

## MEETING MINUTES (Approved)

### ATTENDEES:

#### COUNCIL MEMBERS:

FLEMING, Robert	<i>BCCAT Executive Director (CO-CHAIR)</i>
HAMILTON, Jim	<i>President, Okanagan College (CO-CHAIR)</i>
CRESPIN-MUELLER, Dorys	<i>Executive Director, Integrated Planning &amp; Effectiveness, Thompson Rivers University</i>
DAVIS, Eric	<i>Provost and Vice-President Academic, University of the Fraser Valley</i>
DICK, Brian	<i>Professor and Chair, Engineering Vancouver Island University</i>
FERNANDEZ, Darran (Thurs.)	<i>Associate Registrar &amp; Director, Student Support &amp; Advising, Enrolment Services, University of British Columbia</i>
HEMANI, Rummana Khan	<i>Registrar, Simon Fraser University</i>
KRAUSE, Gerda	<i>Dean, Faculty of Science, Langara College</i>
LOUIE, Brenda	<i>Vice-Principal, Columbia College</i>
McCAUSLAND, Elizabeth	<i>English Instructor, Douglas College</i>
McCREIDIE, Karen	<i>Interim Executive Director, EducationPlannerBC</i>
MILLAR, Ashley (Thurs.)	<i>Langara-Simon Fraser University Transfer Student</i>
NAUGLER, Diane	<i>Dean, Business and Applied Studies, North Island College</i>
O'MEARA, Tami	<i>Dept. Head, Student Access and Support, and Counsellor, Selkirk College</i>

*REGRETS: Verna Billy-Minnabarriet, Kathy Denton, Lisa McCullough, Steve Roe, Carolyn Russell.*

#### STAFF MEMBERS:

ADAMOSKI, Robert	<i>Director, Research &amp; Admissions</i>
DROPOL, Adina	<i>Office Coordinator</i>
ERSKINE, Ruth	<i>Committee Coordinator</i>
KOOK, Jennifer	<i>Manager, Technology Services</i>
McQUARRIE, Fiona (Thurs.)	<i>Special Projects Coordinator</i>
TIKINA, Anna	<i>Research Officer</i>
WINSEMANN, Mike	<i>Director, Transfer and Technology</i>
YORKSTON, Valerie	<i>Executive Assistant to the Council and Communications Coordinator</i>

GUESTS: *Ministry of Advanced Education, Skills and Training: Jamie Edwardson (Fri.), Executive Director, Corporate Planning, International and Quality Assurance Branch.*

### PRESENTATIONS:

- **STP Update on Student Transitions and Enrolment by Joanne Heslop, STP Manager**
- **CDW Data – New Dashboard by Anna Tikina, Research Officer**
- **BCTransferGuide.ca External Review by Jennifer Kook**
- **The UBC-TCS Pilot Project / New TCS Suite by Mike Winsemann**

STP – Student Transitions Project  
CDW – Central Data Warehouse  
TCS – Transfer Credit System

# MINUTES (June 6, 2019)

## 1. WELCOME & OPENING REMARKS

*"We would like to begin by acknowledging that the land on which we gather is the unceded territory of the Coast Salish peoples, including the territories of the x̱məθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish), Stó:lō and Səlílwata?/Selilwitulh (Tsleil-Waututh) Nations.*

The Co-Chairs expressed appreciation on behalf of the Council for outgoing members: Eric Davis, Darran Fernandez, and Ashley Millar.

## 2. ADOPTION OF PROPOSED AGENDA

The agenda was adopted as presented.

## 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

The minutes from the meeting held on March 8, 2019 were approved as presented.

## 4. COUNCIL BUSINESS

### 4.1. Provincial Issues and Developments

#### 4.1.1. Native Education Centre (NEC) & the BC Transfer System

The NEC have been inquiring regarding potentially including their transfer agreements on the BC Transfer Guide. Under the terms of Council's Policies 3A "Membership in the BC Transfer System" or 3B "Listing of Transfer Agreements with Non-Member Institutions in the BC Transfer Guide", NEC may be eligible for consideration. Council members indicated their general support for NEC proceeding with an application. (See the policy at [bccat.ca/pubs/POL3B\\_NonMembers.pdf](http://bccat.ca/pubs/POL3B_NonMembers.pdf).)

