EDUCATION AND CAREER PLANNING ARTICULATION WORKING COMMITTEE

2017 MINUTES

BRITISH COLUMBIA COUNCIL on ADMISSIONS AND TRANSFERS (BCCAT)

Meeting Location: Vancouver Community College (VCC) Downtown Campus
250 West Pender Street – Room 826

Meeting Dates: 9/3/2017, 10/3/2017

Present:

Committee Member Name	Institution Name	Email/contact
Mary Shier (Chair)	College of the Rockies	mshier@cotr.bc.ca
Donna Lowndes	Douglas College	lowndesd@douglascollege.ca
Andrea Kosling	Selkirk College	akosling@selkirk.ca
John Patterson	Thompson Rivers University – Open Learning	jpatterson@tru.ca
Rich DeRooy	Northwest Community College	rderooy@nwcc.bc.ca
Allison Schubert	Vancouver Community College	aschubert@vcc.ca
Diane Gilliland	Camosun College	gillilandd@camosun.bc.ca
Holly Keutzer	Northern Lights College	hkeutzer@nlc.bc.ca
Jan Oosterhof-Contant	University of the Fraser Valley	Jan.OosterhofContant@ufv.ca
Brad Bell	College of New Caledonia	Course articulation via telephone-conference on Thursday

Guests:

Guest Name	Institution/Agency	
Colin Gilker	Steering Committee/ Capilano University	Steering Committee report via Skype
Ruth Erskine	BCCAT	

Recorder: Andrea Kosling, Selkirk College
Amendments and Editing: Mary Shier, Chair

Thursday, March 9, 2017

Welcome from Chair: Mary Shier,
Meet and Greet 9:30 a.m.

1. **Meeting Called to Order at 10:00 a.m.**

2. **Introductions/welcome**
   - New Members: Holly Keutzer – NLC; Brad Bell – CNC
   - Regrets: Janet Sinclair – VIU
   - Welcome from VCC Dean, David Wells and welcome and prayer from Elder, Deanne George.

3. **Approval of minutes of the Articulation Committee Meeting of March 10 & 11, 2016**

   Motion: to accept the minutes as presented
   Moved: Donna   Seconded: Rich   Carried

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

   Motion: to adopt the Agenda with possibility of Open EDCP Online course development update, Renewal template, and Learning Outcomes to be moved from Thursday agenda to Friday agenda
   Moved: Jan   Seconded: Holly   Carried

5. **Business Arising from Previous Minutes**
   - Learning Outcomes for Work Experience and Template for Renewal of courses on agenda.

6. **Election of co-chair(s)**
   - Election of chair and co-chair positions will be Friday afternoon.
   - Mary and Donna gave overview of the role of co-chair: it is manageable position and work is clustered around meetings, which are usually in the lower mainland. Work includes preparing summary notes for the Steering Committee, attending Steering Committee Meetings and JAMs, preparing the agenda for articulation meetings, maintaining the list of institutional representatives, and inviting guests for meetings.

7. **Chair's Report**
   - Presented by Mary
     - *Work experience stream* went to the Steering Committee, which was very supportive of the initiative because it offers more options and flexibility for adult learners, especially for obtaining the Adult Dogwood.
     - The *EDCP online open project* has been the main focus last year, and it has been a lot of work.
     - Mary has summary for *JAM*, and pointed out that Hilary Rourke (ABE Steering) won the BCCAT Transfer and Articulation Community Leadership award.

8. **Institutional Reports**
   - Institutional reports were delivered at various times on Thursday in order to accommodate a scheduled telephone conference call and a guest presentation. Reports were given by Camosun, NLC, UFV, NCC, TRU, VCC, Selkirk, Douglas, and COTR. Updates are available in the full

minutes on the KPU Moodle site.

8.1. Introduction by Chair
- Mary pointed out that only steering has to do written reports and verbal reports are acceptable. Andrea commented that a written report will make it easier for the person taking minutes.
- Mary suggested to focus the reports on EDCP, ABE tuition impact, and big things going on the institution.

8.11. Discussion arising from reports:
- Financial aid officers have lee-way to advocate for students and make exceptions to AUG guidelines, but some institution are very cut and dry. It was suggested to connect with ministry to have financial aid officers made aware of leniency around AUG guidelines.
- AUG is taxable income.

Action: Donna will try to find email thread that says AUG $ doesn't get added to income.

