

BEAC/ARTICULATION ABT/OA Articulation Meeting

MINUTES

**Location: North Island College, Rm PNT104
2300 Ryan Road, Courtenay, BC V9N 8N4**

April 29, 2019 1-4:30 pm

April 30, 2019 8:30 am to 4:30 pm

Attendance – April 29, 2019

| Committee Member Name | Institution Name |
|------------------------------|-----------------------------|
| Alison Starr | Northern Lights College |
| Brenda Ridgeley-Ketchell | Okanagan College |
| Louise Larocque | College of New Caledonia |
| Patricia Gaudreault | Camosun College |
| Richelle Gardiner-Hynds | North Island College |
| Sheena Svitich | College of the Rockies |
| Terri Barber | Vancouver Island University |
| Helen Roberts | Vancouver Community College |

Chair: Richelle Gardiner-Hynds, North Island College

Recorder: Brenda Ridgeley-Ketchell – Okanagan College

1. Call to Order

Meeting Called to Order at 1:12 pm.

Welcome – Richelle Gardiner-Hynds

Welcome to North Island College and to the 2019 BEAC conference!

2. Introductions, Regrets, and Housekeeping Items

Regrets:

| | |
|-------------------------------|----------|
| Alia Somji, Colleen Formisano | KPU |
| Christine Nehring | UFV |
| Christina Thomas | Yukon |
| Claudia Jamieson | Douglas |
| Esther Storvold | Selkirk |
| Karen Okun, Shelley Quarrels | Capilano |
| Karen Ramsden | Langara |

Esther Storvold from Selkirk College informed us that their program is being cancelled in December; therefore, she won't be present.

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Round-table Introduction Reports

- Alison Starr – NLC – teach whole program on each campus – 18-19 courses. All onsite. NLC is getting back into online. Basic certificate online this year and next year all certificates will be back online.
- Sheena Svitich – COTR - one program with three certificates.
- Terri Barber - VIU – ADAC, Accounting and Legal being offered in class – no online.
- Richelle Gardiner-Hynds - NIC – currently have four campuses – Port Hardy, Campbell River, Port Alberni, and Comox Valley, where 4 certificates (OA1, AA, CAA, OM) are offered fully online .
- Louise Larocque – CNC – going through program review.
- Patricia Gaudreault – CC –tomorrow last day as ABT Chair. Nicholas Read will be the new chair. Staying on as legal office program leader. Medical, Legal, Office Admin and Bookkeeping Fundamentals.
- Brenda Ridgeley-Ketchell – Currently offer all five certificates online and in class, with the exception of MAA which is online only. Certificates are OAC, ADAC, MAA, LAA (C/C and Lit), and ABC.
- Helen Roberts VCC – stepping down as department head in December. Programs offered are ADAC, Legal, MAA, Medical Transcription and Executive Assistant.

3. Agenda

Approval of Agenda

MOTION: made Terri Barber and seconded by Alison Starr
That the Agenda be approved for the April 29, 2019 meeting.

CARRIED

4. Approval of the minutes of May 2, 2018 Meeting

MOTION: made by Patricia Gaudreault and seconded by Sheena Svitich
*That the minutes for the May 2, 2018 meeting be approved with the change of Regrets:
Helen Roberts VCC.*

CARRIED

5. Business Arising from Previous Minutes

Nothing

6. New Business Additions

Nothing

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7. New Business

7.1. Institutional Reports – All

Northern Lights College – Alison Starr – astarr@nlc.bc.ca

| Program Areas | Institutional Update | Program/Course Updates | Other items of Interest |
|---|----------------------|---|-------------------------|
| <ul style="list-style-type: none"> • Office Assistant • Administrative Assistant • Financial Assistant | | Numbers are down and we are back into online for the first term this year and next year will have the whole program online. | |

