ASE Provincial Articulation Working Committee Meeting
Vancouver Community College
May 25th and 26th 2017

Co-Chairs	Douglas College	Donna Lowndes
	Thompson Rivers University	Christina Cederlof

Attendees:

Jody Issac – Camosun College

Kathy Moscrip – Capilano University

Sharon Richardson – College of the Rockies

Wendy Parry – Douglas College

Glenda Lagasse – Kwantlen Polytechnic University

Kathy O'Donnell – North Island College

Kimberly McIntyre – Northwest Community College

Bev Smith – Okanagan College

Alison Roy – Selkirk College

Ingrid Defert – Vancouver Community College

Shelby Milholm – Vancouver Island University

John FitzGibbon – BCCAT

Barbara Binczyk – Ministry AVED

Regrets: Northern Lights College, University of the Fraser Valley, College of New Caledonia

Recorder: Alison Roy, Selkirk College
Meeting called to order at 8:58 am

Announcements: Donna will be taking a 2 year leave of absence from Douglas College so Wendy Parry will be replacing Donna a representative of Douglas College. Donna is stepping down as Chair.

2. **Approval of the 2016 Minutes** – spelling mistake on Tanya Assaf (add a s); Jean Malteson was present last year and not mentioned; John FitzGibbon has a capital F; page 3, change John Fitzpatrick to FitzGibbon. David Greig was present and not mentioned. Minutes approved pending changes.

3. Approval of the 2017 Agenda

Proposed changes and additions: today, add in co-chair elections. Best Practices will be pushed to 9:15 a.m. tomorrow morning. Today, we will add in NWCC articulations. Tomorrow, VCC Career Awareness program will be added in for articulation. Adjust as the day goes on. At 12:30, ASE Table learning

outcomes review, and a proposed 7 year review cycle will be up for discussion. Motion accepted and approved by all.

4. Institutional Report Summary:

Some institutions has reported a change in administration and program Faculty and Staff. Thompson Rivers University reports that program is being downsized and a reduction in Faculty is anticipated. Programs are full for most institutions and are running well. Strong outcomes with employment and further training for many graduates. New program adjustments and offerings are promising with a move towards sharing curriculum amongst ASE is well received. Some duplication from continuing education at some institutions is a concern they begin to encroach in special education populations to meet timely funding connected to MSDI Although institutions are encouraging collaboration it is important to be constantly aware of continuing eds intent in order to maintain our programs integrity and the quality of education we provide This is important so not to dilute FTEs and confuse the community between the different supports and outcomes of these types of offerings to those of established programs. Wendy Parry from Douglas Collee is developing a best practices matrix to help support transitioning youth to post-secondary. An extensive literary review has been conducted and in collaboration with community partners and schools the document will be ready for use soon.

5.BCCAT presentation and update by John FitzGibbon

John spoke to reports that have been completed along with the Joint Annual Meeting, upcoming research and drew attention to grant funding available for qualified committee work. Provided copies of some documents referenced website for further investigation by the group. Many questions were raised regarding entrance criteria and assessment with the new proposed changes to high school exit criteria. Reference was made to a portfolio but still unclear as how the universities will look at admissions and entrance criteria.

Barb Binczyk, Ministry AVED Report:

The disability pilot funding update: there is a forth phase, one-time funding. This coming year is 50000, down from 75000. Applications were due last week.

The Labour Market research and the agreement has run two cycles. No report has been released, but the first report is days away from being sent out. In the first cycle, there were 14 institutions. They submitted information on 903 ASE students with 330 students exiting. The response rate was 37% which is very good compared to other groups. 23% completed online SDSI report should be available by June. This report will include a descriptions of all our programs. The second cycle is now done and online. For the 3mth cycle, there was 1208 participants, 164 exited their program. The response rate is 31.2%. Down, but considered good. For the 12 mth cycle. 123 participants were contacted. Response rate was 53%. Thank you to ASE Faculty for prepping the students to respond to the surveys.

The surveys are useful for assuring our accountability to the federal government, in which ASE is a small part of that funding. The reporting will continue until March 2018, when the current agreement expires. This agreement was done with the conservative government. The next agreement is likely be the workforce agreement. It will be taking three agreements and putting them into one. The negotiations have only just begun.