> 11:30 am – 12 pm **Brad Bell from the College of New Caledonia joined the meeting via telephone conference**

9.   Course Articulation

9.1. College of New Caledonia – Brad Bell
- Course outline for *new* provincial-level Student Success course was submitted and reviewed.
- The course has already been approved CNC's EdCo. It was designed for students to bridge gaps and help prepare for post-secondary as well as gain credit toward adult dogwood. The delivery is envisioned to be an apprenticeship / job shadowing style for the different skills, much like trades do it. The course is meant to be redeveloped and tailored to specific cohorts.

Discussion: Rich commented that flexibility around hours may be useful for delivery flexibility. Andrea was under the impression the Selkirk's Student Success course was sent back to include a research component.

Action: check minutes to see if Selkirk EDSS 60 got sent back for revisions because of missing research component

Motion: to accept outline for CUE 050 at CNC as presented
Moved: Mary   Seconded: Holly   Carried:

9.2. Northern Lights College – Holly Keutzer
- A course outline for the *renewal* of EDCP 050 was presented and reviewed. The only changes were that 1) the number of hours increased from 90-120 hrs and 2) it is also offered online now. Students have options (5 out of 7 of the additional skills); everyone does a practicum. The course changes have gone through NLC's EdCo.

Discussion: Grading percentages were a bit confusing since they totalled 120%, and Holly explained that the practicum is mandatory and counts as participation, which equals 20%.

However, since the outline had already passed through EdCo, the committee did not think this should impede the acceptance of the course outline.

Holly mentioned that she did not have a lot of information on the BEST courses and will prepare what she can for next year. Generally speaking, if the course outline shows that the Articulation Guide learning outcomes are met, then it much easier to approve the course outline. A chart lining up course learning outcomes with articulation learning outcomes would be very helpful for next year's meeting.

Motion: to renew EDCP 050 as presented
Moved: Diane   Seconded: Jan   Carried:

Recommendation: make percentages add to 100% for EDCP 050 -possibly by merging practicum/participation, remove word "optional" on practicum to reflect practice.
Note: these are recommendations only and does not impact articulation of course.

9.3. Renewals
- All courses on the transfer grid were reviewed in 2011 and need to be reviewed every seven years. Discussion on renewal template and time line was later on the agenda.

9.4. Northwest Community College – Rich De Rooy
- Rich brought up his interest in creating a portfolio and a health & wellness course. A Portfolio course would enable them to recognize life experience and collect several shorter courses (eg: first aid) and integrate into one. COTR has a portfolio course and it would formalize what is already done. This would broaden the number of provincial-level offerings and could help students obtain the adult dogwood. It would also reflect what the K-12 system offers.
- It was also noted that portfolios have become a requirement for many post-secondary programs, and this course could be a good preparation for this.

Recommendation: The Working Committee will pursue developing a new course and work on a framework for portfolio stream.

Action: Form subcommittee to work on framework for portfolio course at the provincial level: Rich, Diane, Andrea volunteered.

Note: The committee is interested in pursuing a Health and Wellness stream at a later date.

2:30 am – 3 pm **Colin Gilker from Capilano University joined the meeting via Skype.**

10. Steering Committee Report – Colin Gilker – Capilano University
- Colin stated that written report would be submitted.
- Should outcomes in articulation handbook be reviewed every 7 years?
  ◦ Some areas have done it because of 7-year institutional reviews.
  ◦ 2014 – EDCP Working Committee reviewed LOs when developing SS stream
- Impact of new BC Curriculum - may affect LOs

Recommendation: to have steering committee advocate for consistency among institutions and to have the ministry clarify with FAO's the ability to use discretion with AUG funding.

Friday, March 10

11. **Resource sharing**
    - **Action:** Mary will compile list
    - Rich, Donna, and Andrea reported on partnership agreements with school districts.

12. **BCCAT Update – Ruth Erskine**
    - Ruth Erskine, committee coordinator, presented a report. The written report is presented at the end of the minutes. Here are some highlights:
        ◦ Every committee has its own website now; however, not all documents can be on that website. As a result, Ruth likes the Moodle format for further information sharing and would like some feedback. Most of the articulation members agreed that they access the Moodle site only close to articulation meeting times, at which point the accounts need to be reactivated. Nevertheless, Moodle is a good platform for information sharing. Ruth also mentioned that Moodle will move to TRU; none of the member were aware this. ASE uses SharePoint.
        ◦ In order to receive BCCAT updates, one needs to subscribe for it. The link is on the main BCCAT site. The direct link is here: http://www.bccat.ca/about/communications/engage. Announcements are made on the articulation website tab: http://www.bccat.ca/articulation.

