

1. **Call to order** – Meeting was called to order at 8:32am.

2. **Attendance & Regrets**

Attendees:

Beverly Currie-Mclean – NVIT  
Kathleen Lewis –Northern Lights College  
Sylvia Fraser – NLC  
Christine Nehring – UFV  
Julia Slade – VCC  
Sabrina van Hellemond – Selkirk College  
Deanna McNaught – Yukon U  
Emilio Porco – NVIT (Academic Integrity Manager)

Alicia Miller – Douglas College  
Brenda Ridgeley-Ketchell – OC  
Patricia Gaudreault – Camosun  
Colleen Formisano – Kwantlen  
Nisi Perera – VIU  
Joan Kuan – College of the Rockies  
Kelsey Iceton – OC (Recording Secretary)

3. **Approval of Agenda – May 8, 2025**

Motion to approve agenda made by Christine Nehring and seconded by Beverly Currie-Mclean. Motion carried.

4. **Approval of Minutes for May 5, 2024**

Errors and omissions: Beverly Currie-Mclean sent a regret and a report to the last meeting.

Motion to approve minutes by Julia Slade and seconded by Christine Nehring. Motion carried.

5. **Business Arising from the Minutes**

- 5.1. ***Call for Chair Nominations for the OA-ABT Articulation Committee:***

Brenda Ridgeley-Ketchell became Chair in June 2022. In June 2025, will have served a full 3-year term as Chair of the OA-ABT Articulation Committee. Kathleen Lewis asked if there is a Vice Chair position and if the committee wants one. Brenda responded that they haven't had a Vice Chair and is not sure it is needed. Finds that it is not a lot of work. Work consists of communication with BCCAT, forwarding information to group, and holding the annual meeting.

First call for Chair Nominations: no nominations.

Second call for Chair nominations: Joan Kuan nominated Brenda Ridgeley-Ketchell. Brenda accepted nomination.

Third call for Chair nominations: No new nominations. Brenda is Chair by acclamation.

- 5.2. ***Group Communication***

The Committee was using Slack for communication until it was no longer free. Moodle shell set up by Anabella Chung (BCCAT). Moodle can house resources, reports, minutes, and documentation from BCCAT, but the downside is there is no live chat function. Discord is an option to use to communicate better that is free. Brenda will set up a Discord group and send out the link for people to check out.

- 5.3. ***BCCAT Transfer System***

At the meeting last year, Brenda asked the committee members to submit their courses into the BCCAT transfer system. Douglas College sent all their course outlines for MOA and then it was pulled back and the information inaccessible when Brenda went to get OC Medical Administration Assistant instructor to look at the documents and complete the transfers within the system. Unsure what happened.

Brenda made another request to members for courses to be entered into the BCCAT transfer system.

6. **Business Arising from ABT-OA Correspondence**

Brenda made a call out for any items arising from correspondence that should be brought to articulation. Nothing was brought forward.

7. **New Business**

- 7.1. ***BCCAT Report - Anabella Chun***

Anabella Chung not able to attend the meeting but sent a BCCAT report that was circulated by Brenda.

A BCCAT Jam session was held online. A lot of the content was focused on the immigration policy changes which has decimated international student enrolment for BC and across Canada.

Brenda made call out for comments and questions about the report to bring to Anabella. None brought forward.

#### **7.2. *Provincial Chair Report – Brenda Ridgeley-Ketchell***

Brenda attended BCCAT conferences and tried to keep members informed about what is happening in the transfer system. System may take an exciting turn due to the changes in enrolments. Seeing more interest in creating laddering opportunities across the province and the country. For example, OC looking for schools with business diplomas that could ladder into year 3 of the BBA degree. Something the OC Office Administration department is also looking at is for their certificates to ladder into diplomas.