Community and Adult Literacy program proposals have been evaluated. It will be going to a multi-year funding. The announcement will come when government is determined. No changes to AUG funding are anticipated at this time. Demand continues to be high and recognition that there are ASE students that still do not qualify. Some institutions have developed a bursary.

7. Co-Chairs Report

Christina reported that the year had gone smoothly that she attended the Joint Annual Meeting for BCCAT back in November. Donna has taken the lead on the Community of Practice document and Alyson Seale needed to step down for personal reasons. Christina thanked Donna for structuring the ASE Program Specific guide. It puts us in a solid place as we move forward. The document has proved to be very supportive of our programs for all stakeholders.

8. 2016 Action Items

Literature review for Best Practices document. Only 78 papers have been read, so Donna needs more time.

Best Practices recommendations at this time include a change from prescriptive to more of a guide to best practice using terminology that is supportive of a community of practice, in based on scholarly research and universal

ASE Share point site

Thank you to Tanya Assaf from Camosun to organizing this for the ASE group.

Action: Share point site will be clarified and Donna will send out passwords to everyone and all our ASE documents and the Community of Practise: Guiding Principles.

2. BCCAT ASE Program Specific Guide Update

Group reviewed website, some minor changes and updates are required.

Action for Donna Lowndes is to update information and submit to Ruth Erskine to reflect changes for the website ASE page.

3. Articulation continued:

Articulation submission: Vancouver Community College

Motion to place the Career Awareness Program at VCC on the employment readiness table at level 2.. Seconded by Glenda Lagasse. All in Favour. Passed.

4. Review of Teaching credentials and staff in ASE Post Secondary

Donna has compiled a draft identifying credentials and standards of training for staff and faculty in the delivery of ASE programming throughout the participating institutions. The information is to help inform the new guideline for best practices.

5. Review of our Employment Readiness Table/Sector Specific Skills Training table

A 7 year schedule is being organized to commence in 2018. **Action** for Donna Lowndes will populate a review schedule and submit to Kimberley by the end of the year for review and implementation.

6. Next meeting date

TBA - tentative date May 16-17, 2017
confirmation pending for location to be at VCC
meeting concluded 3:00 pm

Motions and Actions:

Motions:

Motion to accept 2016 minutes with changes requested. Motion carried

Motion to accept 2017 Agenda with additions. Motion carried

Motion to correct the Optional Skills numbering on the ASE Program Specific Guide in the Employment Readiness Table changing the numbers under Technology Skills to have 6 items. Motion carried

Motion to accept to the Employment Readiness Table at Level 2, North West College Retail Service Plus Program (RSPP 200 and RSPP 201). Motion carried

Motion to accept be articulated at Level 1, Selkirk College Foundational Skills Program. Motion carried

Motion to add an additional column representing three levels of programming in the Employment Readiness Programs Table with clear guidelines as to each requirement and reorganizing placement for review at next meeting in 2018. Motion carried

Motion to accept to the Employment Readiness Table at Level 2 Vaancouver Community College, Career Awareness Program

Motion to accept Kimberly McIntyre as new ASE Chair. Motion carried.

Motion to accept Alison Roy as ASE Co-Chair. Motion carried.

Actions

Action: Donna Lowndes to add to the Employment Readiness table at Level 2 North West College Retail Service Plus Program (RSPP 200 and RSPP 201)..

Action: Donna to add to the Employment Readiness table at Level 1, Selkirk College Foundational Skills Program

Action: Donna to update Employment Readiness Generic Leaning Outcomes to include an additional level bringing the total levels under this area to three.

Action: Donna to update the Employment Readiness Table to reflect the new level addition.

Action: Donna to ensure passwords for the new SharePoint site to be sent to all members with the intent to upload all available ASE documents for membership access.

Action: Donna Lowndes to submit ASE Program Specific Guide updates to Ruth Erskine to update changes for the Guide on the BCCAT website.

Action: Donna Lowndes to populate an articulation review schedule and submit to Kimberley by the end of the year for review and implementation.

Action: Wendy Parry to share the ASE Transitioning Youth document once competed to the membership.