



Meeting #151 of the BC Council on Admissions and Transfer

June 10, 2024 (9:30am – 12:30pm)

Online & In-Person (BCIT Downtown Campus, 555 Seymour Street, Vancouver, BC)

MINUTES

ATTENDEES:

COUNCIL MEMBERS:

FLEMING, Robert (Co-Chair)	BCCAT Executive Director
GRAEME, Angus (Co-Chair)	Retired President, Selkirk College
AROCA, Willy A.	Assistant Department Head, School of Hospitality, Vancouver Community College
CRISPIN-MUELLER, Dorys	Executive Director, Integrated Planning & Effectiveness, Thompson Rivers University
DOMAE, Lisa	President & CEO, North Island College
KIRKEY, Jennifer	College Instructor, Faculty of Science, Douglas College
KRAUSE, Gerda	Dean, Faculty of Science, Langara College
KUNKEL, Titi	Vice-President Academic, Students, & International, Coast Mountain College
McCREDIE, KAREN	Executive Director, EducationPlannerBC
McMILLAN, Grant	University Registrar, Trinity Western University
MITCHELL, Zena	Vice-President, Students, Kwantlen Polytechnic University
RENNIE, Kriston	Dean, Faculty of Indigenous Studies, Social Sciences and Humanities, UNBC
SOMERVILLE, Michelle	Educational Advisor, Student Services, Okanagan College
STYLES, Lauren	Vice-President Academic & Provost, Capilano University
WHITE, Lisa	PhD Candidate, Department of Educational Studies & Indigenous Education, UBC

REGRETS: John Chenoweth, Dianne Biin, Helen McGregor, Sam Saini.

STAFF MEMBERS:

CHUN, Anabella	Committee & Technology Support Coordinator
DROPOL, Adina	Office Coordinator
HESLOP, Joanne	Student Transitions Project Manager
KUO, Irene	Pathways Coordinator
McQUARRIE, Fiona	Special Projects Officer
TIKINA, Anna	Director, Research & Admissions
TING, Elle	Research & Projects Officer
WINSEMANN, Mike	Director, Transfer & Technology
YORKSTON, Valerie	Executive Assistant to the Council & Communications Coordinator

GUESTS:

- MINISTRY OF POST-SECONDARY EDUCATION & FUTURE SKILLS: **Ben Ferrel** (Executive Director, Post-Secondary Digital Policy & Programs.)

NOTE: For definitions of acronyms used in these minutes, refer to this list of Common Acronyms used by BCCAT:

<https://www.bccat.ca/pubs/Resources/CommonAcronyms2022.pdf>

MINUTES

1. WELCOME & OPENING REMARKS – Rob Fleming & Angus Graeme (Co-Chairs)

We acknowledge that the BCCAT office is situated on the unceded territory of the Coast Salish peoples, including the territories of the xʷməθkʷəy̍əm (Musqueam), Skwxwú7mesh (Squamish), Stó:lō and Salilwataʔ/Selilwitulh (Tsleil-Waututh) Nations.

Rob and Angus welcomed everyone to the meeting and informed them the Minister has made new appointments and re-appointments to Council for the Fall, 2024.

2. PROPOSED AGENDA

The proposed agenda was approved as presented.

→ **MOTION: To approve the proposed agenda as presented. T. Kunkel/J. Kirkey CARRIED.**

3. MINUTES FROM PREVIOUS MEETING (March 11, 2023)

The March 2024 minutes were approved as presented, with one minor addition in the “attendees” section for Dorys Crespin-Mueller, who was originally marked absent on March 11, 2024.

→ **MOTION: To approve the March 2024 Council meeting minutes as presented. G. McMillan / L. White CARRIED.**

4. COUNCIL BUSINESS

4.1 Provincial Issues and Developments

4.1.1 Ministry Update

Ben Ferrel provided a brief update, noting the following:

- The Fall election period is fast approaching, which means there will be changes in government behavior. Preceding the election, there is a formal period and a pre-campaign period, which will begin on July 23. The writ day is on September 21 and, until the swearing-in of the next government, communications are limited to emergencies. The final voting day is scheduled for October 19. On November 2, the results will be known and likely by mid-November, the government will resume regular activities. BCCAT will not be significantly affected by this period.