Brenda was asked about OC Office Administration's diploma that was talked about last year. The Paralegal Diploma is graduating it's first cohort in June. The Office Management Diploma was put on the backburner because of everything happening institutionally. Was asked by School of Business leadership for it to be resurrected so it will be moving forward. Looking at laddering that diploma into the BBA as well. Creates the potential for other institutions' certificate programs to ladder into OC's diploma program, and then perhaps also into OC's BBA program.

#### **7.3. *Institutional Reports***

##### **Christine Nehring – UFV Report:**

This last year has been acting as a dual Head for Information Studies program and ABT program. For ABT, program is in the second year of it being a part-time offering and is running well. Other faculty member resigned so in a holding pattern and maintaining for now. Program is a 6-month certificate program. Normally offered twice a year, but only offered as a Fall start right now. Enrolments for full-time remain strong. Enrolments for part-time have doubled.

Christine was involved in the BC Skills competition. Assisted with judging and marking. May send a student from UFV next year. This year all 3 competitors were from OC. Brenda encouraged other members to send students to BC Skills to compete.

Christine curious if anyone is using any open access textbooks or is developing any open access textbooks. Deanna responded that they are trying to use as many open access resources as possible. Open access is hard to find especially for software. Trying to move away from textbooks because it is a barrier to students to purchase them. Kathleen responded that at NLC, they are using an open-source textbook for human relations. Added a link to it in report. Sabrina responded that they are adopting one for customer service. Have had a hard time finding them for any software courses that are thorough. Brenda responded that OC has developed some of their own content. Find that for software, because the program has Word I and II, Excel I and II, Access and PowerPoint, just using SIMNET works because it is one product that covers all those courses. \$150 cost for 6 courses of content. OC had an Office Procedures textbook that was developed that was outdated and hard to keep updated with the workload for instructing the courses. Have gone back to market to find updated textbooks. A lot of the textbooks are e-books. All labs at OC have dual monitor set-ups and hyflex students encouraged to have 2 monitors at home. This enables students to have the textbook open on one screen and to do their work on the other. Joan responded they have no open textbooks. Have one course where there is no textbook, they just pull together content. Struggle to find a good textbook that is up to speed, find that they often miss pieces that students need to learn. Sabrina responded that they use Cengage for their software courses. Same idea where the student buys one access code and has access to material for multiple courses. Alicia responded that they are not using much as far as open-source texts. Challenging to keep content cutting edge and up to date.

Julia responded that they find it incredibly difficult to find and use open-source texts. Wondering why is this not being jumped on? Why hasn't it been done? Brenda responded that publishers do amazing jobs for medical and legal textbooks, it's hard to veer away from that and try and build your own. Some content is so perfect, why jump in and do all that work when instructors just don't have the time. Julia responded that, in the legal program, legislation is changing constantly, and it would almost be a part-time FTE just to keep on top of those changes. Kathleen responded that BCCampus sometimes puts out calls for open-source books and then you can get paid for your work. Takes a passionate person to do it. Suggested reaching out to BCCampus to see if calls are going out and to spread the information. Nisi from VIU responded that they use Cengage and Paradigm Solution textbooks for all courses. Texts updated every year. Beverly responded that they have a difficult time finding Canadian resources. Publisher [Northrose](#) comes recommended. With records management, it is hard to find a Canadian text.

Question about if students are buying eBooks or physical books. Brenda responded that a lot of texts are not available physically now. Many students want physical textbooks. It depends on the age of the student for a preference towards one or the other. Sabrina responded that they have found that students prefer physical, but the cost is so much less for eBooks.

Brenda suggested that it may be useful to share book lists for courses in the Moodle.

**Alicia Miller – Douglas College Report:**

Douglas College affected by changes in PGWP specifications and international student enrolment. Program itself not impacted that much due to not enrolling many international students, but still indirectly affected because of institution-wide budget decisions. Started out in Commerce and Business Admin, with legal and basic office skills. The MOA program then moved into Health Sciences where intake was paused for revision. Fall 2023 was the last intake. Have been teaching students out of the old version of the program since the intake pause.

