

MINUTES (Approved by Council)

ATTENDANCE:

COUNCIL MEMBERS

FLEMING, Robert	BCCAT Executive Director [CO-CHAIR]
HAMILTON, Jim	Retired President, Okanagan College [CO-CHAIR]
BIIN, Dianne	Director, Indigenous Education & Engagement, Selkirk College
CARDWELL, Steve	Vice-President, Students, Kwantlen Polytechnic University
CRISPIN-MUELLER, Dorys	Executive Director, Integrated Planning & Effectiveness, Thompson Rivers University
DENTON, Kathy	President & CEO, Douglas College
DICK, Brian	Professor and Chair, Engineering, Vancouver Island University
KRAUSE, Gerda	Dean, Faculty of Science, Langara College
LOUIE, Brenda	Vice-Principal, Columbia College
McCAUSLAND, Elizabeth	English Instructor, Douglas College
McCREIDIE, Karen (ex officio)	Executive Director, EducationPlannerBC
McCULLOUGH, Lisa	Superintendent, Framework for Enhancing Student Learning, BC Ministry of Education
RENNIE, Kriston	Dean, Faculty of Indigenous Studies, Social Sciences and Humanities, UNBC
SAINI, Sam	Associate Registrar and Director of Undergraduate Admissions and Student Recruitment, UBC
STYLES, Laureen	Vice-President Academic & Provost, Capilano University
WHITE, Lisa	PhD Candidate, Dept. Of Educational Studies & Indigenous Education, UBC

REGRETS: John Chenoweth, Rummana Khan Hemani, Diane Naugler, and Michelle Somerville.

STAFF MEMBERS:

ADAMOSKI, Robert	Director, Research & Admissions
DROPOL, Adina	Office Coordinator
CHUN, Anabella	Committee & Technology Support Coordinator
HESLOP, Joanne	Manager, Student Transitions Project
KOOK, Jennifer	Manager, Technology Services
McQUARRIE, Fiona	Special Projects Officer
TIKINA, Anna	Research Officer
WINSEMANN, Mike	Director, Transfer & Technology
YORKSTON, Valerie	Executive Assistant to the Council & Communications Coordinator

GUESTS:

Ben Ferrel (Executive Director, Post-Secondary Digital Policy & Programs, Ministry of Advanced Education & Skills Training).

1. WELCOME & OPENING REMARKS – Rob Fleming & Jim Hamilton (Co-Chairs)

JIM: We acknowledge that we are meeting on the unceded territory of the Syilx (Okanagan) people.

We also want to acknowledge and thank our host community, the Westbank First Nation.

ROB: We acknowledge that we are gathering on the unceded territory of the Coast Salish peoples, including the territories of the x^wməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), Stó:lō and Saííwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

The Co-Chairs opened the meeting and reviewed the plans for the day.

2. PROPOSED AGENDA

The agenda was adopted as presented.

3. MINUTES FROM PREVIOUS MEETING (December 6, 2021)

The minutes of the previous meeting (December 6, 2021) were approved as presented.

4. COUNCIL BUSINESS

4.1 Provincial Issues and Developments

4.1.1 Ministry Update

Ben Ferrel provided a brief update. He also expressed sympathies for those affected by the war in Ukraine, and noting the BC government's preparations to support Ukrainian refugees to BC.

Ben then gave a presentation about the Digital Services Strategy (development of a provincial digital services hub or gateway), inviting feedback from Council members. Key points raised in discussion:

- The Digital Services project includes working with the Ministry of Education and affiliated government agencies to enhance digital services delivery of online resources such as WorkBC, EducationPlannerBC, StudentAidBC, BCTransferGuide, etc.
- EducationPlannerBC is collaborating with WorkBC and others toward development of an anticipated Digital Services Gateway.
- A Digital Learning Advisory Group is also looking at on enhancing digital literacy to facilitate accessibility, equity and quality enhancement across the post-secondary system.
- Ben also clarified general timelines (based on funding availability) and noted that the Digital Services initiative is intended to enhance communication and coordination across government supported services, understanding that agencies like BCCAT and EPBC have their own independent governance structures.