- A new project was launched under the Digital Services Strategy, in partnership with the Organization for Economic Co-operation and Development (OECD), as well as with BC’s Chief Labour Market Economist and EducationPlannerBC. The Ministry is looking forward to receiving a more detailed set of data around activity within the Labour Market, which will be looking at prevalent scales and educational qualifications that are sought and ways to enhance the existing tools for people looking for a career transition. The Ministry is also using this dataset for the next stage of the *Find Your Path* tool with EPBC, tying in the relationship between different occupations and the types of skills and education people will need to access those opportunities. This project is still in the early stages of engaging the sector, looking at program-level learning outcomes and what has been documented. Over the course of the next 12 to 16 months, the Ministry should get a good sense of what insights can be gained from using that data and will deploy that information to the public-facing services.

- The Digital Learning Strategy is ongoing, with conversations around AI, and looking at guidance options the provincially coordinated discussion can provide to the sector.

4.1.2 Indigenous Education Update

The Indigenous Education Update was tabled until later.

4.1.3 EducationPlannerBC (EPBC) Update

Karen stated that Ben had already provided the update on the OECD project.

Karen reported that the BCIT onboarding to the EPBC application process went smoothly. With internal pressure from some of the other program areas to get the benefits from the applications already on EPBC, they've sped up the transition so additional groups of programs have been added more quickly than originally planned. EPBC is also welcoming additional requests from institutions to either start or expand their post-secondary to post-secondary transcript delivery.

EPBC staff are also working with Ontario and Alberta to start receiving their post-secondary institutions' transcripts. BC institutions that are set up to receive BC post-secondary transcripts will be able to immediately receive transcripts from those provinces.

There was a kick-off meeting for a group called Waitlist Alignment Working Group. This group is coordinated by the Trades Training, Governance and Implementation Branch at the Ministry. Membership includes Ministry representatives, Trades Program leadership, and some Registrars. The group's work will build on the research EPBC facilitated last year, assessing current registration and wait-listing practices for trades programs. The group is looking at opportunities that will benefit the Trades Training Registration System.

BCCAT and EPBC are working together to allow students to upload their post-secondary transcripts to EPBC's platform for course-equivalency review using BCCAT's transfer credit database. EPBC has completed the first version of the conceptual technical design for the transcript functionality. More work with post-secondary institutions is required.

The 4th annual EPBC Connects Symposium took place in early May, with strong participation by post-secondary representatives as presenters and attendees.

4.2 Executive Director Report

Rob provided some highlights on recent activities and developments.

4.2.1 Key Activities & Developments

MINISTRY/GOVERNMENT CONSULTATION ACTIVITIES

- Rob mentioned the Minister's letter on BCCAT's 35th anniversary, included in the meeting package.
- With regards to the Digital Services Strategy, Rob mentioned the TCS Pathways demo scheduled for later in the day.
- The Ministry, EPBC, and BCCAT will discuss coordinating work on Care Economy pathways, particularly Nursing programs.
- BCCAT and TRU-OL had a follow-up meeting with Executive Directors in the Ministry who are responsible for Micro-credentials portfolio. To support assessment and application of micro-credentials for credit, BCCAT will coordinate with TRU Open Learning (Susan Forseille) on leveraging BCCAT's TCS to support that work and building a repository and Credit Bank profile on the BC Transfer Guide.
- Rob was going to attend the Parliamentary Secretaries Roundtable for International Credit Recognition later that week at SFU Harbour Centre, and participate in the Post-secondary Board Governance Workshops put on by the Governance Branch at the Ministry.
- Rob followed-up with Naomi Adams, at the Ministry of Reconciliation, Land and Resource Stewardship, regarding opportunities for credit recognition within the system for the First Nations Guardian Program.