Program information: still a 30-credit program, available part-time or full-time, keeping courses open enrollment except for those with pre-requisites. Important to continue to offer part-time and open enrollment because it aligns with the needs of the student demographic that the program often serves. Moving into Health Sciences allows students more access to experiential learning labs and props for simulations.

One and a half faculty members are currently working, and the department may be able to hire. Applications for the new version of the program opening in late March and we have 30 applications. Have been doing promotion and recruitment during the pause. Have been in talks with high schools about offering some courses as dual credit.

Brenda asked about the program information being pulled back before it could be articulated. Alicia not aware it was pulled back. Could be that it was removed because the intake was paused, and the program was going through revision and governance approval. Will investigate it with transfer credit department.

**Sylvia Fraser – Northern Lights College Report:**

Sylvia was the successful candidate for 2-year term as Program Lead for ABT. Acting as Chair for EdCo for past year. Re-elected for 2025/2026 academic year.

Fall 2024 intake enrollments were good. Two F2F full-time offerings at Fort St. John and Dawson Creek campuses. Offer online intake as well. ABT is running a temporary cohort of the Office Assistant on Fort Nelson campus and Chetwynd campus. 18 additional students between the campuses operating as 1 cohort. They have classes in the afternoon at their locations and then come together for online course instruction in the evening.

Staffing strong: 2 instructors (including Program Lead) FT teaching F2F. 1 instructor online (0.7 FTE). 2 contracted PT online instructors. 2 contracted PT F2F instructors. Offer 3 certificates: Office Assistant, Financial Assistant, Administrative Assistant. Offer bridge into Business Management. Executive Assistant still offered.

Dual credit was strong in previous years, but changes were introduced which negatively impacted enrolments. Still recovering from that. Saw improvement this year. The IRCC changes haven't affected ABT program much. Institutionally, have seen an increase in domestic enrollment.

**Deanna McNaught – Yukon University Report:**

2 programs: Administrative Assistant and Accounting Clerk. There is a push from government to develop a new MOA program. Deanna hired half-time to look into programming. In doing research, found that previous MOA program content felt outdated to people. Identified a need for more content around wellness, reconciliation, soft skills, and de-escalation. Two and a half full-time faculty. Half time faculty paid for from MOA money. Offer core courses in Fall and then specialize in Winter (MOA, accounting/financial assist, etc.). Have been working hard on program review and pushing through changes to course outlines and learning outcomes. Consulting potential employers about what they want out of graduates. Trying to be Yukon specific in content.

Went from 18 students to 37 last year. Did not hire more faculty, not able to hire out of territory. Took away credits for Keyboarding and Math. Incorporating business admin courses because trying to provide ladder opportunities. No longer PGWP eligible, will have no international students.

Julia asked about removing keyboarding credits. Deanna responded that keyboarding is important for employers but huge barrier for some students. Found that students not able to get certificate because they struggle with typing skills. Have the content for keyboarding but it is self-directed. It is offered as a 0-credit course. Other tools are available to type up minutes and some employers do use them, but keyboarding speeds still often required by employers. Julia responded that keyboarding is a barrier to certain students and is still required by industry. It is a challenge to navigate. A lot of time and energy used to support students through this requirement.

Deanna added that they found that students were not buying textbooks for the grammar course, they were choosing to use AI to complete the work. Students learning skills, just not the ones instructors are teaching. Tension between changing courses so students can't cheat by using AI to edit for grammar and changing approach so that students are learning to use AI to edit for grammar. Julia added that that is what they are looking at in all the programs. If it's a battle between AI and not AI, not winning that battle. Thinking about how we flip the script on what they are learning about it and how students are using it. Brenda added that industry is using it, and if we are teaching to the employer, then we have to consider how to teach it. Also added that at OC some students are using technologies like Microsoft Dictate to pass the requirement if they are not able to get up to speed. At OC, requirement is 40 wpm, not 25 wpm. Removes a barrier for good students who can't perform that specific skill, allows for flexibility.

