

# Articulation Committee New Representative Orientation

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BC COUNCIL ON ADMISSIONS & TRANSFER  
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## Contents

Introduction .....	2
What is BCCAT? .....	3
The Purpose of Articulation Committees .....	4
Accountability and Reporting .....	4
Articulation Committee Documentation .....	5
Representatives and Participation .....	5
Responsibilities of Committee Representativess .....	6
Cost to Attend an Articulation Committee Meeting .....	7
Cost of Hosting an Articulation Committee Meeting .....	7
Currently Recognized Articulation Committees .....	8
The BC Transfer System Member Institutions .....	11
BC Transfer Credit Evaluation System .....	13
Institutional Contacts .....	13
Web Resources for Students .....	15
Articulation Committee Q & A .....	17
Summary and Resources .....	19



50<sup>th</sup> Anniversary of the British Columbia Committee on the Undergraduate Program in Mathematics & Statics

# Articulation Committee New Representative Orientation

## Introduction

This information package is intended to serve as a resource for newly appointed articulation committee representatives and those wishing to understand the work of articulation committees. Although the information contained in this document is current at the time of its release, we encourage you to visit the BC Council on Admissions and Transfer (BCCAT) website, [bccat.ca](http://bccat.ca) to view the most up-to-date material regarding BCCAT and its initiatives.

## What is BCCAT?

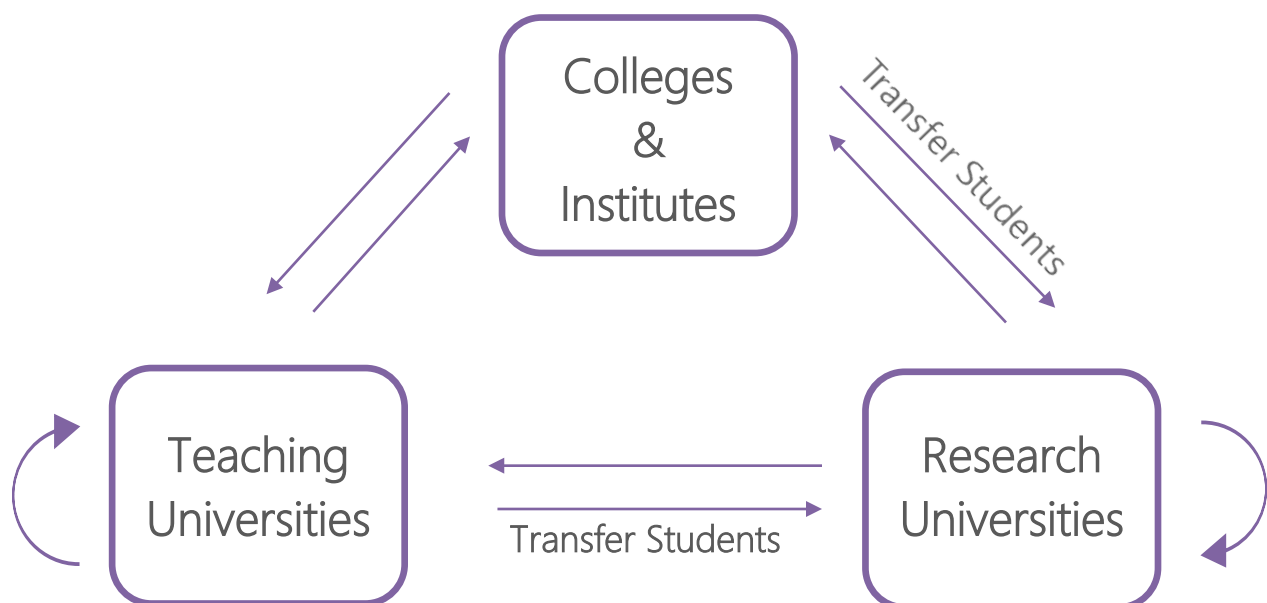
Established in 1989, the BC Council on Admissions & Transfer (BCCAT) oversees the BC Transfer System, enabling important links between the BC post-secondary institutions, the education ministries, and the public and private education sectors.

BCCAT facilitates admission, articulation, and transfer arrangements among BC post-secondary institutions for the benefit of students. This involves:

- **ENGAGEMENT:** BCCAT engages post-secondary partners by working collaboratively to address credit transfer and admissions challenges and opportunities.
- **INFORMATION:** BCCAT informs institutions and other post-secondary partners through conducting research, providing advice, and answering questions related to student transfer, mobility, and success in the BC post-secondary system.
- **SUPPORT:** BCCAT supports BC students by providing web-based planning tools (EducationPlannerBC.ca and BCTransferGuide.ca), and assists the transfer and articulation community by delivering substantive resources and streamlined services.

