

**British Columbia Post Secondary Music Forum -  
Music Articulation Committee**

**MINUTES**

**BRITISH COLUMBIA COUNCIL ON ADMISSIONS & TRANSFER (BCCAT)**

Institution/Location: Capilano University - LB 322 (Library)

Meeting Date: Wednesday, May 8th, 2024

**Present:**

Member Institution	Representative	Email
Camosun College / Victoria Conservatory of Music	David Visentin	<a href="mailto:visentin@vcm.bc.ca">visentin@vcm.bc.ca</a>
Capilano University (Music Diploma)	Siri Olesen	<a href="mailto:siriolesen@capilanou.ca">siriolesen@capilanou.ca</a>
Capilano University (Jazz)	Daniel Hersog	<a href="mailto:danielhersog@capilanou.ca">danielhersog@capilanou.ca</a>
Douglas College	Jim Palmer	<a href="mailto:Palmerj@douglascollege.ca">Palmerj@douglascollege.ca</a>
Douglas College (Music Technology)	Hazel Fairbairn	<a href="mailto:fairbairnh@douglascollege.ca">fairbairnh@douglascollege.ca</a>
Selkirk College	Melody Diachun	<a href="mailto:Mdiachun@selkirk.ca">Mdiachun@selkirk.ca</a>
Simon Fraser University		No representation
Trinity Western University	Jon Thompson	<a href="mailto:jont@twu.ca">jont@twu.ca</a> (online)
UBC-Vancouver	Kathryn Anderson	<a href="mailto:Music.admissions@ubc.ca">Music.admissions@ubc.ca</a>
UBC - Vancouver	Amy Farahbakhsh	<a href="mailto:Music.advisor@ubc.ca">Music.advisor@ubc.ca</a>
University of Victoria	Alexis Luko	<a href="mailto:Musicdirector@uvic.ca">Musicdirector@uvic.ca</a>
Vancouver Academy of Music		Sent regrets (Nicole Hurst)

Vancouver Community College	Emily Logan	<a href="mailto:Elogan@vcc.ca">Elogan@vcc.ca</a>
Vancouver Island University	Sasha Koerbler	<a href="mailto:Sasha.koerbler@viu.ca">Sasha.koerbler@viu.ca</a>
Guest: Douglas College	Janette Tilley	<a href="mailto:Tilleyj@douglascollege.ca">Tilleyj@douglascollege.ca</a> (online)
Guest: BCCAT	Elle Ting	<a href="mailto:Eting@bccat.ca">Eting@bccat.ca</a>
Guest: Capilano University	Eva Hodge	<a href="mailto:Alexandrahodge@capilano.ca">Alexandrahodge@capilano.ca</a>

**Recorder:** Eva Hodge - Capilano University

**Meeting Called to Order at: 10:07am.**

**1. Introductions/Welcome:**

Our community recognizes with respect that our campuses are located on the traditional and ancestral territories of the Lil'wat, Musqueam, Sechelt, Squamish and Tsleil-Waututh First Nations.

**Welcome from Chair - Jim Palmer (Douglas College)**

**Institutional Greeting - Siri Olesen (Capilano University)**

New Members/Guests: N/A

Regrets: N/A

New BCCAT Systems Liaison Person (SLP): Janette Tilley - joining in the afternoon. Associate Dean.

**2. Approval of Agenda and Any Additional Items**

**Motion to adopt the Agenda with additions:**

“Discussion 6” - A Tour of Capilano University facilities rather than discussion

Moved and Approved by consensus

**3. Institutional Reports - Lightning Round (3 minutes each) - Introductions from each representative.**

**Capilano University (Music Diploma) - Siri Olesen: On behalf of Karen Nakajima:**

-Program review process has been completed

-Concept paper has been written regarding the development of a new program

**Capilano University (Jazz) – Daniel Hersog:**

-Awarded one section and a half more workload for non-teaching work

- Lots of outreach in schools
- Finally have a date for the installation of a new keyboard lab
- Dennis Essen - retiring. Jill Townsend - taking over.
- Dr. Kofi - drum/dance workshops, formalised into ensemble classes.
  - 2 mandatory semesters of this class
  - Diploma students can take it as well

#### **Vancouver Community College – Emily Logan:**

- Issues with contact hours and credits
- Reviewing the curriculum to make sure it is appropriate for the modern-day student
- Offering 2-year diploma, then stay on for Bachelor
- Focus on entry points and ability to come in and out at different points within the program

#### **Trinity Western University - Jon Thompson:**

- Jon is returning to regular full-time teaching.
- Concerns: gradual decline in numbers since 2020. Focusing on recruiting and outreach.
- Success: Digital music stream: taking existing digital recording and composition and clustering into a stream.
  - coming in Fall 2024.
- Jeff Gibbons: New studio space. Worked on sound, voices & production of Paw Patrol Game.