#### **Colleen Formisano – Kwantlen Polytechnic University Report:**

Requested to take Alia Somji off distribution list (now Dean).

Only full-time instructor teaching in Legal Admin. No Medical Admin offered. 70 layoffs with the School of Business at Kwantlen. Colleen's job is safe but some of the instructors who teach courses within the program (such as the computing courses) are affected by lay-offs. The program was being looked at to be discontinued before the international student changes. Presented business plan to institution as an argument to keep the program because program brings in 35 domestic students. One September intake a year for 35 seats. Consistently fill seats through recruitment efforts (info sessions and connecting with high schools). Baffled about lack of applicants because there are jobs available and the program is short (8 months). Some talk of interest in a Paralegal program but discussions in the past haven't gone anywhere.

Brenda encouraged Kwantlen to consider a Paralegal Diploma (PLD) program. At OC, 12 in first cohort of Year 2 of the diploma but 48 in year 1. Only 3 or 4 institutions offer PLD in BC. Offered hyflex so more students can join than seats that are available. Brenda responds to chat question about how we offer hyflex and how it works for those students that attend only online: Classrooms are equipped with webcam technology that follows instructor around classroom and allows them to see the board and what is happening in the classroom. OC took out Personal Injury (60 hours) and added in Employment Law based on feedback from legal focus group.

#### **Sabrina van Hellemond – Selkirk College Report:**

Five certificates that are offered: Office Admin, Advanced Bookkeeping, Bookkeeping (part-time), Two associate certificates in Bookkeeping and Word Processing. One main cohort in September, limited intake in January. Courses taught online. Students can use campus labs but losing lab access due to some satellite campuses closing. 20 students through OA and Bookkeeping. 15 more students through associate certificates. Students have trouble finding funding to take programs. Online courses are asynchronous not synchronous. Considering adjusting hours because instructor finding that the work is done in the evening and weekends because that is when the students are accessing the course and online.

One full-time instructor who teaches most courses and then Sabrina acting as coordinator and doing some teaching. Business department has been hugely affected by international student changes and programs are under the Business department. All domestic students within the programs but still impacted by institutional crunch. Working on updating courses and looking to have more eBooks, and books that can be used in more than one course, and open texts to reduce costs to the students. Selkirk will not offer AI tools through student Microsoft 360 packages. Curious if any institutions are offering that to students.

#### **Beverly Currie-McLean – NVIT Report:**

NVIT doesn't take international students so not affected by the changes. Offers Office Admin Certificate, Executive Diploma, and Medical Office. Seriously looking into developing a Legal Assistant program (conveyancing). Bev is full-time and there are some sessional instructors. 70-80% students and staff indigenous. Institution caters to the indigenous community and empower indigenous learners. Enrolment numbers never huge because it is a small institution. Low funding from Ministry. Redesigned Executive Diploma to change mostly the English content. Uses Typist for keyboarding course.

**Nisi Perera – VIU Report:**

VIU faced significant department-wide challenges due to international student changes and budgetary pressures. Office Admin program not significantly impacted because they don't enroll international students.

Office Admin Certificate was offered on 2 campuses (Nanaimo and Cowichan). Temporarily suspended on Cowichan campus due to low enrollments; however, planning on relaunching part-time in September. In Nanaimo, program offered full-time as a F2F delivery. One intake in September for the 10-month program. Expecting full enrollment in September with 20 students. Taught by 1 full-time instructor and 1 contracted instructor. Looking to update program for September 2026. Thinking of introducing part-time hybrid model and offering more flexibility for learners. Targeted information sessions for marketing. Program is under Trades department so asking the department to help with marketing.

