

ASE ARTICULATION COMMITTEE

BRITISH COLUMBIA COUNCIL on ADMISSIONS AND TRANSFERS (BCCAT)

BCCAT Boardroom

May 15th, 2019, 9am – 330pm

1. Welcome

Chair: Kimberly McIntyre

Co-Chair: Alison Roy

Systems Liaison Person (SLP): Aimee Begalka (KPU)

Regrets: Jason Dauvin (College of New Caledonia), Sharon Richardson (College of the Rockies),

Attending:

Guests: Barb Binczyk AEST, Ruth Erskine BCCAT

Kimberly McIntyre, Jessica Scafe (Coast Mountain College)

Alison Roy (Selkirk College)

Mark Fournier, Jody Isaac (Camosun College)

Christina Cederof (Thompson Rivers University)

Alison Hale (Capilano University)

Rosemary Brbot (College of New Caledonia)

Irina Tzoneva (Douglas College)

Bev Smith (Okanagan College)

Shelby Milholm (Vancouver Island University)

Kathy O'Donnell (North Island College)

Ingrid Defert (Vancouver Community College)

Pat Foreman (Kwantlen University)

2. Welcome and acknowledgement of traditional lands.

Icebreaker – introductions – names in sign language

Minute Taker Appointed- Bev Smith

3. Approval of 2019 Agenda – Jody Isaac moved, 2nd- Shelby Milholm- Carried

4. Approval of 2018 Minutes – Kathy O'Donnell moved, 2nd- Christina Cederof – Carried with the following amendments:

- AUG- delete “Repeating courses- 2nd repeat requires permission from Dept/chair/dean” (for 2018-19 this was not true. The change did not take place until 2019 -20).
- 1st pg after Barb’s name- change from MAEST to AEST

5. a Action Items- from 2018 meeting

- 1) review name of ASE- further discussion to take place on May 16th 2019.
- 2) revive Best Practices Committee- bring new names forward
- 3) review ASE Transfer Guide- Level 2 courses- standards and percentages to be reviewed. As well, more General discussion to take place at this meeting.
- 4) changes to the Transfer guide levels – review and correct
- 5) Moodle- ASE Articulation move to Moodle site– All Articulation information gathered here- JAM strongly suggests that Articulation groups use Moodle site for information transfers etc. Info on how to Access Moodle to be included in Minutes (To access Moodle go to: <https://onlinelearning.kpu.ca/> and create a new account).

ACTION #1 – Articulation members to connect with Pat Forman by May 16th -3pm to connect to Moodle

6. Institutional Reports – Copies received circulated via email.

10:30 – 10:55 Break-

7. 10:56- BCCAT Report- Ruth Erskine – Spring Update 2019

-2018 Jam – 160+ attendees at Pinnacle Harbourfront Hotel in downtown Vancouver. Best attendance ever. Same venue planned for this year’s 30th Celebration.

30th Anniversary of BCCAT – special events planned throughout the year (Math 1969 -1st Articulation Committee. Since 2005 – Database created of all committee information. 1600 + people attend Articulation meetings each year.

Presentations of JAM 2018- <http://www.bccat.ca/articulation/jam>

Recipients of Awards 2018– <http://www.bccat.ca/system/awards>

BCCAT appointment – Mike Winsemann –new Director of Transfer & Techonology

Outside consultation is being conducted on the BCCAT Transfer Guide to ensure it is working for users. Report will be published when completed.

UBC website now connected to BCCAT with transferability information of external credits into the province –student user access.

New Curriculum Information- booklet passed around

ASE Guide- to be discussed and amended at 2019 Articulation Meeting and passed on to BCCAT.

Ruth questioned about Wendy Perry's document on High School Transitions from a past Articulation Meeting- no follow-up to date.

Transfer Innovations Projects:

Tourism/Hospitality Common Core- in the works

Modern Languages Learning Outcomes-due for completion 2019

ABE Steering Committee Learning Outcomes, Adult Literacy Fundamentals Learning Outcomes, -currently being reviewed

New Publications of Interest to ASE:

- International Credit Practices- Link on BCCAT website
- Admissions Policies and Practices for Underrepresented Groups of Students Publication (Sept 2018) - Link on BCCAT website
- Indigenous Educational Pathways -1st phase complete- publication available
2nd phase from the student's perspective – report to come later 2019

All of the above information is located on the BCCAT website: <http://www.bccat.ca>

8. 11:24 -AEST – Barb Binczyk

Updates- Adult Education Unit at AEST

- Next year may be Barb's last year with AEST

-Proposal for 24/7 HELP hotline number for post-secondary students. Call for proposals has ended and discussion is taking place now as to implementation. Follow up to see what kind of training this service will receive to support ASE learners.