**ACTION:** Rob Fleming will communicate with NEC and report back to the Council.

**ACTION**

#### 4.1.2. Learning Modernization Initiative

Rob directed members to Powerpoint slides used by Ministry contacts who attended articulation committee meetings to discuss K-12 curriculum changes. There was some discussion regarding the nature of the discussions at those meetings, and the continuing questions shared by faculty and others. (See <http://curriculum.gov.bc.ca>)

### 4.2. Staff Report

The staff report was provided as an overview of external meetings and interactions of staff members. In recent months, Rob has spent considerable time has been spent dealing working with the Ministry regarding the Degree Quality Assessment Board (DQAB), and on development of the budget and work plan. He also spoke briefly about other recent activities, including preparations for the Transfer Credit System (TCS) Showcase event, the PCCAT board and conference, and the ARUCC Groningen Mobility project.

Meanwhile, the staff team have been focused on articulation committee meetings, research projects, technology reviews and website redevelopment.

### 4.3. Projects & Activities Chart

This chart was provided to report on the final status of 2018-19 projects and activities outlined in the current work plan. Rob noted that activities remain on track.

## 5. TRANSFER & ARTICULATION

### 5.1. Transfer & Articulation Committee (TAC)

Eric Davis (outgoing Committee Chair) gave a brief overview of the TAC meeting on May 31, 2019. The agenda included the following items/issues:

- Staff reports from articulation committee meeting discussions
- English Language Proficiency Standards report (*due for publication shortly*)
- Flexible Pre-Majors report (*see item 5.3.1 below*)
- Adult Basic Education Steering Committee – Learning Outcomes
- Final review and approval of TAC work plan for submission to the Council.

### 5.2. Articulation Committees

This year, staff members attended 36 articulation committees – focusing on those where there were key issues of interest or concern. Common themes emerging from discussion included K-12 curriculum changes, international students, and Indigenization. On this last point, there is some exploration underway on the question of what role the Indigenous Articulation Committee (IAC) may be able to play. (ACTION: Rob and Mike will be meeting with Verna Billy-Minnabarriet and the Co-chairs of the IAC later this month to discuss.)

#### 5.2.1. Respectful Behaviour Guidelines

At the March 2019 meeting of Council, members discussed “Respectful Behaviour Guidelines” with regard to BCCAT events (including articulation committee meetings). It was agreed at that time that BCCAT staff would address the issue of guidelines concerning listservs at articulation committees.

**ACTION:** Based on the feedback from articulation committee members, staff members may develop suggested guidelines for consideration.

**ACTION**

### 5.3. TAC Projects

#### 5.3.1. Flexible Pre-Majors Project

Fiona McQuarrie (author) reported on this project and the final report. The study identified some benefits for Flexible Pre-Majors (FPMs), particularly for smaller schools. At the same time, it identified concerns regarding ongoing maintenance of agreements (especially given regular membership turnover on articulation committees) and communications with students, advisors, and programs/faculties. . The report is due for publication shortly and the articulation committees with FPMs will be discussing the report’s recommendations at their meetings in the spring.

## 5.4. Transfer Innovation (TI) Projects

### 5.4.1. TI Project Updates

Fiona provided the following TI project update:

- Tourism & Hospitality Management Learning Outcomes – The final report has been received.
- Modern Languages Learning Outcomes – The final report is expected to be submitted in the fall.
- ABE Steering Committee Learning Outcomes – This group have submitted a draft report including an extensive table outlining the possible impacts of the new K-12 curriculum changes on ABE course curriculum..

### 5.4.2. TI Program Review

A thorough review of the TI program is underway, under the oversight of the TAC. The findings of the review will inform program changes which will be reported to Council as appropriate.

## 6. ADMISSIONS

### 6.1. Admissions Committee

Karen McCredie (Committee Chair) gave an overview of the last Admissions Committee meeting held on April 12. The committee looked at final reports for the projects on non-graduate admissions and understanding AP grading. (These reports have now been published.) The committee also reviewed and approved projects for the 2019-20 work plan. Karen noted that the committee welcomed two new members: Clayton Munro (Langara College) and Zena Mitchell (Kwantlen Polytechnic University).

### 6.2. Admissions Projects

Robert Adamoski spoke briefly about admissions projects currently underway, including one looking at communication of block transfer agreements and another exploring application of credits to multiple credentials.

## 7. RESEARCH

### 7.1. Research Committee

Dorys Crespín-Mueller (Committee Chair) gave a brief report on the last meeting of the Research Committee, held on April 26, 2019. Discussions focused mainly on the finalizing of projects for the 2019-20 work plan.

### 7.2. Research Projects

#### 7.2.1. Survey of Mobile Students

Robert gave an update regarding this project, noting that the survey has been launched and is due to close soon. To date, over 4500 students have completed the survey. Analysis will take place over the summer months, with customized reports distributed to participating institutions in the fall. A system-level report will be published in 2020.