#### **University of British Columbia – Kathryn Anderson:**

- Many staffing changes and leaves happening: significant shift of who is working at the School of Music
- Changes to credits: Auditing number of contact hours vs credit hours.
  - Class piano and oral skills are the main courses affected.

#### **Vancouver Island University – Sasha Koerbler:**

- Program being cancelled (final board vote to be held in May). Low enrollment. Going to the board to fight the decision.
- Suggestion to watch agendas that go to committees of the senate:
  - ‘Be knowledgeable about what is happening at the institutions regarding upcoming decisions.’

#### **Camosun College / Victoria Conservatory of Music – David Visentin:**

- 50-year partnership between Camosun and the Victoria Conservatory
  - Working smoothly.
- VCM: 1 year certificate program approved by ministry:
  - “Advanced Independent Music Studies”

Advanced level - students suggest robust projects and a program is built around that  
Exciting projects include multi band public concerts and students writing new works.

#### **Selkirk College – Melody Diachun:**

- Music program under a level 3 review: Need to re-write program outcomes in order to go ahead.
- New president / vice president: pro arts. Want to acknowledge music as a flagship program.
- Many retiring: 3 new full time instructors hired. Bringing great ideas to the table.  
New faculty: Joel Fountain (Drummer)  
Emily Millard (Co-program coordinator, song writing / voice),  
Atley King (Vibraphone)
- College is purchasing the campus and providing new student housing.

#### **University of Victoria – Alexis Luko:**

- Significant curriculum changes to theory and musicology. May of 2025
- Oral skills - increase in credits
- Good news: Mary Newman will be joining July 1st.  
Music Tech / Composition: January 2025.
- Hiring soon for technology

#### **Douglas College (Music Tech) – Hazel Fairbairn**

- Launched new program. Investment from university and ministry.
- Building a new audio space. Mastering / theatre.
- Receiving applicants from music tech backgrounds but also traditional music degrees
- Need to show demand in order to develop a 4th year - move towards offering Bachelor's Degree

#### **Douglas College (Music) – Jim Palmer**

- Worked on making applying online easier.
- Comprehensive review of the program as well.
- Broke ground for new student housing building in New Westminster.

#### **4. BCCAT Report - Elle Ting 11 am**

**Spring Report:**

- Provided hard copies of publications and swag
- Updated resources: How to articulate and articulation committee guide.
- New Council co-chair: Angus Graeme.

**Technology:**

- 3-year strategic plan - rebuilding the TCS platform. Open to suggestions.
- Partnership with ONCAT (Ontario) to deploy the same platform.
  - Hope to encourage interoperability between the systems. Not starting yet but going smoothly.
- Pathways project: Meant to package courses together:
  - compare / evaluate together to facilitate program transfer
  - help students see/understand the gaps when transferring
  - currently testing - launching in the Fall. Building on the existing platform.

**Health Care Economy:**

- increase pathways between programs - especially nursing.
- [Mwinseman@bccat.ca](mailto:Mwinseman@bccat.ca) with questions.

**Research:**

- Scan of existing infrastructure for students with disabilities
  - See "[Accessible Admissions](#)"
- Report on types of professional regulations in BC
- Course outlines in BC transfer system - summarizing information to help transfer
  - See "[Course Outlines in the BC Transfer System: Designing Content and Format to Facilitate Course Transferability](#)"
- Direct admissions: New approach to admission in the USA
  - Students create a profile on the app
  - Profile includes SAT scores, activities, information important to admissions
  - Data is matched by institutions, who then apply for the students.
  - Takes workload off of students.

**2024 / 2025 projects:**

- Exploring the use of letters of permission in the transfer system.
- Decisions on awarding outside of BC.

**Anniversaries:**

- 35th Anniversary of BCCAT, 10th anniversary of awards

**BCCAT JAM 2024:**

- When:** November 7th / 8th, 2024
  - Nov 7th: Online only
  - Nov 8th - Hybrid: Online and in person
    - Limited tickets for in person - Advise as soon as possible
- Where:** Paradox Hotel
- Travel costs covered for chairs but not other attendees
- Open to everyone

**PCCAT / ARUCC Conference:**

- Calgary: June 24-27.** (Register open until end of May)

**Calls for Proposals:**

- Interprovincial student mobility with statistics Canada Data
  - following where students go
- Policies and practices of course syllabi distribution
  - assess timing of syllabi distribution
- Delivery Mode Preferences
  - Create repository of institutional surveys to summarize key findings
- Students affordability considerations for post-secondary access

**5. DISCUSSION 1: General Articulation Questions / Procedures / How - To:**

**Question:**

When programs get cancelled, are students still able to transfer if agreement is already negotiated?