**Julia Slade – VCC Report:**

VCC has been hit hard by IRCC changes. Entire departments wiped out including the program for newcomers being cut with no consultation or efforts towards mitigation. Cuts to faculty have been huge. Cuts to international programs in the business area have been huge as well. Focused on teaching out the international students that remain. Atmosphere is permeated with concerns about budgets and money.

Programs are under Applied Business within the School of Hospitality, Food Services, and Applied Business. Not too affected because enrolment mostly domestic. MOA enrolment is strong. Renewal of Legal finished and will launch September 2025. Went from a 5-month to a 6-month program and officially overhauled the curriculum. The Administrative Professional program enrolment dipped. Talking about decreasing intake from 3 to 2. In 2023/2024, Medical Transcription program was suspended due to low enrolment. Suspended right after renewal took place which caused a layoff. Executive Assistant was suspended. Unsure why there wasn't more enrolment for that program with the number of jobs available.

Noticing that in the last few years there has been a significant increase in having to coach students through mental health issues and performance issues. Offering combination of remote synchronous delivery and F2F. 2 days/week students on campus and 2 days/week students are remote. Looking at renewing the Admin Professional program. The department budget hasn't changed significantly but the context of the college financial struggle stills affects them.

Brenda asked what the difference between Admin Professional and Executive Assistant is. Julia responded that AP is the foundational program for entry level jobs and Exec Assist is for graduates of AP or for those already working who wanted the credential for it or who wanted a pay bump.

Alicia asked which schools have MOA programs. Response was VCC, VIU, NVIT, Douglas College, Camosun, Langara, OC, UFV.

**Joan Kuan – College of the Rockies Report:**

Experiencing lots of executive changes: President retired, new President started, VP Finance retired, new VP of Strategy, Budget, and Operations. Office Admin programs under a new Dean. New Dean looking at dual credits and micro-credentials. Hard to develop these when teaching 9 months of the year. 3 full-time faculty and 1 part-time faculty. Courses are 100% online. No lab on campus. No cohorts just a continuous intake of students. Most contact between student and instructor is 1 on 1. Students mostly studying part-time because of work or parenting responsibilities.

Dual credit is a hot topic. Have a liaison with the local schools and hoping to have a few dual credit students in the Fall. Looking at doing a bookkeeping micro-credential through Continuing Education. Being developed by internal faculty so some control and ability to make sure it doesn't overlap what is offered through the department. Program review will take place next year.

**Patricia Gaudreault – Camosun Report:**

Legal Admin Professional program has gone through a review. 100% online. A few years ago, the program integrated into the School of Business instead of sitting by itself as a tiny program. Going online has opened up enrolments substantially. Able to have students from all over the province, Canada, and the US.

Was a 12-month program, now 8-months. 4 legal-specific courses: Civil Lit, Conveyancing, Family, and a Solicitors course. Other courses (6): Business Law, Word Processing, Excel and Access, Business Management (hierarchy in companies), Business Communications, Workplace Professionalism (soft skills). Used to have 15 total legal admin courses.

Students being hired right out of the program. The feedback on the students' abilities from stakeholders has been positive. Happy with what content was cut-out. Feedback was that some of the content not necessary for going into a junior position.

No textbook for Workplace Professionalism – uses [getAbstract](#) (subscription).

Colleen asked about what was cut-out. Patricia responded that the capstone course was cut-out. Was called "Workplace Integration" (6 credits). It was geared towards F2F delivery and ran for 7 weeks (full-time). Included resumes, cover letters, applying for jobs, interviewing, and 3 weeks of work experience. Very expensive course to run. Removed content from other courses and added to existing courses. I.e., legal citations content lessened and added to civil lit. Second year after changes. Feedback has been good from students.

Alicia asked what were the "game changers" for the program revision. Patricia responded that changing to 8-month length (2 terms), offering online delivery, keeping focus on barristers and solicitors practice, having industry experienced instructors, and finding other ways to give students the full experience.

