



Business Educators' Articulation Conference

**Applied Business Technology/Office Administration
Online ABT/OA Coordinators' and
Onsite ABT/OA Coordinators' Meeting
Camosun College - Interurban Campus, Victoria
Thursday, May 5, from 1:30 p.m. to 4:30 p.m. (Room 315)**

COORDINATORS' MEETING MINUTES

1. Call to Order @ 1:32 by Wayne Ratcliffe
 - 1.1. Introductions – Roundtable – List of attendees follows
 - 1.2. Shannon Bezo, College of New Caledonia, Minute Recorder
2. Approval of Agenda
 - 2.1. **Motion to approve the amended agenda by Betty, seconded by Leighan. Carried**
3. Approval of Minutes from October 2010
 - 3.1. **Motion to approve the minutes by Teresa, seconded by Micheline. Carried**
4. Business Arising
 - 4.1. ABT/OA BCcampus Update - Greg Link
 - 4.1.1. FTE Report 2010/2011
 - 4.1.1.1. Three reports were circulated by Greg – Enrollment Summary Report, FTE Report, Institutional Report
 - 4.1.1.2. Randy Brown, from the Ministry's Central Database, is waiting for these reports to be sent to be able to confirm these numbers with the individual institutions.
 - 4.1.1.3. Discussion on the teaching/registered numbers and how to increase equity and reduce anomalies.
 - 4.1.1.4. The Ministry may be open to a different funding model to increase the numbers within the collaborative, to allow for increased offerings, and to provide support for those that are willing/able to teach more or willing/able to register more.
 - 4.1.1.5. **A committee was created to initiate plans and discussions to bring to the Ministry. Committee members: Leighan Crowe, John Demeulemeester, Edie Lowes, Sandy Clark, and Greg Link.**

4.1.2. Course Schedule 2011/2012

- 4.1.2.1. Limited course offerings for this year—duplicate sections may cause lack of filling.
- 4.1.2.2. **Needs:** SSII in September, Acct I in Spring, Admin Pro-Spring, BusCom-Spring, Legal all year, Medical all year
- 4.1.2.3. For future years, we will create a fixed date for uploading course offerings into BCcampus portal. Provide each College's projected schedule to the BCcampus coordinator and circulated by mid-April (or notify of delays). Uploading of course offerings into BCcampus after BEAC Coordinators' meeting—May 10.

4.1.3. Course Team Leader – updates and vacancies

- 4.1.3.1. Web Design & Maintenance – Edie Lowes
- 4.1.3.2. Clinical Procedures and Practice – Douglas & Capilano to lead
- 4.1.3.3. Job Search – CNC will take this on – name to be given later

4.1.4. Course Revisions

ALL level two courses offered in the fall need to be identified as either 2007 or 2010 to enable correct textbooks/software for students.

- 4.1.4.1. Database – Louise Barath, CNC
- 4.1.4.2. Outlook – Jane Andrews, VIU
- 4.1.4.3. Spreadsheets I – Julie Naismith, NWCC
- 4.1.4.4. Spreadsheets II – Wayne Ratcliffe, Douglas
- 4.1.4.5. Word Processing I – Mary Louise, NIC
- 4.1.4.6. Word Processing II – Terri Barber, NWCC
- 4.1.4.7. Desktop Publishing – Wanda Story, TRU
- 4.1.4.8. Presentations – Jeannette Gingras, NIC

4.1.5. Process Automation

- 4.1.5.1. In 4.2 Marion will discuss sub-committee results. Greg & Lawrence Parissotto are waiting for a follow-up meeting with Registrars to occur in the next 3 weeks. The overall message is that the current processes in ABT are not easily automated as the systems used in ABT are not actually systems currently used in College Registrar systems overall. The BC Registrars are going to be working on this more and have formed a sub-committee to deal with the policies and plans at a registrar level, with a solution proposed by June.