BC TRANSFER SYSTEM – CONSULTATION ACTIVITIES

- In the Fall, BCCAT will convene a working group of Council and TAC to look at the BCCAT Membership Policy.
- BCCAT has gone through a lengthy process in admitting a new member to the BC Transfer System and will draw on the expertise of the group to revise the procedures outlined in the policy.
- It's been a very busy articulation season, with over forty committees meeting in Spring and BCCAT attending many of the meetings.

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- Mike and Rob attended the Indigenous articulation committee meeting online. One of the takeaways from that meeting is to go through the technical process of assigning attributes to courses having First Nations or Indigenous content.

INTER-PROVINCIAL / INTERNATIONAL COLLABORATION

- BCCAT staff was going to attend and present at the ARUCC/PCCAT conference in June, in Calgary.
- Mike and Rob will also attend the GDN Network conference in San Diego, in October.
- BCCAT has received a request from New Brunswick for a meeting to get better informed on transfer network as they look to develop their own.
- With ONCAT, BCCAT is fully into the Phase I service agreement launched at the beginning of the year. The deliverable is to get through this phase by the end of August, which will provide a clearer picture on the kind of development to support ONCAT onboarding onto BCCAT's platform by June 2025.
- BCCAT is working with the Ministry on developing TCS end user agreements for BC Transfer System members. There will be no changes in practice, just a matter of documentation.
- BCCAT is looking to restart service agreement discussion with BCIT.
- JAM planning has been launched.

4.2.2 Staff Report

The staff report was presented for information.

4.2.3 Project & Activities Update

Rob reported that the projects are on track.

4.3 BCCAT Budget

4.3.1 Final FYE24 Budget Report

Rob walked the Council members through some highlights of the FYE24 budget.

→ **MOTION: To accept the FYE24 Final Budget Report as presented. K. McCredie/M. Somerville CARRIED**

4.3.2 Ministry Base Funding Letter FY25

The Ministry Base Funding Letter was provided in the agenda package.

4.3.3 FY25 Q1 Update

There has not been significant spending in the first quarter of the fiscal year, other than for administrative operations purposes (salaries).

4.4 BCCAT Policy 1A (<https://www.bccat.ca/resources/Policy1A2022.pdf>)

4.4.1 Decision Note on Policy 1A

The revision to Policy 1A to include committees' new terms of reference means an update to the overall policy has been made, which required Council approval once again.

4.4.2 Draft Revised Policy

Rob informed the Council members that the changes are minor, aligning the three-year terms, with some flexibility if there is mutual need. There are also updates around language for engaging with students.

→ **MOTION: To approve the revised Policy 1A mandate, Membership, Role and Responsibilities, which includes the updated terms of reference for the Admissions, Transfer and Articulation, and Research committees. G. Krause/D. Crespin-Mueller CARRIED.**

4.5 2023-24 Annual Review

The Annual Review functions as a component of BCCAT's accountability to the Ministry. It provides an overview of post-secondary partners and the wider public.

Val stated that this is BCCAT's main document for outlining key projects, activities, and developments over the year. This is a special year, as BCCAT will be celebrating its 35th anniversary. Last year's Rising Star award recipient, Stephanie Boychuk, used an inspiring metaphor of the transfer ecosystem being a bit like a forest ecosystem with all the parts working together and being interconnected.

BCCAT presents the Annual Review to the Council for review and approval every year. The finalized Review is then sent to the Ministry and key contacts and more widely, including on the BCCAT website.

Val pointed out there was an STP statistic (p. 53 of the meeting package) that required further clarification/edits.

→ **MOTION: To accept the 2023-24 Annual Review, Growing with BC's Transfer Ecosystem, as amended. L. Styles/W. Aroca CARRIED.**

5. ADMISSIONS

5.1. Admissions Committee – Z. Mitchell (Chair) (Last Meeting: January 26, 2024)

Zena stated that the most recent Admissions Committee minutes were included in the March Council package. The Committee has not met since January, and there have been no changes to the Committee membership. The next meeting will be in September. Any updates between meetings will be circulated via email to committee members in June, before vacation season begins.

The current projects are:

- *Pathways from Upgrading Programs to Further Post-Secondary*. The final draft has been received and will be circulated for Committee approval.
- *International Transfer Students Pathways*. The first draft is expected in the summer.