Program has a good reputation. Finding that rural community practices are reaching out for students to hire and some students interested in moving. Support from School of Business is instrumental in success. Business students can take legal courses as an elective. For example, accounting students like taking corporate wills and estates because it is part of their jobs. Helpful for legal students as well because they are exposed to a wider range of experience and exposure to different perspectives.

**Nicholas Read - Camosun Report, continued:**

Integrated all the certificates so that there are commonalities between them. Have 3 programs: MOA, Office Admin Professional, and Legal Admin Professional (LAP). Big change as of Fall 2024 is that the programs were tweaked so that they have 5 common core courses and then some specialty courses for each different stream. Common core courses are part of the Business course as well. Allows lots of offerings of each course which allows for flexibility in scheduling.

MOA specialty courses run F2F. Office Admin runs F2F, looking at online actionable. LAP is online.

**Brenda Ridgeley-Ketchell - Okanagan College Report:**

Because Office Admin instructors are vocational staff, not affected by faculty layoffs due to international student changes. However, due to low enrollments at 2 campuses, there will be 2 continuing staff members that will be getting notice. Both are long-term members so their workload will likely be adjusted, and the result will be that there may be non-regular people not working anymore.

Enrolments are steady. Online numbers remain good. In-class offerings are hyflex delivery: Monday and Tuesday class is accessed online, Wednesday through Friday they have the option to attend in the classroom or online. Monday to Friday runs 8:00am to 2:45pm. Programs do not run on an academic schedule, they run on a vocational schedule. Programs run September through June. Have built own resources but still use some textbooks if they are really good.

Program development: Working on Office Management Diploma where the 1<sup>st</sup> year is the Administrative Assistant Certificate, and the 2<sup>nd</sup> year would consist of 10 business courses within the academic year. Was put on backburner because of the international student changes but Associate Dean wants to bring it back. Creates opportunities for graduates to ladder into a BBA.

Working on keeping all programs as updated as possible. All programs (except short Office Assistant program) have a practicum component at the end. Incorporate feedback from employers and Program Advisory Committee on what they want into program changes. Recent changes to Legal Admin Assistant include removing Personal Injury course and adding Employment Law. Will be adding AI skills into Admin Assistant and all programs. Have a PD session happening in June focused on including AI into programs. Removing payroll from Admin Assistant and replacing with Event Planning course.

Lots of changes in the School of Business. Had a new Dean, had an Associate Dean looking after Office Admin that is going back to faculty, hired another Associate Dean last summer, and will be hiring another this summer.

Office Assistant and Administrative Assistant Certificate share a classroom. Revamped Bookkeeping Accounting program. Have an educational agreement with the Certified Bookkeepers of Canada where graduates can now come out of the program as technicians, write an exam with CPB, work for 1 year before writing a final exam before becoming a Certified Professional

Bookkeeper. Medical Admin being adjusted. First year of new Paralegal Diploma: LAA & PLD Year 1 share a classroom with 48 students total attending. Year 2 of Paralegal is all PLD courses and a 3-month practicum. All LAA courses offered online as well. Virtual Assistant was offered online synchronous but will move to asynchronous due to lack of enrolment.

Nicholas asked about CPB certification. Brenda responded that they rebuilt old Accounting Bookkeeping certificate based on CPB criteria which is why students can now come out of program as technicians instead of as apprentices as before with the old program. 17 courses in technician program over 10 months. Runs from September until June. It includes a 4-week practicum. Some courses can transfer to BBA to pursue CPA. CPB always looking for educational partners and are easy to work with.

#### AI Discussion: Incorporating AI into Programs

Alicia stated that she is not aware of how it is being applied specifically in a medical context. Julia responded that they are at the beginning of embedding it into all programs. One of the ways that they are using AI is in creating scenarios that students can use. Looking at it in all programs when there is editing, proofreading, document creating, and formatting. When thinking about Medical Office Admin, the approach has been to use it to create scenarios to simulate workplace experiences.