4.1.2 Indigenous Education Update

Dianne Biin provided a brief update on current issues and developments. She noted three recent events:

- Indspire (2022 Virtual Summit) – colleges and universities very focused on supporting Indigenous student success. Indigenous education leaders addressed issues such as improving accessibility to key services, stable and reliable digital tools, shared learning (e.g. dual credit), creating places of safety and belonging, improved relationships and communication, and reciprocity.
- VCC Virtual Summit on Indigenization & Decolonization – Speaker Michelle Nahanee spoke about how to actively decolonize, and create space for more equitable inclusion.
- Research Ethics BC held an event focused on Cultural Safety and Humility, looking at reframing research ethics so that research is not *about* but, rather, *with* Indigenous partners.

It was also noted that the Indigenous Articulation Committee will be meeting online in May 2022.

4.1.3 EducationPlannerBC.ca (EPBC) Update

Karen McCredie provided a brief update about EPBC developments. In January 2022, the Renewed Strategic Plan was endorsed by the steering committee. Key priorities include:

- Launch of the PEN validation process for applicants using EPBC, including the ability to use the BC Services card as an option for logging in.
- Supporting institutions moving to the latest version of the application service (EPBC 3.0).
- Completing Data Warehouse project support broader reporting for internal use, and also for external use (by institutions and the Ministry).
- Memorandum of agreement with other Canadian hubs –working on inbound transcripts (Ontario, Alberta, and other regions); increasing efficiency and speed

Other current projects and activities include:

- Development of a Dual Admission application, for those applying to joint programs.
- Looking into developing a Centralized Law School Portal
- Third party applicant functionality for those who require assistance with their application submission.
- Working with Digital Strategy Advisory Group.

These will all be referenced at EPBConnects, to be held on May 5, 2022.

4.2 Executive Director Report

4.2.1 Key Activities & Developments

Rob Fleming reported on key projects and activities in recent months, including

- Micro-credentials research with BCcampus
- Digital Services Strategy
- Learning Continuity Group
- Indigenization Policy/Engagement – ongoing conversation
- Degree Quality Assessment Board (DQAB) – particularly looking at the associate degree and how it relates to BCCAT's membership policy.
- Program Pathways – how to best support their development through further development of the BCCAT TCS to link transfer course and program information
- Creative Commons Licensing for BCCAT research publications and Intellectual Property issues
- PCCAT Conference – coming up in June 2022

4.2.2 Staff Report

The staff report was provided for information.

4.2.3 Project & Activities Update

The chart outlining status of projects and activities from the 2021-22 work plan was provided for information.

4.3 Council Policy and Procedures

4.3.1 Policy 3A: Membership in the BC Transfer System

Rob Fleming brought forward this proposal for a major review of this policy (the first since 2017) to consider:

- Creation of a membership category for eligible non-degree granting Indigenous and First Nations institutions delivering post-secondary pathways and / or degree-level curriculum on their own or in partnership with public post-secondary institutions and other partners.
- More specific guidelines for new degree-granting private institutions applying for membership.
- Creation of a provisional membership category for de novo associate degree granting private institutions to address challenges in considering and admitting such institutions into the BCCAT system after they have received ministerial consent to operate, but before they have established the requisite articulation pathways with research universities as required under the associate degree framework.

MOTION: Council approves the initiation of a review of policy 3A led by BCCAT staff in accordance with procedures as outlined in the BCCAT Policy Guidelines, with recommendations for revisions to be presented to Council for consideration and approval.

G. Krause / L. Styles CARRIED.

4.3.2 Creative Commons Licensing

Robert Adamoski brought forward this proposal regarding the development of a Creative Commons License for BCCAT research publications.

On several occasions over the last seven years, Council has discussed the appropriateness of the traditional copyright for our published reports. For a number of years, it has been recognized that the assertion of copyright by BCCAT is complex, if not problematic. Further, since BCCAT reports are produced to be shared as widely as possible, some form of open licensing may increase the distribution and utilization of this work.