Calls for proposals were posted for the two projects that the Committee recommended for funding this fiscal year: *Students' Affordability Considerations for Post-Secondary Access* and *Policies and Practices of Course Syllabi Distribution at BC Post-Secondary Institutions*. The proposals that were received have been adjudicated. Draft contracts for the project contractors are being prepared.

5.2 Admissions Projects

5.2.1 Summer Melt (<https://www.bccat.ca/publication/summermelt/>)

"Summer melt" denotes students who, having received an offer of admission, do not enroll anywhere in their first fall semester following high school graduation. The project was done in-house and the short report has been published.

6. RESEARCH

6.1. Research Committee (Last Meeting: February 9, 2024)

The minutes were included in the March Council package and the next committee meeting will take place in the Fall. In terms of membership, Anna noted that Chad Thompson had recently retired and therefore has stepped down from the Committee. The Committee will be looking for at least two new members to join before the Fall and likely will need two more new members before next February.

The ongoing projects include the *BC Transfer Students Profile and Performance Report*, which is at the final stages. The last version covered the academic years 2018/19 to 2022/23. This version includes 9 out of 11 public universities in BC. The data have been received, and the research team (Langara College) is working on producing the tables for the report. The first draft should be completed in July.

6.2. Research Projects

Elle mentioned there is a new *Contemporary Issues* project on the go, led by researchers at VIU. The project is called *Admission Models for Authentic Inclusion* and focusses on how institutions support post-secondary access and resources for students with developmental disabilities.

Two *Calls for Proposals* for research projects have recently closed: *Course/Program Delivery Preferences: An Overview of Students' Surveys and Institutional Responses* and *Exploring Interprovincial Student Mobility with Statistics Canada Data*. The proposals submitted for these Calls have been adjudicated. A more fulsome update will be provided at the next Council meeting.

7. TRANSFER & ARTICULATION

7.1. Transfer & Articulation Committee (TAC) (Last Meeting: May 24, 2024)

Mike provided a brief update on the latest TAC activities on behalf of Sam Saini. TAC welcomed a new member, Grant MacMillan. The last meeting took place on May 24 and the Minutes will be included in the October Council package.

Some of the topics discussed at the meeting revolved around ideas for building the JAM agenda, and meeting logistics. The JAM award ceremony will be held on November 7th and BCCAT will possibly have a JAM viewing party.

Some of the topics raised for possible sessions at JAM include international study permits and the implications for transfer, follow-up on the AI presentation from last year, strategies for effective transfer and articulation practices and management, and a student panel.

There was also a debrief around the recent process of admitting a new member to the BC Transfer System. BCCAT does not have any applications currently under review, but there may be some in the future. Discussion centered on how to streamline the review process for future proponents.

7.2. Articulation Committees

Mike noted the articulation season was about to conclude. BCCAT staff attended nearly 40 meetings. More articulation committees are now meeting in-person rather than online. Topics discussed at these meetings included international study permits, outgoing faculty members and the challenges in replacing them, and issues with physical space.

Ministry representatives attended some meetings. The Ministry has asked BCCAT to play a more centralized role to ensure that the appropriate Ministry staff go to the appropriate meetings.

It is still a challenge to find Chairs and System Liaison Persons (SLPs) for some committees.

7.3. TAC Projects

The only current TAC project is the one conducted by the *English as an Additional Language* articulation committee, to re-align EAL levels and skills to the Canadian Language Benchmarks. The current plan is to present the final document to TAC for approval in September.

8. TECHNOLOGIES/WEBSITES

8.1 General Update

Regarding cyber-security and infrastructure, Mike reported that BCCAT conducted an IT Security Audit last Fall and implemented several recommendations from its IT Development firm to enhance the security of Office 365 and file shares. Staff created stronger passwords to be in alignment with government protocols.