College of New Caledonia - Louise Larocque – larocque12@cnc.bc.ca

| Program Areas | Institutional Update | Program/Course Updates | Other items of Interest |
|--|---|---|--|
| <ul style="list-style-type: none"> • Office Assistant • Medical Office Assistant | Rebranding done this Spring with new colors and logo. | Going through a complete program review. Proposal to break Office Assistant into Office Assistant Clerk, Office Assistant, and Computing Accounting Assistant and leave MOA as is | Offering complete MOA program starting in the Fall |

Camosun College - Nicholas Read – readn@camosun.bc.ca

| Program Areas | Institutional Update | Program/Course Updates | Other items of Interest |
|--|----------------------|--|---|
| <ul style="list-style-type: none"> • Administrative Assistant • Legal Office Assistant • Medical Office Assistant • Bookkeeping Fundamentals | None | MOA program has been amended to include a mandatory work experience component. | Program will be reviewed in the coming academic year and is currently available (mostly) online. The OADM diploma has been suspended. The Bookkeeping Fundamentals program and LOA programs are going strong. |

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Vancouver Island University – Terri Barber terri.barber@viu.ca

| Program Areas | Institutional Update | Program/Course Updates | Other items of Interest |
|---|---|--|--|
| <ul style="list-style-type: none"> • Legal • Accounting • Administrative Assistant | VIU offers face-to-face delivery of Legal, Accounting, and Administrative Assistant in Nanaimo. ADAC is also offered in Duncan. | Revamping the Legal certificate. Adding content/courses not previously covered to improve clerical and writing skills and will be extending delivery hours for all legal content courses. The goal is to have a two-year diploma for legal offerings – proposal at beginning stages right now. | ABT at VIU is considering a name change to the overall program to be more reflective and recognizable for the type of training delivered in the program. |

Capilano University – Karen Okun kokun@capilanou.ca

| Program Areas | Institutional Update | Program/Course Updates | Other items of Interest |
|--|----------------------|---|-------------------------|
| <ul style="list-style-type: none"> • Legal Administrative Assistant • Accounting Assistant | None | MOA and ABTO programs have been cut as of 2013. All programs have been taught out. Offer Accounting Assistant Certificate and Diploma and Legal Administrative Assistant. | |

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College of the Rockies – Sheena Svitich ssvitich@cotr.bc.ca

| Program Areas | Institutional Update | Program/Course Updates | Other items of Interest |
|---|--|--|-------------------------|
| <ul style="list-style-type: none"> • Office Administration • Admin Assistant Specialty • Bookkeeping Specialty | <p>Suspended Administrative Studies program which combines courses in OA and Business Mgmt for a different credential. A certificate and diploma were available. Kind of an “Office Management” style program.</p> | <p>Granted funding to redo OFAD 157 Business Math and Calculators without a textbook. Trying to decide if the “business calculator” portion should be dropped.</p> | |

Douglas College – Claudia Jamieson jamiesonc@douglascollege.ca

| Program Areas | Institutional Update | Program/Course Updates | Other items of Interest |
|--|----------------------|---|--|
| <ul style="list-style-type: none"> • Administrative Assistant • Basic Office Skills • Legal Administrative Assistant • Medical Office Assistant • Office Administration Diploma | <p>None.</p> | <p>No longer require typing as an admission requirement</p> | <p>Going to try the new Typist program that was demonstrated last year at the meetings. We will no longer offer two levels of keyboarding.</p> |

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North Island College – Richelle Gardiner-Hynds Richelle.gardinerhynds@nic.bc.ca

| Program Areas | Institutional Update | Program/Course Updates | Other items of Interest |
|--|---|---|---|
| <ul style="list-style-type: none"> • Office Assistant 1 • Administrative Assistant • Computerized Accounting Assistant • Office Management | <p>NIC offerings remain fully online. Last year all ABT courses from the collaborative had to be first migrated from D2L to Blackboard and then be reviewed for accuracy to be prepared for September 2018 NIC online program delivery.</p> | <p>The NIC ABT-OA department in 2018/19 undertook a full review of all courses presently offered. The department is continuing to explore options for Medical and Legal, which were both not offered this year. A request has been made for funding to review and revise both certificates for future delivery.</p> | <p>NIC ABT (OA) department is presently working towards a name change to shed the older name for what we do from ABT to Office Administration. The website mostly now reflects this name change, but behind the scenes activities are not yet fully complete but hopefully it will be by Fall 2020.</p> |