If Council supports the adoption of Creative Commons licensing, staff will undertake discussions with the Ministry of Advanced Education and Skills Training (AEST) and BCIT to determine and execute appropriate copyright sign off and contract language for future contracted research and publications. In discussion, members agreed in principle that the Council should aim to be at least as restrictive as possible.

- **MOTION:** That Council supports the adoption of Creative Commons licensing for future BCCAT publications. S. Cardwell / E. McCausland CARRIED.
- **MOTION:** That Council recommends that the baseline Creative Commons licensing for future BCCAT publications be CC-BY, with options to utilize other, more restrictive, forms of CC licensing as required in specific cases. B. Dick / L. Styles CARRIED.
- **ACTION:** Staff will undertake discussions with the Ministry of Advanced Education and Skills Training (AEST) and BCIT to determine and execute appropriate copyright sign off and contract language for future contracted research and publications.

4.3.3 Policies 1A & 1B: Council Membership Policies

At the June 2021 Council meeting, members discussed proposed changes to BCCAT's membership policies, specifically:

- The addition of an *ex officio*, voting appointment (to be filled by the Executive Director of EducationPlannerBC).
- The broadening of criteria for student nominees, to allow for students who have the time and interest in engaging with the Council and its work, as well as a general interest in public policy and governance.

Accordingly, these two policies have been updated with these changes and other minor revisions.

- **ACTION:** Staff members will carry out additional revisions, as requested, to reflect more inclusive language throughout.

During a brief break, Council members celebrated the retirement of Robert Adamoski, and expressed appreciation for his contributions to BC's post-secondary system throughout his career, and to BCCAT in recent years as Director of Admissions and Research. He has carried out his responsibilities with integrity, leadership, and vision. The Council also welcomed Anna Tikina to this new role. A search for a new Research Officer to replace Anna is underway.

5. ANNUAL PLANNING SESSION

5.1 2021-22 Budget & Work Plan

5.1.1 2021-22 Budget Update and FYE Estimates

Rob Fleming presented the 2021-22 budget actuals and FYE estimates, highlighting the following.

Several invoices are still in process, which may affect estimated actuals at FYE. Actuals will be reported at the June 2022 meeting.

Most unspent funds arise from:

- salary savings
- travel, computer and furniture
- carry-over projects across FYE

5.2 2022-23 Proposed Budget & Work Plan

5.2.1 Overview & Proposed Operating Budget

Rob Fleming walked through the proposed budget for 2022-23, noting that it was a status quo request with a supplemental request for additional funding for a project focused on TCS Pathways (Proof of Concept). Operational funds are up due to increased staff travel and hybrid meetings. There was some discussion regarding the possibility of generating some revenue, for which income could go back into operations. Accounting considerations would have to be addressed with the Ministry should BCCAT pursue revenue-generation opportunities.

5.2.2 Proposed Work Plan

BCCAT staff members presented the proposed 2022-23 work plan. Highlighted projects and discussion points are listed below.

- Pathways from Upgrading Programs to Further Post-Secondary Education - In terms of scope, the project is in consultation phase right now to see who is willing to participate.
- Exploring Indigenous Ways of Knowing & Implications for BCCAT Research – very important to look at pan-Indigenous approaches. The aim will be for this project to be balanced, place-specific, and system-wide. Lisa White expressed an interest in helping with this project. Dianne Biin suggested it would be helpful to work with Indigenous graduate researchers.
- Online Delivery: Post-Pandemic Trends and Planning – very timely and important topic. It is important to parse out the different types of delivery. It would be interesting to see enrolment attrition in these contexts.
- Key technology projects this year – a new content management system for BCCAT.ca, launch of a TCS dashboard, and articulation maintenance.
- JAM 2022 – This year JAM will be a hybrid event. Date to be confirmed.
- Transfer Fair - BCCAT should explore the possibility of working together with EPBC and StudentAidBC (for example) to hold a more broad-based event to inform student planning.

MOTION: To accept the proposed 2022-23 Budget & Work Plan.

E. McCausland / L. Styles CARRIED.

6. ADMISSIONS

6.1 Admissions Committee (Last Meeting: January 28, 2022)

The January 2022 meeting, led by Zena Mitchell (new Committee Chair) focused mainly on key projects, and planning for the 2022-23 workplan. Key projects are highlighted below. The draft minutes were provided for information.