**Response:**

- Yes - If a student is at the end of their current studies, the transfer is honoured within the time constraint. (e.g. 7 years at Douglas College).
- More challenging for those in the middle of their studies: need to complete at another institution.

Issue raised regarding students wanting to return to complete their program only to find the program cancelled.

- Selkirk, VCC, Douglas, Nanaimo Conservatory (tied to Camosun / Victoria Conservatory) offered assistance for students completing the program Requirements.

Discussion ensued.

**BCTG (transfer guide) - online - [BCTRANSFERGUIDE.CA](http://BCTRANSFERGUIDE.CA)**

- students can use it to see where they can transfer / what courses are recognized.
- If unable to find it in the guide, they can request a review to transfer.  
(Admissions review)
- Example shown: list of institutions / courses and where students can go from VIU
- Students will usually need to apply before requesting articulation transfer.  
Chair finds a rep in the department to evaluate transfer requests.

Discussion ensued.

### **Discussion regarding assigning credits for student without a formal transfer agreement**

- Doing this works within a comparable transfer - not tech to history for example.
- Can count credits towards electives
- Always better to directly assign a comparable course rather than unassigned credit

### **Discussion regarding receiving and sending institutions:**

- Confirmed any institution can initiate a transfer: receiving or sending.
- Receiving institution could initiate a transfer confirmation - fast track the process

### **Discussion regarding potentially losing students due to transfer departments not speaking with music coordinators / a need to fill gaps in the transfer guide:**

- Example given of a student from Camosun with 100 credits who was given 13 by CapU due to gaps in the BCCAT.
- Student then provided side by side comparison of courses to transfer over.
- Discussed importance of being up to date
- [How to Articulate Guide](#)
- VCC: Transfer department has a form that is sent to music
  - Music department completes the form to show the equivalent transfer courses.
- Then sent back to transfer department for review

### **Discussion of challenges of finding equivalents:**

- Suggestion of looking at learning outcomes from each institution
- Suggestion of creating a series of tables that show where the courses transfer to
- Send information to BCCAT when you find something that transfers properly.  
Reduces workload in the future.
- UBC: point of confusion in transfer guide: credits from private lessons transfer to UBC, but the year standing might not (determined by audition)
  - Example: Students transferring into 3<sup>rd</sup> year receive credits but often start in 2<sup>nd</sup>-year lessons because of audition expectations.

## DISCUSSION SUMMARY:

### “How to Articulate” 2023 pdf

- Receiving checklist important
- Page 26: Sending institutions only: “How to send”
- Page 28: Institutions receiving request: “How to receive”
- If you receive a transfer review request, don’t reject
  - If you cannot complete at the time, simply wait (rejecting ends the process completely)

N.B. “How to Articulate” can be found on the BCCAT website <https://www.bccat.ca/>, along with the [Music Articulation Committee \(BCPSMF\) site](#)

### **David Visentin suggested use of a repository of syllabi / course outlines**

- For review to help create connections / equivalents
- Suggestion: Shared drive with password on BCCAT private to this group.
- Jim to follow up regarding this
- Further discussion of merits of using the same code for courses:
  - Agreement that it would be challenging due to differences in teaching

### **Many ways of deciding which courses to transfer and where (listed from most simultaneous requests to fewest):**

- 1) Look at all courses and try to send - but huge amount of work
- 2) Break it down by subject:
  - Example: do all theory this year. History next year...
- 3) **BEST OPTION** (balances workload for institutions involved with need for currency in articulation agreements): Articulation completed any time there is a new or revised course
- 4) Student requesting to transfer specific course not found in guide:
  - Address that there is a gap and get those logged into the system transfer guide.

*Focus on 1st and 2nd year*

## **6. DISCUSSION 2: Student Demographics**

### **Discussion regarding issues at Douglas with female identifying student in music tech:**

- Share of female Music Technology Diploma applicants to Douglas College decreased to 12% this year
- UBC - Music Tech is a required course
- Douglas working on marketing to include female representation
- Douglas considering making Music Tech a required course

### **Response:**

**Yes, better to make it mandatory per other institutions’ results**



**VCC:**

- added music tech to 1st year - Mandatory. 1 hour lecture / 1 hour lab.
- result: more women hired as student techs  
more females joining optional 2nd year.