#### 7.2.2. Credits to Graduation

Anna referred members to the executive summary for this report, noting the study compared the credits required to graduate with a baccalaureate for transfer and direct entry students at several large BC universities. This time, the study aimed at assessing credits obtained both before and after transfer, and thus relied on the STP and CDW data for pre-transfer credits, and the university data for post-transfer credits. The report is due for release in the fall.

## 8. TECHNOLOGIES

### 8.1. EducationPlannerBC.ca (EPBC)

Kathy Denton noted that institutional mandate letters now include reference to EducationPlannerBC. To date, 21 institutions have on-boarded, and others are on the way shortly. Developments on the transcript services are a major focus.

### 8.2. BCCAT.ca Redesign Project

Mike and Val provided a brief update of changes to the BCCAT.ca website. Content reworking and migration is due to start over the summer months.

### 8.3. BCTransferGuide.ca External Review

Jennifer Kook presented on the findings from this external review (undertaken by Plaid Consulting). The next step will be to undertake minor enhancements in 2019-20, and more substantive changes in 2020-21.

### 8.4. Transfer Credit System (TCS) – Update

Mike Winsemann spoke briefly about a TCS data audit currently underway, with the help of Daniel Jacinto. He also spoke about the UBC-TCS pilot project, and the new TCS Suite now available to other institutions. The TCS suite makes it possible for extra-BC (inter-provincial, international, etc.) agreements to be published to the BC Transfer Guide. (NOTE: Mike gave a presentation regarding the UBC-TCS pilot project and the TCS Suite to the Council the following day.)

## 9. MARKETING & COMMUNICATIONS

### 9.1. Viewbook: Find Your Path

Members walked through the final version of the new viewbook, designed for domestic and international students. A few minor changes were recommended. (The viewbook is now available at [www.bccat.ca/pubs/BCTS\\_Viewbook\\_Find\\_Your\\_Path.pdf](http://www.bccat.ca/pubs/BCTS_Viewbook_Find_Your_Path.pdf).)

**ACTION:** In addition, presentation materials will be made available to system partners as a resource, supporting communications for advisors, recruiters, and others. As well, the viewbook is designed to allow users to extract sections (e.g. EPBC) as appropriate.

**ACTION**

## **10. INTER-PROVINCIAL/INTERNATIONAL ISSUES & DEVELOPMENTS** – R. Fleming

### 10.1. Pan-Canadian Consortium on Admissions & Transfer (PCCAT)

Rob informed members that the 2019 PCCAT Conference will be held on June 20-21, 2019; Regina, SK. Registration is open, and members are encouraged to attend. Several BCCAT staff members will be giving presentations. As well, the PCCAT board will be reporting out regarding bylaws and the development of a strategic plan. See <https://pccatweb.org/2019-conference/>

### 10.2. ARUCC Groningen and Student Mobility Initiative

Rob referred members to documents regarding preparations for a related RFP, including technology, governance, and legal reviews. The project focuses mainly on *social mobility* for students and others where mobility is enabled. See <https://www.arucc.ca/en/projects/task-force-groningen.html>

### 10.3. Groningen Declaration Network Meeting and Conference

Rob referred members to two presentations from the Puebla conference (both related to the student mobility initiative). For further information, see <https://www.groningendeclaration.org/puebla-2019/>

## **11. OTHER ITEMS OF INTEREST**

A list of links to recommended articles was provided for Council members' information. See [bccat.ca/pubs/June\\_2019\\_Current\\_Issues.pdf](https://bccat.ca/pubs/June_2019_Current_Issues.pdf)

## **12. ANY OTHER BUSINESS** – There were no other items of business.

## **13. ADJOURNMENT**

# MINUTES (Annual Council Planning Meeting: June 7, 2019)

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## A. WELCOME & OPENING REMARKS – Rob Fleming & Jim Hamilton (Co-Chairs)

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## B. MINISTRY-RELATED ISSUES – Jamie Edwardson, Executive Director, Corporate Planning, International and Quality Assurance Branch, Ministry of Advanced Education, Skills & Training

### B.1. Ministry Update

Jamie Edwardson provided a brief update on a number of current issues and developments including government funding for student housing, addressing TRC Calls to Actions, K-12 curriculum changes, open textbooks, and EducationPlannerBC.

### B.2. BCCAT Lease and Service Agreement Renewal

Rob reported that the memorandum of understanding between BCIT and the Ministry regarding the BCCAT lease and service agreement with BCIT has now been finalized.

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## C. 2018-19 ANNUAL REVIEW:

*Growing Together: BCCAT and the BC Transfer System, 30 Years On*

Copies of the 2018-19 Annual Review were distributed. The publication provides an overview of key projects and activities from 2018-19, through the lens of working and growing together with post-secondary partners through the past thirty years. It looks at key lessons learned along the way, and how those are reflected today and going forward.