8.1.1 TCS Update

Mike stated that he had recently noticed the TCS dashboard displayed around 17,000 articulation requests circulating through the system amongst BCCAT's 41-member institutions. Typically, there are about 6,000 articulation requests at one given time. An investigation into the backlog revealed that some institutions are sending out articulation requests

indiscriminately without consideration for matching programs or actual student mobility patterns. BCCAT reached out to all institutions offering assistance to reduce the backlog to more normal levels.

8.1.2 ONCAT Project

Mike reported that Phase One is well underway, with the ON TCS now established. BCCAT and ONCAT are currently working on the requirements for Phase Two, which is scheduled to begin in August. This will include building a few enhancements which will benefit BC stakeholders including a course and data importer tool.

In addition to this, there are discussions about a partnership or licensing agreement with Ontario, as there are technological benefits to having two large provinces on the same technological platform to share information and it allows both provinces to offset development costs. The goal is to go live with ON TCS in June 2025. This is an exciting development because it sets the stage for other provinces to become partners.

8.1.3 IT Strategic Plan

Given the increasing complexity of the technological work, having a longer-term vision and articulating the core values of what BCCAT is striving to achieve will be of value. As such, BCCAT has been working on a three-year strategic plan in its draft form and circulating internally. Some of the areas of focus are modernization of platforms, connectivity with other systems and with system-level research.

8.2 TCS Pathways Update

Jennifer gave a recap of the TCS Pathways project. This project falls under the umbrella of the Ministry's Digital Services Strategy, wherein system-level organizations such as BCCAT are asked to review their technology services and the information provided to their post-secondary stakeholders with a view to better align the work, reduce duplicated efforts, and take more care in the fiscal planning.

There are two partner groups in the project: The Northern Consortium PSIs (UNBC, CNC, CMTN, and NLC – currently paused participation due to organizational issues), while the second partner group is focused on the Engineering program area. The partners involved from the Engineering lens are UBC, UVIC, SFU, KPU, DOUG and VIU. Interviews took place early on in the project to understand the tasks required to create program pathway agreements between institutions and operationalize that agreement for students in BC. Much of the information resulting from meetings fed into the design and build of the proof of concept of the pathways tool.

PRESENTATION & DEMO

TCS PATHWAYS – Jenifer Kook, BCCAT

Jennifer provided an informative presentation to Council members on the TCS Pathways project in the sandbox environment.

9. COMMUNICATIONS

9.1. 2024 BCCAT Transfer Awards www.bccat.ca/about/awards/

The 2024 BCCAT Transfer Awards were officially launched in April. These are being promoted to system contacts, articulation committees, and the wider public through email, social media, and the Engage e-newsletter. Council members are encouraged to spread the word, and to keep an eye out for potential nominees.

9.1.1 Recognition Awards (Internal)

To mark the 10th anniversary of the BC Transfer Awards this year, we are inviting Council and committee members to consider nominees for *Recognition Awards*. These awards will function as honourable mentions for “unsung heroes” who may not normally receive appropriate recognition but are deserving (including mentors and leaders who leave a valuable legacy when they retire).

This is an internal process, and Council and committee members are asked to think about whom they can nominate and should send BCCAT an email with the details.

10. THANKS TO OUTGOING COUNCIL MEMBERS

Angus and Rob expressed much gratitude to the outgoing Council members – Gerda Krause, Kriston Rennie, Dorys Crespin-Mueller and Lisa Collins – for their years of service under various committees.

Rob also touched on the appointments and re-appointments process with CABRO and was pleased that BCCAT had already been informed of the newly appointed and re-appointed members to Council, earlier than usual.

11. IN THE NEWS (for info only)

Rob Fleming shared some recent news items of interest: <https://mailchi.mp/bd70f6c8499b/gd0mdypkrv-6728687>.

12. ANY OTHER BUSINESS

There were no other items of business.

13. NEXT MEETINGS & ADJOURNMENT

There were still some audio challenges, depending on seating. A microphone will be tested at the October meeting.

TAC	Friday, September 20, 2024
ADMISSIONS	September 27, 2024
COUNCIL	Monday, October 7, 2024
RESEARCH	October 11, 2024
COUNCIL	December 2, 2024
COUNCIL	March 17, 2025