-Community Adult Literacy Program - \$40000 grant reduced to \$30000
(101 proposals received so far in 2019)

-Changes in Admin at AEST so the unit is currently Barb and Lewis

-AUG- thresholds raised - example: single \$25391 up to \$30600

-2020- Treasury Board to reimburse tuition to the institution upfront based on forecast of ABE and ESL FTEs for upcoming year. There was discussion at each meeting regarding ASE and the expectation of AEST that ASE be maintained and/or increased is articulated by the Ministry to

Post-secondary institutions in Min. of Educ Budget. No longer a developmental FTE target for ABE and ESL, but Ministry will keep an eye on ASE programming at post-secondary education

-Ministry currently very committed to ABE, ESL and ASE funding and programming

-Barb to send list of 2018 projects to ASE Articulation members

-Additional funding (2019) 1.25 million for ABE, ESL and ASE

\$100000 went to ASE programs in 2019. AEST wants success stories at the end of the project.

Barb to initiate email requesting report of the \$100000.

-Labour Market for People with Disabilities- last year of the agreement.

It has merged into workforce Develop Agreement. Members requested to keep reporting on

enrolments until further notice. Barb looking for success stories by end of July 2019 for her

annual report. (Photo release consent, written report about the student, picture of student, link to ceremony if available)

- AUG repeat courses – at institution discretion Sec 6-Academic Progression and RE-Application. Additional repeats would be funded if student is showing progress and approved from Dean and FAO.

12:10 – Lunch

9. 1:24 AEST – Barb Binczyk – further discussion

- Money received by Institution from Ministry

- Base funding

- Tuition reimbursement funding - it is targeted funding and will be indicated as such.

- Year-end funding

- Discussion on application fees- \$40-60 one time only or every year. Barb to check with Lewis to speak with team regarding if fees can be waived. Further discussion brought to light that it is probably at the discretion of the institution on application fees administration.

- Discussion on Best Practices regarding class size – Bev to send research to Alison Roy.

2:20 Break

10. Business Arising – Transfer Guide Discussion

i) Need for Articulating ASE

Discussion took place – Quality assurance, gives ASE Programming a voice at the Ministry level and at Post-secondary, need to look at fine tuning the Outcomes for Level 2 Programming- Employment Readiness- and Sector Specific- make them broader- too many , possibility of Core outcomes and optional outcomes which would provide the flexibility for each program.

Overall question to determine a plan moving forward with Transfer Guide:

1. Is this guide working for us?

- not if 70% outcomes have to be met
- others say it worked for them
- information in the guide was good but the high percentage was problematic
- language in the guide is helpful in creating programs/courses and find a way to make them more succinct
- just too many outcomes (70 learning outcomes for every program)
- Christina presented an outline of TRU's Learning Outcomes template which could work for ASE Articulation.
- all ABE, ESL ASE are cut and paste in outcomes and we don't want to lose that, but a suggestion that we just need to revise the amount of learning outcomes.
- suggestion for us to develop a working committee. Will return to discussion on guide tomorrow.

13. Chair's Report- Alison and Kimberly worked together through the year.

- Kimberly attended JAM 2018 and found it very beneficial to attend.
- Ruth Erskine was given a retirement sendoff and gave a shout out to ASE
- Kimberly stepping down as Chair so will need to nominate a Co-Chair. Once all are on Moodle will be a better system of communication and easier to manage.

14. Articulation: Selkirk College submission for Foundations: Skills for Adult Living at Level 1

Motion- Selkirk has articulated their programs for Level 1

Christina motioned, Jody seconded, Carried.

a) For an example of process, Alison presented a document that clearly check off the selection outcomes for the courses at that Level and how it matched the required percentages.

Template document and Selkirk's example are on moodle.

b) Douglas College to be present her courses and programs May 16th.

15. Signing Activity – Stand By Me

16. 3:30 pm Adjourn

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BCIT

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1. 9:00 am call to order

Ice breaker: Group Art Activity

1. Articulation Submission: Douglas College Career Exploration and Planning (CAEP) at Level 1

Motion: Douglas College has articulated CAEP at Level 1 Christina motion, seconded by Jody

2. Transfer Guide Discussion

Review of the checklist for the transfer guide. Discussion around the use of the transfer guide and how each institution could apply it to courses and programs. Clarification that four mandatory skills areas are course level outcomes and are optional for level 1. Ideas put forward around best practices for using the guide.

Concerns about reinventing the guide that was already developed were tabled as well as suggestions around confirming percentages for each level to show mastery of content. There was discussion around objective language in each category and how this guide is especially helpful for individuals new to ASE. Additional discussion centred around the guides use as a formal document to demonstrate what we do in ASE.

We agreed to break into small groups to decide the core outcome in each area. Each group was responsible for narrowing down one area.

