had many good features, but they don't fit the new levels or exist as online texts. CNC has adapted versions of the old blue books. Okanagan Kelowna campus has taken the books apart and put them into levels 1-6.
 - a. Content of Level 6:
 - i. Is learning about **duty** and conversion of funds part of the most recent curriculum? *Yes, and it's on the test, too. It is listed under sample tasks, but it's not in Learning Objectives. SO, we don't have to teach it, but it's there - we could come up with other ideas that are more relevant to students' lives.*
 - ii. Section on **balancing checkbooks** might be something worth reworking (though students should still learn to write checks.
 - iii. Making change sections still use **pennies** - more rounding?
 - b. We CAN edit levels 1 & 6 as they are, but Michelle, for example, orders them as they are (no edits)
 - c. Talk to Leanne to see if it's possible to make small changes to the existing OER (books 1 & 6). Can we make small changes? Shantel will ask Leanne. Mercedes may have time to work on this in May
 - d. Workbooks 2-5 have been revised, but they're "in limbo". Can we take advantage of the limbo period to make some changes?
 - c. Apps for phones - Shantel
 - a. Some of our students are better on their phones than on computers
 - b. Finding multiplication tables that aren't for children and that focus on the more difficult ones. Division (Terry recommends website: commoncoresheets.com)
 - c. Typing shark for typing
 - d. App that teaches you how to use other apps (scrolling, etc.)
 - e. apps with immediate feedback
 - d. Michelle - Has been working with the Skwxwú7mesh Úxwumixw Squamish Nation. They wanted relevant materials that were non-triggering. Has been trying to get funding to gather stories of interest to students with the plan of developing curriculum with multi-level stories (same story, different levels). Community circles, talking circles, gathering stories - students using the curriculum would be involved. Has applied for funding for research assistant and wraparound costs as well.
 - e. Wilma - offering an in-person program at the Port Hardy campus. English & Math & land base activities/projects. Funded through the NIC foundation (not the base funding)

4. Plain Language Workshop with Melinda Worfolk, College of New Caledonia. Melinda took two courses through SFU Continuing Education Plain Language Certificate

Overall goal: To create and nurture a culture of plain language at CNC - a fit for strategic plan

- a. Pilot project 2021-2022 intro (**RECORDED**). Everyone is okay with recording. Shantel will share the recording with us by next week. Melinda is fine if we show this first recording to others. ***If you want to share the actual workshop with someone, please ask Melinda first.***)

- a. STEPS
 - i. Conduct a needs assessment
 - ii. Write a plain language guide
 - iii. Create and deliver a plain language workshop for ALL employees
 - iv. Reflect on the project and suggest future directions
- b. TIMELINE
 - i. Create an advisory group that would meet approximately 1x/month
 - ii. Environmental scan of public facing documents/website (Sept. - Oct.)
 - iii. Write Plain Language Guide, collaboratively with other CNC (Nov. - Dec.)
 - iv. Development of Plain Language workshop (Jan.)
 - v. Deliver Plain Language Workshop to employees over Zoom (staff, faculty, managers) (Feb.-Apr.)
 - 1. Delivered 10 workshops to almost 100 people (Few managers and no executives came)
 - 2. Interactive and tailored to specific group needs when possible
 - 3. Authentic examples
 - vi. Writing Final Report to reflect on project and suggest future directions (May)
 - 1. Recommendations:
 - a. Host PL info and resources on CNC Training webpage
 - b. Revise older documents to meet plain language standards
 - c. Offer more workshops & encourage more execs and managers to participate
 - d. Help faculty integrate plain language training into their programs (e.g., healthcare professionals)
 - 2. Measuring:
 - a. May, 2022: Picked 5 policy docs and 5 broadcast emails
 - b. Ran them through Word Flesch-Kincaid (webpage: average grade level 10.74; policy documents: average grade level 12.8; emails: average grade level 11.72)
 - c. Sept., 2024: Will retest the new versions of these documents. We'll see if they're communicating at a lower grade level
- c. ADVISORY COMMITTEE
 - i. Aboriginal Resource Centre (spread thin & busy)
 - ii. Centre for Teaching & Learning
 - iii. Communications
 - iv. Information Tech & Media Services
 - v. International Education
 - vi. Office of Registrar (spread thin & busy)
 - vii. Policy, Planning, & Strategy
 - viii. Student Services
 - ix. also invited ESL and Adult Special Ed. faculty, who came when they could
- d. PLAIN LANGUAGE FOR POSTSECONDARY SETTINGS handbook - Creative Commons licensed.
Will be available on BC Campus as an OER in the future.

11:40 - 12:50 LUNCH BREAK

3. Chair Elections

Motion: to elect Ashley Lichte and Shantel Ivits as Co-Chairs of the Fundamental Level Articulation Working Group.

Moved: Melinda Seconded: Wilma Carried.

4. Next meeting:

Location: Capilano University

Date: October 19 and 20, 2023

Meeting adjourned.

DRAFT