6.2 Admissions Projects

6.2.1 Data Collection Supporting Equity, Diversity & Inclusion

This project is moving along well, in coordination with a government project being carried out by the Ministry of the Attorney General. (A related survey link was provided for information.)

6.2.2 Students with Lived Experience in Care

The focus of this study was to investigate the effects of financial, academic, and mental health supports intended to improve the post-secondary experience of students with lived experience in BC's care system. The report for this project is available at: <https://www.bccat.ca/intro/LivedExperienceInCare2022>

7. RESEARCH

7.1 Research Committee (Last Meeting: February 11, 2022)

Brian Dick (Committee Chair) provided a quick overview of the last meeting, which focused on key current projects and a discussion regarding planned projects for 2022-23. The draft minutes were provided for information.

7.2 Research Projects

Anna Tikina reported on two pandemic-related projects:

- Online Learning in Rural & Remote Communities: Four post-secondary institutions are participating. The researchers are setting up interviews with students and faculty. The focus is to explore how access to technology affected students in rural or remote locations during the pandemic.
- Pandemic Response – Student Surveys: This project focuses on the creation of a repository of documents that bring together findings from surveys conducted across the country. It is expected to be completed in late spring 2022.

8. TRANSFER & ARTICULATION

8.1 Transfer & Articulation Committee (Last Meeting: January 21, 2022)

Elizabeth McCausland (Committee Chair) noted on the recent difficulties involved in awarding Articulation Committee Project funding. The Committee will be reviewing how those projects are defined. A key part of the meeting was discussion regarding planned projects for the 2022-23 work plan. The draft minutes were provided for information.

8.1.1 Course Definitions Working Group

Mike Winsemann reported that the working group has met twice in recent months, confirming the project charter and overall mandate. Mike noted that this group will be focused on defining what courses should be included in the BC Transfer Guide (not defining what constitutes a course). The group developed a survey that was sent to the articulation community, and reviewed the findings in March. The comments were very wide-ranging, but the overwhelming consensus was that there was a limited need for change. General agreement that focus should be on patterns of student mobility.

There will be a similar survey sent to members of the BC Registrars' Association, and also promoted at the Deans' meetings coming up in March/April. Additionally, BCCAT will consult with other provincial partners regarding their practices for courses included in their respective transfer guides. The group will reconvene in May to discuss findings and next steps.

There was some discussion regarding the inclusion of developmental courses, and Mike confirmed the recent launch of the ABE transfer search tool on BCTransferGuide.ca (but not currently within the course-to-course transfer database).

8.2 Articulation Committees

"Articulation season" will take place in April/May. A few committees will be meeting face-to-face, but most will be online. This has again raised the issue of funding for travel in a few circumstances. BCCAT's and the Ministry's long-standing position is that provincial funding to institutions includes resources to support articulation activities and faculty participation in committee meetings in areas of programming they offer, and that institutions are responsible for managing their own resources in support.

Rob Fleming shared the news that BC's longest-running articulation committee (Math & Stats / [BCcupms](#)) will be holding its 100th meeting in May 2022. Council members extended congratulations to the committee on reaching this important milestone, and acknowledged the vital work this group has done in supporting transfer and articulation over the years.

ACTION: Staff members will forward a formal letter of congratulations to the committee on behalf of the Council.

8.3 Joint Annual Meeting – JAM 2022

JAM 2022 will be held as a hybrid event. Details to be confirmed.

JAM web page: <https://www.bccat.ca/articulation/jam> JAM 2021 Highlights Video: <https://youtu.be/DlmY3WUDZpo>

8.4 TAC Projects

8.4.1 Reverse Transfer

This report looks at the feasibility of Reverse Transfer in the BC Transfer System. Available at:

<https://www.bccat.ca/pubs/reports/ReverseTransfer2022.pdf>

9. TECHNOLOGIES/WEBSITES

9.1 Transfer Credit System (TCS) Update

Mike Winsemann gave a brief update on the importing of external equivalencies to the BC Transfer Guide. At present, the University of the Fraser Valley are in the process of uploading their data (likely to be 8,000 equivalencies), and Langara College, Thompson Rivers University, and Kwantlen Polytechnic University will be sending their data shortly. As a result, this transfer information regarding transfer from across Canada and the world into BC will be made available to students. In addition, BCCAT is preparing a major release for Q4 that will launch the TCS dashboard, which will include a variety of enhancements, such as a departmental interface, key performance indicators, and a system of reminders for articulations that have not been reviewed in five or more years.