Outcomes of the small group discussions for level one, four mandatory skill areas were as follows:

Group One: Communication

- Use effective communication in education and employment settings

Group Two: Education and Employment Skills

- Engage in personal, education and career exploration

Group Three: Employability and Workplace Skills

- Identify and apply employability and workplace skills

Group Four: Work Training Experience

- Practice work readiness skills in the workplace

Action: Working Committee will send out a draft for review and seek feedback to ensure that the guide can be finalized by the ASE Committee at the annual meeting in 2020. Working Committee members: Mark Fournier, Kimberly McIntyre, Kathy O'Donnell

Action: Alison Roy: To populate an outcomes template for specific sectors before she leaves for the summer (2019) to provide to the working committee.

Discussion around percentages for the guide. Benefits were discussed around leaving percentages the same as College of New Caledonia and North Island are in the process of preparing to articulate. Percentages the same for now at Level 1 and 2.

There are 3 colleges that are ready to articulate next year;

College of New Caledonia: Job Education and Training (JET) and Techniques for Access, Reaching Goals and Employment Training (TARGET)

North Island College: Practical Academics for the Workplace, Workplace Professionalism

Coast Mountain College: Workplace Skills Training (WST)

Tabled: Time to discuss and decide on levels at the next annual meeting 2020 after committee presents their recommendations

3. Adult Special Education Name Discussion

- Barb Binczyk previously stated that if we change ASE, the ministry would consider a name change too.
- It was agreed that the words transition and access were suggested. Using "Access" in the name could present some challenges as some faculty are already called access programs or have access services at their post secondary institutions.

Survey Monkey came up as an idea to poll for new names as well as asking other partners including students and parents for input.

Action: Committee members are to reach out to their partners to solicit possible ideas for new names to replace ASE and bring to meeting in 2020.

4. New Chair

Nominations for new co-chair included Jody Isaac. Jody can only commit to a one year term. She was the only candidate and was accepted to be Co-Chair. Alison Hale will sit in on the meetings to prepare to co-chair the following year 2021.

Motion: Alison Roy for Chair

All agreed and carried

Motion: Jody Isaac for Co-Chair

All agreed and carried

Lunch 12:00

1:05 called to order

5. Work Experience Handbook

Nicola Soles created a Structured Work Experience Placement Handbook for BC Adult Special Education Employment Readiness Programs. It was circulated for a quick glance. This handbook includes both a summary of information gathered and outlines of promising and recommended practices in relation to the key areas.

Question: Are people interested in a working group to continue to work on best practices related to the handbook?

Action: Inquire about receiving the document from Nicola once published for further review. Pat will communicate with Kimberly McIntyre and Shelby Milholm for review.

Website Resource: Shelby created a for employers to support individuals with ASD (www.asdeployertoolkit.weebly.com). The employer's corner has specific strategies for employers.

The Committee also looked at Open BC Campus website as tool for sharing/borrowing resources (www.open.bccampus.ca).

6. Best Practices Committee Revival

Discussion around what areas would be helpful to establish best practices in; work experience (max and min hours), class size, staff to student ratios, and rationale for classroom support.

Donna Lowndes has worked on a best practices document called A Community of Practice: Guiding Principles for Best Practices (Draft 2018). The intent of this document was to provide a framework for practitioners and administrators. This guide is now considered a working document and there will be new topics to be put forward.

Action: Committee members would review the Community of Best Practices Documents

Action: Alison Roy to create an excel document for Institutions to record their information to share and upload it to Moodle.

7. High School Transition Programs

Only a handful of institutions have transition programs, discussion took place around processes and guidelines. Because it is not offered across the province on a consistent basis, it is not funded. There was suggestion that more Post-Secondary Institutions should provide transition programming and involve the Ministry of Education for funding.

Action: Irina to ask Wendy to provide more information related to transition programs and share with committee.

Action: Jody to upload her application process for transition programming to share with the committee.

Tabled: Further discussion on transition programs at the annual meeting in 2020.

8. Provincial Policies

Jody asked other institutions if they have inclusion/accessibility and sexual violence policies. Discussion took place.

Website Resource: Real Talk: conversations about love and sex. Trained sexual educators that have experience in working with student with diverse needs. The organization is federally funded and intended to be BC wide. They will come and present across BC www.real-talk.org

9. Other Business

Question: DRN will it be running again? Attendance was dwindling and this year it was cancelled. There is talk that the conference will run again in May 2020 and the intent is to have the DRN run back to back with Articulation. More meetings are happening to solidify the direction for the Conference.

10. Set 2020 Meeting Date

Date for meeting to stay consistent with DRN location to allow more attendees.

Location: KPU Richmond

Date: May 13th and 14th, 2020

Action: Pat to book rooms for Articulation at Kwantlen Polytechnic University.

Action: Ingrid to notify DRN regarding 2020 dates and location for Articulation.

2:45 Meeting adjourned

Closing activity: Signing “Don’t Stop Believin’” by Journey

DRAFT