**Selkirk:**

- 1/4 female for music tech.
- 1st year computer applications to music - mandatory.
- Women taking the course are some of the strongest students
- Female grads doing well.
- Feedback from female grads:
  - Negativity from peers: assumed they don't understand

**Camosun:**

- Required course for students
- 40-50 % female.

**VIU:**

- Music Tech also required - 4th year

**UVIC:**

- Hired a female music tech assistant
- Focusing on changing culture but challenging to do so

**7. DISCUSSION 3: Inter-Institutional Student Opportunities -**

- Tabled / Moved to item 10
- Jim moved - Siri Seconded

**12:30-1:30pm - LUNCH**

**Janette Tilley - Joined the meeting via Zoom - Douglas College**

**8. DISCUSSION 4: Core Courses / Learning Outcomes**

- Jim noted: similarity in learning outcomes but changes in what core courses are required.  
UVIC leading way changing history and theory: Decolonized, indigenized.

Questions for other institutions?

**Question: How has UVic managed with the new textbook for History?**

**Response – Alexis Luko:**

- History text not implemented yet - happening May 2025.
- Discussion of using part of new text in 2024 or wait for the real start in May 2025.
- Musicianship, theory, and musicology will be affected.
- Makes the most sense to implement all at once.
- Modules being tested to transfer into a new curriculum.
- Created hypothetical course outlines to test
- De-sequenced, No pre-req in theory, can be taken in any order.
- De-centered tonal and western -
  - Tonal and western focus placed into 3rd and 4th year levels instead
- No longer using placement test after the summer 2024:
  - Assuming no prior knowledge.
- Auditions remaining the same.
- “Writing about music” course with small writing assignments
  - Learning to critique and respond to
  - Writing program notes, writing about music
  - No paper until 2nd year.
- Observed we are behind in what students need
- Musicianship: More practical approach with more contact hours
  - Alexis Luko can share upon request

**Discussion on non-sequential learning from each institution:**

- Allows possibility of continuing even if one module is failed

**David noted that Lethbridge has been using non-sequential theory for 2 years**

- Peter Visentin - ULeth.ca
- contact with any questions about Lethbridge theory

**VCC:**

- Offering non-sequential history. But the majority is sequential.

**Douglas:**

- History: First term - writing and research. Other 3 completed in any order.

**VIU:**

- Offered 3 groups of History: North American, Classical, Jazz.

**Discussion regarding theory:**

-Douglas, VCC, and Camosun each has a prep year (Certificate) program.

**Camosun:**

-Offers 6 terms of theory and harmony. Presume the student has no knowledge

**UBC:**

-Students start in term 1 but can challenge to 2nd term if they have enough knowledge.

-Noted there is less music literacy across the board

-No remedial course offered (new for Fall 2024?)

**Selkirk:**

-Entrance tests are part of the audition.

-Less than 75 %: required to take online prep course for 2 weeks

-This year: can opt out of the test - enter straight into the prep course.

-Added rudiments of music into Fall term - but can test out of it.

-First year students have less stress as a result.

-Offers theory and aural skills prep

**VIU:**

-Didn't have to do 1st year if knowledgeable

**VCC:**

-Offers 6-week summer prep: Mix of theory and aural skills prep

-Online, but instructors are available all the time via zoom.

-Self-paced.

-More international.

-Suggestion of students taking the prep course and then attending institution of their choice

-Theory assessment test is still there.

**Douglas:**

-Offers 6-week summer prep theory course

-In person: July / August

-Must be fluent in music (notes, rhythm, meter, key signatures, scales, triads, intervals) to be admitted to Music Diploma.

- Very challenging assessment affects enrolment
- Douglas College Music programs under review this year

**CapU:**

- 2 sections of prep theory
  - offered online July / August

**With respect to placement tests:**

- Douglas is not allowed to share the placement theory test (uses UTheory).
- Jim suggested use of UTheory.com:
  - Build multiple tests
  - Responsive to adjusting requirements of testing.
  - Use of a question bank with categories.
  - Can select difficulty level, time limit, grade requirement.
  - Questions randomized.

**Issue addressed regarding cheating problems with CapU prep theory courses:**

- Suggestion of testing with limited time which allows less time to cheat.