- 4.1.5.2. The recommendation from the ABT/OA group is that an ABT/OA representative be invited to join the BCRA subcommittee.
- 4.1.5.3. Further request is made to find out what can be done to simply automate the process of a student being registered and uploaded into the BCcampus courses, which was our original request.
- 4.1.6. Collaborative Web Site
 - 4.1.6.1. The new website is now available to all—educators, coordinators, and students.
 - 4.1.6.2. Remove all the pre-requisite courses from the Course Finder and the new website.
 - 4.1.6.3. Course outlines or course descriptions? Betsy and Sandy to chair a discussion on the listserv regarding this item.
- 4.2. ABT/OA BCcampus Registration Sub-committee Report – Marion Haythorne
 - 4.2.1. Discussed in conjunction with 4.1.5
- 4.3. ABT/OA BCcampus Additional Course Revisions – Sandy Clark
 - 4.3.1. Human Relations – old textbook will be used for 2011/2012, new edition will be used for 2012/2013
 - 4.3.2. Accounting I – Julie Naismith, NWCC, will develop for delivery on September 26
 - 4.3.3. Accounting II – Julie Naismith, NWCC, will develop for delivery in mid-October (first offering of Accounting II in September will be old textbook)
 - 4.3.4. Integrated Project – minor updates needed regarding references to old software versions – Betty to advise Leanne Goldring (CTL)
 - 4.3.5. Keyboarding I – Betsy was advised that the 18th Edition is available and we are looking to find out how many 17th Edition books/software are available.
- 4.4. ABT/OA Membership Agreements – Wayne Ratcliffe

These documents were circulated among coordinators and were to be sent to/discussed with College Presidents and Vice-Presidents Academic.

 - 4.4.1. Memorandum of Understanding
 - 4.4.1.1. All members were in concurrence with the MOU.
 - 4.4.2. Operating Agreement
 - 4.4.2.1. Change “Apply academic policies to all Home Institution students” to “Apply academic policies and procedures to all Home Institution students”

- 4.4.3. Transmittal Letter
 - 4.4.3.1. The presented letter will be sent with the MOU and Operating Agreement to all presidents in the province. The plan is to have the letters mailed out by May 16 and signed and returned by June 30.
- 4.5. AVED/ALMD Update – Elaine McCreary
 - 4.5.1. No report provided.
- 4.6. BCCAT Update
 - 4.6.1. Transfer Guides – Leighan Crowe
 - 4.6.1.1. Reviewed onscreen and accepted as presented. For any future changes, please forward them to Leighan Crowe via email.
 - 4.6.2. Legal Updates – Marion Haythorne
 - 4.6.2.1. The transfer guide has only one date change.
 - 4.6.3. Selection of Vice-Chair & BCCAT Committee member
 - 4.6.3.1. Vice-chair – Teresa Kisilevich nominated, seconded, and carried. Acceptance pending. Teresa confirmed acceptance on the morning of May 6th.
 - 4.6.3.2. BCCAT member – Edie Lowes
 - 4.6.4. JAM 2011
 - 4.6.4.1. November 4, 2011, meeting that John Demeulemeester, Julie Crothers and Leighan Crowe will attend on our behalf.
- 4.7. Transfer Innovations (TI) Project
 - 4.7.1. Medical Office Assistant Transfer Guide – Christette Cromarty
 - 4.7.1.1. Reviewed and discussed. A few recommendations of changes from various colleges were made. A follow-up document will be recirculated via the listserv and for approval at the fall meeting.
- 4.8. Request for Articulation
 - 4.8.1. Native Education College – Leighan Crowe
 - 4.8.1.1. Areas of concern for articulation are: grading scales, formal evaluation processes are weak, higher level courses do not note a requirement of a lower level prerequisite, lower contact hours.
 - 4.8.1.2. Recommendation is to review the areas of concern with Sandy Moore, NEC representative.
- 4.9. BEAC/BECC May 2012 – Host: Capilano – May 2-4

4.10. October 2011 Meeting – Host: VCC – Dates: TBD

Adjournment – Meeting was adjourned at 5:00 p.m.

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