Okanagan College – Brenda Ridgeley-Ketchell bridgeley@okanagan.bc.ca

| Program Areas | Institutional Update | Program/Course Updates | Other items of Interest |
|--|---|--|--|
| <ul style="list-style-type: none"> • Office Assistant • Administrative Assistant • Accounting/Bookkeeping • Medical Administrative Assistant • Legal Administrative Assistant | <p>First year offering all five certificates online with continuous intake so a very busy year.</p> | <p>Updated OADM 169 Spreadsheets to split into two courses as the Office Assistants don't need that in depth knowledge. Introduced new Outlook course and included PowerPoint into the Office Assistant Certificate.</p> | <p>Online is growing steadily and the demand for qualified admin professionals is growing.</p> |

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Vancouver Community College – Helen Roberts hroberts@vcc.ca

| Program Areas | Institutional Update | Program/Course Updates | Other items of Interest |
|---|----------------------|--|-------------------------|
| <ul style="list-style-type: none"> • Administrative Assistant • Executive Assistant • Medical Office Assistant • Legal Administrative Assistant • Medical Transcriptionist | | The Administrative Assistant program is undergoing renewal and we hope to launch the new, improved program in 2020. Instead of an eight-month program, we will have two separate four-month modules. The next program to undergo renewal will be the Legal Administrative Assistant program. . | |

University of Fraser Valley – Christine Nehring christine.nehring@ufv.ca

| Program Areas | Institutional Update | Program/Course Updates | Other items of Interest |
|---|---|--|---|
| <ul style="list-style-type: none"> • Applied Business Technology | As I will be on sabbatical next year and unavailable to teach or manage the program admin, we are going to run one cohort in our fall intake and one in winter. We usually run two fall and one winter. | We introduced a new course (Web-based Business Communications) in 2014, which allowed us to integrate social media and WordPress use into the program. In this seven-week (1.5 cr) course, students work in teams to develop the concept for a product or service, create appropriate marketing materials, and design a social media campaign. Students then present their product or service at an in-house trade show. | During my 2019/20 sabbatical, I will be conducting research to identify the gap between the knowledge, skills, and abilities students acquire during the ABT program and what employers are seeking in administrative employees. I would welcome your insight and feedback. |

Meeting adjourned at 4:00 pm.

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| Terri Barber | Vancouver Island University |
| Patricia Adam | Vancouver Island University |
| Helen Roberts | Vancouver Community College |

Chair: Richelle Gardiner-Hynds, North Island College

Recorder: Brenda Ridgeley-Ketchell – Okanagan College

Day 2 Call to order at 8:33 am

7.2. Provincial Chair Report – Richelle

Slow start due to transition of online from BC Campus. We need to get familiar with articulation process through BCCAT.

7.3. Articulation Chair Report – Progress Update – Alison Starr

Due to a health issue, Alison wasn't able to get started in September and didn't apply for funding from BCCAT to upgrade the provincial articulation grid. The most current version of the ABT/OA Course Transfer Guide is 2015/16 and is not on the BCCAT online system. Alison completed a draft Course Transfer Guide in January and put both onsite and online together in this draft guide. Alison has done lots of work on the Draft Course Transfer Guide

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that we appreciate so much. The question was posed to the group: “Do we want to do the work to get the draft Guide updated when the BCCAT online system is operational?” Some institutions’ courses are listed in the online guide but other institutions are not appearing.

Two choices – update the guide and put it on the BCCAT system or just send course outlines to the BCCAT system so that everything is online. This would eliminate the use for the guide.