**David:** Ok to share Camosun's mock assessment

\*\*\*Not to be shared outside of the group

**Discussion regarding VCC meeting with RCM:**

-RCM building new "SAT of music": If a student answers correctly, the questions become harder; if Incorrect, the test stops

**DISCUSSION SUMMARY:**

**Alexis at UVic:** Happy to share draft documents with new program information.

**Contact:** Peter Visentin - ULeth.ca with any questions about non-sequential theory

**Offering prep courses:** Douglas, VCC, Camosun, CapU, Selkirk

**Jim suggested use of UTheory.com**

**Time limits for tests to help limit cheating**

**9. DISCUSSION 5: AI in the Music Classroom**

**AI issues per Janette Tilley:****Case studies:**

- AI can be used for papers, reflective and creative writing.
- Seems polished but superficial.
- Many times the sources are not real.
- Students can use AI for auto-harmonizing - given a bass line and it builds the rest.
- Students are using AI as a crutch. It is used constantly.
- Kathryn shared there was an application that was made by AI.

**Solutions:**

- Important to have clear AI statements in course outlines
- Suggestion: Set a benchmark at the beginning of the term to get an idea of the student's writing
- New ways of testing in class to avoid use of AI - in class oral / written assessments
  - Example from Camosun: AI generated response to an assignment question and had students read each response to select which should receive the highest mark.

**Software to test for AI is not reliable**

- Example of student accused of using AI when they had not
- Best to discuss with the teacher to determine the best way to test instead
- Privacy concerns regarding uploading student's content to AI checkers

**Elle Ting provided BC Campus resource:**

- [BC digital literacy](#): Repository of resources
- ["Teach it" \(Teachers\)](#) / ["Learn It" \(Students\)](#)
- Organized by theme.
- "Teach it" - provides a collection of resources.

**10. Inter-Institutional Student Opportunities:****Opportunities for students:**

*\*May need a "letter of permission" from their home institution to attend these\**

- need to know restrictions
- letter of permission isn't a guarantee of transfer credits

**DOUGLAS:**

-Jazz ensemble, Concert Band, Chorus, and Chorale (New West)

- available in Fall and Winter - for credit - transfers – requires brief audition.

**-Prep classes in the summer**

- music theory / aural skills - in person beginning of July to mid-August

**-Guest lectures/workshops**

**-Advanced certificate and applied audio:**

**-Summer music tech offerings**

- Intro to Music Tech (MUSC 1182) – open enrolment

**VCC:**

**-Indigenous music ensemble - 2 in the Fall**

- Russel Wallace - students and also community. Contact [Russell\\_wallace@hotmail.com](mailto:Russell_wallace@hotmail.com)

**-Asynchronous: 6-week theory and aural skills prep**

- July and August

**CAMOSUN / CONSERVATORY:**

**-Camosun: Intro to music tech: online (also can offer in person)**

-Most courses in person - Any course is open - Student success is the focus

**CAPU:**

**-2 music theory foundations courses**

-online

**-Ensembles: Jazz and Choir**

-open registration

**-CapClassics throughout the term**

-includes Alexander Technique workshop

**SELKIRK:**

**-Clinics on zoom with a higher profile person**

-could open to guests

**UBC:**

**-Wind fest and Brass fest - group rates - early January**

**-Chan Centre: student events - ticketed through Chan Centre**

**-Clinic outreach program**

-with or without a clinician

-send email to Kathryn Anderson ([music.admissions@ubc.ca](mailto:music.admissions@ubc.ca)) to work in Chan /

**-Group rates for all UBC Concerts**

-choir, orchestra, bands (less than \$5 a person)

**UVIC:****-Summer quartet fest**

- string students & visiting quartets

**-Piano academy**

- late summer

**-Concert Band - Re-starting**

- School of music / community: for credit or just to attend

**-Livestream concerts - available online / saved there**

Discussion ensued.

**Request for number of upcoming applications into the music programs:**

- Douglas: 105 Music Diploma and 66 Basic Musicianship Certificate (early May) - in report

- UBC: not able to disclose

- Camosun: 23

- CapU: 18 incoming first years (2023), don't have current numbers

- UVic: don't have numbers

- VCC: 27 incoming first years (2023).

- Selkirk: 49 applications started, but fewer auditions (expecting 30-33 coming in)

- VIU: 19

**Tour of CapU Music Building - FIR****11. Other Business / 2025 Meeting (3:15 pm)****2025 Meeting:**

- Confirmed second week of May a good time to meet

- Host: supply meeting room, food, tech, someone to take minutes.

- Also nice to have a live performance over lunch if possible

- Emily advised VCC can explore hosting for next year.

- Jim to confirm date

- Associated professional development and indigenous learning - guest speaker

- PD ideas to explore for guest speakers or topics - send to Jim

**12. Closing Remarks (3:31pm)**

Jim to send a follow up in next couple weeks:

-Sending links and action items.

**13. Next meeting:**

Location: To be determined

Date: To be confirmed by Jim

Meeting adjourned at: 3:33pm

Thank you!