9.2 Program Pathways Project – J. Kook

Jen Kook noted that this project is in the early stages of development. It involves the development of a technologically-supported application that would support institutions, staff, and learners in the program to program pathway arena. The project team is focused on leveraging a wealth of information data in the TCS, and also exploring Badger and DegreeWorks to consider what might be needed on a technical level. Recent conversations have included UBC, UNBC, Douglas College, and VIU, to look at how these pathways are assessed at ground level. Project leads are also working with EPBC regarding shared data (to avoid overlap), and met with academic administrators at UNBC to consider how they might use the tool, and also BCAIU and IAHLA – to look at how their goals might be supported. Meanwhile, a technical feasibility study with the developers is underway. All of this work is being done in line with the work of the Ministry Digital Services Strategy.

10. COMMUNICATIONS

10.1. 2022 BCCAT Transfer Awards <https://www.bccat.ca/about/awards>

We will be launching the 2022 Transfer Awards shortly. In preparation, the Awards Committee met to debrief about last year's cycle, and to plan for this year. In particular, discussions focused on how we could engage post-secondary partners and encourage nominations where appropriate. Council members are invited to share with colleagues they think may be interested, and to explore and recommend potential nominations.

10.2. Multimedia Projects in Progress

9.2.1 BC Transfer System – Animated Video

This video, [an animated tour of BCTransferGuide.ca](#) provides a quick, engaging look at the refreshed site and key features supporting transfer pathway planning for post-secondary students. It is available at BCTransferGuide.ca, BCCAT.ca, and BCCAT's YouTube Channel. (Video developed by Eyes Multimedia.)

9.2.2 BC PSE Program Pathways Showcase Videos

To raise the profile of program pathways available at BC's public post-secondary institutions, we are arranging to interview recruiters and others at key institutions to speak about their program pathways. These will be presented as short videos for promotional purposes by the institutions and BCCAT.

11. INTER-PROVINCIAL/INTERNATIONAL ACTIVITIES

11.1 Pan-Canadian Consortium on Admissions & Transfer (PCCAT)

Joint Conference (hybrid) with ARUCC in Niagara Falls Ontario for June 22-23, 2022: Rob Fleming noted the upcoming PCCAT conference, and a link was provided for those interested in presenting or attending. <https://www.pccat.ca>

11.2 Collaborations with ACAT

Mike Winsemann reported on a joint meeting between BC's and Alberta's transfer credit system user group last February, the first of its kind. The goal was greater connection, looking for potential collaboration. The biggest topic was having access to each other's course outlines. Participants discussed the possibility of having authenticated users. This raises issues of intellectual property, which could also be a broader, system-wide discussion. BCCAT will continue to connect BC TCS users at future ACAT meetings.

12. IN THE NEWS (for info only)

The articles shared at the link below were provided for information only.

<https://mailchi.mp/19a3cd4b4f4b/gd0mdypkqv-6043705>

13. ANY OTHER BUSINESS

There were no other items of business.

14. NEXT MEETINGS & ADJOURNMENT

- Monday, June 6, 2022 (*Details tbc*)
- Monday, October 3, 2022 (*Details tbc*)
- Monday, December 5, 2022 (*Details tbc*)

Acronyms referred to in these minutes:

ABE – Adult Basic Education

BCAIU – BC Association of Institutes and Universities

BCRA – BC Registrars' Association

EPBC - EducationPlannerBC

IAHLA – Indigenous Adult Higher Learning Association

TCS – Transfer Credit System

UBC – University of British Columbia

UFV – University of the Fraser Valley

UNBC – University of Northern British Columbia

VIU – Vancouver Island University