The Annual Review addresses key priorities set out by the Ministry, and is a key component of reporting on accountability. Copies will be presented to the Deputy Minister and ministry contacts, and published on the website for general access

**MOTION:** To accept the 2018-19 Annual Review.

T. O'Meara / B. Dick -- CARRIED.

**MOTION  
CARRIED**

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## D. 2018-19 BUDGET PLAN VS. ACTUAL EXPENDITURES – R. Fleming

Rob presented the proposed budget vs. actuals

**MOTION:** To accept the 2018-19 Budget Plan vs. Actual Expenditures.

E. Davis / D. Naugler – CARRIED.

**MOTION  
CARRIED**

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## E. 2019-20 PROPOSED BUDGET & WORK PLAN – R. Fleming/BCCAT Staff

Members

E.1. Overview & Proposed Operating Budget – R. Fleming

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Rob referred members to the correspondence (including a letter of expectation) from the Ministry regarding the Council's 2019-budget.

Rob also explained that recent changes in accounting practices and the terms of the new MOU (See B.2), will inform changes in BCCAT's annualized financial reporting and budget / work plan development processes and timelines. New processes are being worked out with the Ministry.

**ACTION:** *Brian Dick requested that, in future, proposed budgets are presented alongside the last year's proposed budget, for comparison.*

**ACTION**

## E.2. Proposed Work Plan — R. Fleming & BCCAT Staff

BCCAT staff members walked through the proposed 2019-20 work plan. A brief outline including key points is provided below.

### ADMISSIONS

The Admissions Committee focuses on (a) capturing and sharing successful practices in key areas of admissions practice, and (b) understanding credit transfer practices beyond course-to-course equivalencies.

Highlighted projects:

- Trends in Competency-Based Credentials within the Admissions Process
- Quantifying Block Transfer and Degree Partnership Pathways in the BC Transfer System

Collaboration with Student Transitions Project (STP) on related research projects will also continue, and may involve revision of sector categories used in previous years (e.g. "teaching universities=TI's"). This shouldn't affect the data ultimately gathered.

### RESEARCH

The Research Committee focuses on gathering information on emerging practices in BC and other jurisdictions and supporting discussion on key policy areas for institutions and centralized data sources.

Highlighted projects:

- Micro-credentials: Trends in Credentialing and Credit Transfer
- Surveying Data Governance Policy Models

### TRANSFER & ARTICULATION

Highlighted projects:

- Transfer & Articulation related research projects, such as follow up on the Flexible Pre-Majors report completed last year.
- Review and re-launch of Transfer Innovations (TI) funding program
- 2019 Joint Annual Meeting
- Articulation Committee orientation workshops for new chairs and system liaison persons on how to prepare for meetings, use Moodle, communication between meetings, etc.

### INFORMATION TECHNOLOGY & WEBSITES

Highlighted projects:



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- Support institutional onboarding with TCS Suite for inter-provincial and international credit data
  - Complete redesign of BCCAT.ca
  - Initial enhancements of BCTransferGuide.ca, based on feedback from last year's external review.

## COMMUNICATIONS

Highlighted projects:

- Transit ad campaign for BCTransferGuide.ca, with a focus on gathering data for analytics (value for drawing users to the website)
- Implementation of coordinated social medial strategy to improve reach to BCCAT audiences and general public
- Suite of resources to support student services/recruiters/advisors (including the viewbook, a related presentation, and other materials).
- Enhancements to BCCAT.ca and BCTransferGuide.ca
- Continued roll-out of BCCAT's 30th anniversary projects and activities

## COLLABORATION

BCCAT collaborates with partners within and beyond BC to advance student mobility. This involves facilitating policies and practices that strengthen intra- and inter-provincial access, credit transfer, credential recognition, and quality assurance.

**MOTION:** To accept the proposed 2019-20 Work Plan and Budget on the understanding that BCCAT and the Ministry will address transition funding process and amounts for FY 2019-20 or adjust activities as required. T. O'Meara / K. McCredie -- CARRIED.

**MOTION  
CARRIED**

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## F. ANY OTHER BUSINESS

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## G. FINAL ADJOURNMENT & CONFIRMATION OF NEXT MEETINGS

- Friday, October 4, 2019 (BCIT – DTC)
- Friday, December 6, 2019 (location TBD)
- Friday, March 6, 2020 (location TBD)
- Thursday, June 4 (pm) – Friday, June 5 (am), 2020 (BCIT – DTC)

**ACTION:** Rob Fleming noted that the March and June meetings may be formatted differently (and possibly rescheduled) due to revised annualized financial reporting and budget / work plan development processes and timelines. Council will be notified of any changes.

**ACTION**