MOTION: made Helen Roberts and seconded by Terri Barber
That the group move to stop working on the paper copy of the ABT/OA Course Transfer Guide and recommend to registrars of our respective institutions to use the BCCAT online transfer system. .

CARRIED

Each institution will contact their Registrar to facilitate this process. If the Chairs could please send an email to the forwarding institution as a heads up if you are going to send course outlines through BCCAT. Richelle to get contact at BCCAT to find out who the contacts are at each institution. The BCCAT website is www.bccat.ca

7.4. Online Cooperative update – MOU – Richelle

The MOU between Selkirk, Okanagan College, College of New Caledonia, and North Island College will cease to exist. The registrars didn’t understand that we wanted to transfer courses and not programs. This agreement expired this spring and under recommendation from the Deans won’t be renewed. It was utilized for a few students.

A questions was posed to the group to ask if students take individual courses in your programs. In most institutions, students have to meet the admission requirements of the program before they can take one or two courses.

7.5. Skills Competitions – Terri Barber

Terri Barber informed us about the BC Skills Competition for post-secondary students in the Trades area. ABT student can compete in this Skills Competition in the Technology Category: IT Office Software Application. Components of this category are Microsoft Word, Excel and Access testing. There are a few areas where ABT students can compete. No institutions are currently doing it in BC, and Terri would like to compete with other institutions. The process is that competitors have to compete at a regional level so they can be sent to the provincial level. The one downfall is there is an age restriction and competitors have to be under 29 years old. There needs to be a Chair for each category at each institution and a provincial chair for the category. Skills Canada funds travel for the

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competition. Regionals would be in the classroom or your top student. Archna Acharya archna.acharya@viu.ca is the Skills Canada contact at VIU or go to Skills Canada website to find out more information.

7.6. ABT-OA Articulation procedures (review and updates)

Since we are all merging to the online BCCAT system, we will not need a subcommittee for Articulation.

7.7. Transfer Grids (ABT – OA/Medical/Legal) – review/discussion/further updating /approval

This was complete under 7.3 above.

MOTION: made Helen Roberts and seconded by Terri Barber
That the Articulation Subcommittee check all documents currently on the BCCAT system to see if older documentation can be archived.
CARRIED

7.8. Articulation Request – NVIT Program – Richelle/Bev at 1:12

NVIT currently has an Office Administration Certificate and an Executive Assistant Diploma that it would like articulated with other institutions. Students wanting to enter the Diploma need successful completion of the Office Administration Certificate to get in. It was communicated to Bev that we agreed as a group to switch to the online BCCAT system so she can follow process to get those articulated.

7.9. Election – Articulation committee vacancy – Richelle

The current Articulation SubCommittee consists of Louise, Sheena, Alison, Patricia (Legal), and Esther (Medical). Because Esther's institution is cancelling their programs, do we need an election? This matter will be deferred to next year.

7.10. Course Review

7.10.1. Business Math and Calculators

VCC and Camosun are not teaching Business Math in their program. Only VIU and OC have a speed timing component.

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| Institution | Hours | Content | Textbook |
|-----------------------------|----------------|--|--|
| Northern Lights College | 30 | Operations, fractions, percent, interest, markup, payroll, prorating, discounts | Solving Business Problems Using Calculator |
| Okanagan College | 60 | Operations, fractions, percent, interest, markup, payroll, prorating, discounts, stats | Basic Business Math & Calculators |
| College of the Rockies | 45 | Operations, fractions, percent, interest, markup, payroll, prorating, discounts, metric, estimation, budgets | Basic Business Math & Calculators |
| College of New Caledonia | 45 | Operations, fractions, percent, interest, markup, payroll, prorating, discounts, metric, estimation, budgets | Solving Business Problems Using Calculator |
| Camosun College | Does not teach | | |
| North Island College | 45 | Operations, fractions, percent, interest, markup, payroll, prorating, discounts, stats | Solving Business Problems Using Calculator |
| Vancouver Island University | 45 | Operations, fractions, percent, interest, markup, payroll, prorating, discounts, stats, speed | Solving Business Problems Using Calculator |
| Vancouver Community College | Does not teach | | |
| Capilano | 60 | Operations, fractions, percent, interest, markup, payroll, prorating, discounts, stats, ratios, amortization | Practical Math Applications |