Brenda recommended ChatGPT for people new to using AI. Easy to use but not perfect. Great to create a first draft for documents or letters. Joan responded that they use it to generate theory questions or scenarios like when creating a practical Excel test. Brenda added that they have already been incorporating it into communications courses and word processing courses but want to formalize its use in courses.

Sylvia asked if any institutions have purchased AI tools for staff to use. Brenda responded that OC has an AI team to look at how to incorporate it into the classroom but not aware that any licenses have been purchased for staff. Sylvia added that through their Microsoft 365 accounts, there is access to a tool called Coach in PowerPoint that analyzes your presentation skills and gives you feedback. Can be used with students in PowerPoint and Business Communications. Co-pilot also available with Microsoft 365, comes with account and is like ChatGPT. Only available through web-based use and not desktop apps though.

Nicholas added that Co-Pilot is the one to watch as many institutions have Microsoft 365 access. Can ask it to create a spreadsheet within an Excel file. Trying to integrate into courses as soon as possible. And integrate it by using it to recreate Excel spreadsheets and give students the knowledge to assess its accuracy, improve it, reformat it, etc. Camosun doesn't have an AI strategy and are not offering Co-Pilot on student version or labs to use as a teaching tool. Ubiquitous in the world, but not in classrooms.

Alicia asked if Co-Pilot has similar functionality to ChatGPT? Sabrina stated that they do have access to Co-Pilot in labs on campus. Stated preference for Chat GPT because of better quality of results. Asked if any institutions are providing Co-Pilot functionality on 365 desktop. Brenda stated that Co-Pilot seems to be available for work or home versions but doesn't seem to be available on educational free licenses yet. Some institutions have said that it is available through the educational license but will not pay for it. At one institution, an employee requested group PD for ChatGPT licenses.

Nisi added, at VIU, have institution-wide AI policy but have not specifically integrated into courses. Students are instructed to talk to instructor in their courses about AI use, limits, and how to use as a tool and not to create a whole assignment to hand in. Significant difference when used as a tool versus to do a whole assignment.

Expression of reservations about negative impact of AI and the risk of creativity being diminished. Worries about over-reliance on AI. Still recognize that it's important to understand how to use it without becoming dependent. Brenda responded that what you have to teach in the classroom is that it is a tool to help you with your creativity, not meant to wipe out your brain. It can help with productivity when you are stuck or have writer's block. It still must be the student's work but can help generate ideas.

Christine shared UFV's AI statements that they are now requiring to be added to course outlines that lets students know what the acceptable uses of AI are in specific courses. Students also must do a declaration when submitting assignments that outlines how they used AI.

#### Subcommittees:

Brenda asked if it is worth it to the group, to have sub-committees to deal with the articulations within the different sub-sections (medical, legal, office, accounting/bookkeeping). Can share articulations, best practices, textbooks, etc. Will allow those

committee members who don't have all programs to not have to sit through irrelevant content and for those who are focused on a specific section to connect with others on relevant topics. Will allow members to spend more time on articulation.

Brenda will create discord group and invite members once set up. Don't have a member for Coast Mountain College, CNC, TRU, or BCIT. If you know of anyone at those institutions that teaches Office Admin programs, please reach out to Brenda. Requested that members email with what sub-committees they want to be on. Also asked if anyone finds information on AI and how to integrate it, pass it on to the group.

*Final thoughts/concerns:*

Kathleen wants to connect with Deans in charge of Office Admin programs. Will send an email out asking for contacts as it is not clear on many websites.

Suggested that for the next meeting it should be a virtual meeting. Many institutions are having funding issues. If the meeting was only offered in person every few years, it might make a better argument for institutions to pay to have members attend in person on those years.

**8. Morning Adjournment – 1:25PM**

Motion to adjourn made by Christine Nehring and seconded by Beverly Currie-McLean. Motion carried.