13. **Group Picture**

14. **Open EDCP Online course development update – Mary & Allison**
    - For background information, please see last year's minutes. Subcommittee is Donna, Andrea, Rich, and Sandie. Allison Schubert & Mary Shier are the curriculum designers. Gina is the instructional designer. The collaboration has been a great process. Making sure that all information and graphic are under the Creative Commons license has been a lot of work.

    - The urgent problem is that the project is running out of money and time. Donna, Diane, and Andrea can use CD time for proofreading. Participating institutions will be acknowledged.
        ◦ **Action:** Mary will prepare another letter to institutions asking for money.

    - Regarding the timeline, Allison hopes for a pilot in May/June. Mary plans on pilot in the fall. Goal for the pilot is to have a few students at a few institutions. Other volunteers: Diane will use PD time to proof-read course and could pilot in the fall, Sandi could possibly pilot (as per Rich), Donna can proof-read and pilot in the spring,
        ◦ **Action:** Mary will get access codes for interested institutions.

    - **Action:** create resource document where everyone can contribute in categories according to LOs

15. **Renewal Templates – Donna**
    - Because all courses were reviewed in 2011 and need to reviewed every 7 years, the Working Committee will have a lot of work to do next year. Donna presented template that is a master overview of courses that are up for review. This form is meant to be used by the chair. Donna also presented a template that institutions can use to show what revisions have been made to existing courses. Both forms could be made available on the EDCP Moodle.

Motion: to review courses on the grid 2018 – fund & intermediate, 2019 – advanced, 2020 – provincial
Moved: Donna   Seconded: Holly   Carried

Discussion: It was brought up that the committee should discuss learning outcomes in the Articulation Handbook (next agenda item) before making a decision on the review of courses. As a result, the vote was postponed.
Final Vote: Vote on this motion was done electronically March 14 & 15, 2017.

16. Learning Outcomes

16.1. Proposed Changes

- Some learning outcomes seem to be outdated in the CP stream, particularly in 2. Education and Career Exploration Skills. We want to reflect that changing goals and changing directions as opportunities arise is often necessary with current economic challenges. Zigging and zagging is not a failure but part of the process. Also we did not want the assessment of aptitudes to create barriers.

Motion: change wording from "apply personal values, aptitudes and interests to optional career paths" to "apply personal values, strengths, skills and interests to optional career paths"
Moved: Mary   Seconded: Allison   Carried

Motion: change wording from "demonstrate the ability to set short and long term educational and career goals" to "use a fluid process of goal setting for educational and career planning"
Moved: Holly   Seconded: Diane   Carried

16.2. LO the same at all levels
- The rationale for this is that EDCP is comprised of soft skills. The differences at the different levels is the depth to which outcomes are explored, and the quality of work expected. Points in the discussion were 1) some institutions do not accept the same learning outcomes for different courses; as a result, these institutions can only offer one EDCP course, and 2) the different levels will come in on the assignment difficulty level, which makes it difficult for new instructors. Description of different levels and/or maybe examples would be helpful.
- **Action:** Include an explanation in the General Topic Outline in the articulation guide discussing the different levels. Mary will draft something for next meeting

17. Work Experience -- Donna
- Work experience is a proposed new stream under the EDCP umbrella, designed to be a provincial level course. The subcommittee compiled existing LOs from three institutions and Ministry of Education.
- The committee members participated in a working session on learning outcomes.
Action: Donna to circulate draft to working committee for editing

18. representation at meetings
- Mary reminded everyone that we can invite other relevant people (ministry, schools, associations, post-sec rep from outside BC, member emeritus), but they

will be non-voting participants. Inviting others would be good because of impending retirements.

19. Moodle
- Using Moodle is good for getting minutes and reports and could be used for discussion groups, subcommittees, and resource sharing. Accounts need to be reset if they haven't been used for 6 months.

Action: Mary will circulate email on how to sign on.

Action: Committee members need to contact IT (Jim Beaton) to reset expired accounts.

20. Wrap-up Details

20.1. **Next meeting:**
March 8&9, 2018, at the BCCAT building if available

20.2. **Election of chair**
Motion: to approve Mary Shier as chair
Moved: Jan   Seconded: Holly   Carried

Motion: to approve Diane Gilliland as co-chair
Moved: Holly   Seconded: Jan   Carried

20.3. recognition of those leaving the committee
Donna Lowndes was given a heartfelt thank-you and a round of applause for all the work she has done for the committee over the last 11 years.

Motion: to adjourn
Moved: Holly   Carried