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7.10.2. Word Processing I & II

| Institution | Hours | Content I | Content II | Textbook |
|-----------------------------|-----------|---|--|---|
| Northern Lights College | 60/60 | Letters, tables, memos, envelopes, basic reports | Merge, forms, newsletters, long reports, macros | Shelley Cashman 2016 Keyboarding Online |
| Okanagan College | 75/75 | Letters, tables, memos, merging, formatting | Long reports, forms, macros, tracking | Microsoft Word 2016 Labyrinth |
| College of the Rockies | 45/60/120 | I - memo, letters, tables, formatting | II - reports, newsletters, graphics III - merge, long reports, toc, reference, macros | College Keyboarding Advanced Word Processing I & II |
| College of New Caledonia | 50/50 | Letters, tables, memos, envelopes, basic reports | Merge, forms, newsletters, long reports, macros | 2013 Signature Series Paradigm |
| Camosun College | 56 | Letters, tables, graphics, merge, styles, long reports, templates, forms, automating, web pages | | No text |
| North Island College | 50/50 | Formatting, memo, letters, objects, envelopes, labels | Tables, graphics, merge, customize, charts, themes, macros, long reports, forms | Microsoft Word 2016 Benchmark Level 1 & 2 with workbooks |
| Vancouver Island University | 90/90 | Letters, tables, memos, formatting, keyboarding, computer essentials, reports | Long reports, forms, macros, tracking, formatting, merging, keyboarding | Benchmark Word 2016 Level 1, 2, 3 Keyboarding Isak & Paradigm |
| Vancouver Community College | 48/48 | Formatting | Tables, merge, table of contents, newsletters | Using MS Word Level 1 & 2 |

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| Institution | Hours | Content I | Content II | Textbook |
|--------------------|--------------|--|-------------------|---------------------------------|
| Capilano | 42 | Correspondence, forms, formatting, file management, PowerPoint, keyboarding, tables, merge | | Benchmark 2016 Keyboard Mastery |

7.10.3. Word Processing II

See above

7.10.4. Business English

| Institution | Hours | Content | Textbook |
|-----------------------------|--------------|--|-----------------|
| Northern Lights College | 90 | Grammar, punctuation, spelling, vocabulary | Guffey Ch 1-20 |
| Okanagan College | 90 | Grammar, punctuation, spelling, vocabulary | Guffey Ch 1-19 |
| College of the Rockies | 180 | Grammar, punctuation, spelling, vocabulary | Guffey Ch 1-20 |
| College of New Caledonia | 90 | Grammar, punctuation, spelling, vocabulary | Guffey Ch 1-20 |
| Camosun College | NA | | |
| North Island College | 90 | Grammar, punctuation, spelling, vocabulary | Guffey Ch 1-20 |
| Vancouver Island University | 90 | Grammar, punctuation, spelling, vocabulary | Guffey Ch 1-20 |
| Vancouver Community College | 51.5 | Grammar, punctuation, spelling, vocabulary | Guffey Ch 1-20 |

7.11. Additions to Agenda – nothing new

8. Next meeting – decision on date and location

There was a concern with having VCC host without a business department and are they going to keep TEC together? As a group, does ABT/OA need to articulate with Business and TEC? It was decided to keep our meetings at the same event/time as the Business/TEC group.

9. Adjournment

Meeting adjourned at: 2:25 p.m.

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MOTION: made by Brenda Ridgeley and seconded by Helen Roberts
That the April 30, 2019 ABT/OA Onsite meeting be adjourned.
CARRIED

Minute Taker Contact:

Brenda Ridgeley-Ketchell – Okanagan College – bridgeley@okanagan.bc.ca

DRAFT