Student Mobility Between Sectors in the BC Public Post-Secondary System 50,000+ students and 400,000+ credits move between BC public post-secondary institutions annually

[http://www2.gov.bc.ca/assets/gov/education/post-secondary-education/data-research/stp/psm\\_highlights\\_2017-01-09.pdf](http://www2.gov.bc.ca/assets/gov/education/post-secondary-education/data-research/stp/psm_highlights_2017-01-09.pdf)



## The Purpose of Articulation Committees

Articulation Committees exist to create flexible pathways for students by facilitating transfer of credits between institutions.

They share information and engage in discussions related to curricular matters, particularly those affecting student mobility.

Discussions may include fostering understanding of course objectives/learning outcomes in the discipline/program relevant to the committee; exchanging information about entry requirements,

measures of achievement, course numbering systems, instructional practices, textbooks, and learning materials, etc.; identifying transfer issues and forwarding those issues to BCCAT and promoting course and program equivalency.

Articulation Committees operate autonomously under the guidance of BCCAT.

**Complete Terms of Reference can be found at [bccat.ca/pubs/resources/Companion2018.pdf](http://bccat.ca/pubs/resources/Companion2018.pdf)**

## Accountability and Reporting

Articulation committees ultimately report to the Council through its Transfer and Articulation Committee (TAC). Committees demonstrate accountability by:

- Maintaining contact with the BCCAT Committee Coordinator
- Forwarding current contact information for the committee leadership
- Sending draft minutes to BCCAT within 2 months of the meeting
- Advising BCCAT on the date and location of the next meeting

BCCAT and TAC demonstrate accountability by monitoring the articulation activities of articulation committees, attending committee meetings when appropriate, and making committee contact information and minutes publicly accessible on the BCCAT website. Meeting proceedings are a matter of public record. There should be no expectation of privacy regarding the proceedings of any articulation committee meeting.

Keeping institutions informed regarding articulation activity is of paramount importance. Articulation committee members are to ensure that faculty and relevant administrators receive copies of committee meeting minutes and stay informed regarding transfer issues, curricular change, program initiatives, or any items likely to affect the home institution.

## Articulation Committee Documentation

On behalf of the BC Transfer System, BCCAT maintains hard copy and digital records of meeting minutes and also compiles data on attendance at articulation committee meetings. Committees must record their meetings and forward the minutes to the BCCAT Committee Coordinator within two months of the meeting.

Committees may use the BCCAT templates or any format they wish for their own documentation but minutes should capture at least the following elements:

- Time and date of the meeting
- Location of the meeting (place, campus, room number, etc.)
- Attendees, institutions and email contact information
- Approval of agenda and previous minutes
- Agenda items with motions and/or action items as necessary
- A summary of institutional reports (or institutional reports appended)
- Changes in committee chair(s) and System Liaison Person
- Date and location of the next meeting

BCCAT provides templates for Agendas, Minutes and Institutional Reports.

## Representatives and Participation

The representatives of articulation committees are from each BC Transfer System member institution that offers courses or programs in the relevant discipline. Usually the representative is a faculty member involved in designing, delivering, and/or administering the relevant courses or programs.

There are 65 articulation committees currently recognized by BCCAT. These committees represent academic programs (e.g. Philosophy, Math, English), applied and professional programs (e.g. ABT/Office Administration, Drafting, Tourism Management), vocational, trades and technical programs (e.g. Automotive Service Technician, Piping, Welding) and Developmental programs (e.g. Adult Basic Education, English as a Second Language and Adult Special Education).

An articulation committee may choose to invite guests or observers to attend its meetings. These may include provincial government staff, representatives from counterpart committees, K-12 system representatives, representatives from professional or regulatory bodies, the host institution's Institutional Contact Person (ICP) or Transfer Credit Contact (TCC), or representatives from other institutions, public or private. Generally, guests or observers do not have voting rights, unless otherwise determined by the articulation committee representatives. Each institution is allocated one vote.

Representatives of BC Transfer System member institutions are entitled to one vote per institution on motions at the articulation committee meeting. Private institutions that are members of the BC Transfer System are expected to send a representative to each relevant articulation committee and are also entitled to one vote on motions presented to the committee.

BCCAT staff may attend meetings to provide guidance, give updates on BCCAT activities, or address issues related to the business of the committee.

## Responsibilities of Committee Representatives

Each articulation committee representative provides an important link between the committee and his/her home institution. Articulation committee representatives are usually faculty members involved in courses or programs in the discipline related to the committee.

Articulation committee representatives are chosen by their institutions in various ways; at some institutions, the representative is a volunteer, and at others, s/he is elected or appointed by other faculty members, or by the dean or administrator involved with the discipline. Committee representatives attending articulation committee meetings should have appropriate knowledge of their department or program's curriculum, and ideally should have experience with and an interest in articulation and/or the BC Transfer System.

The specific responsibilities of articulation committee representative are to:

- Attend meetings of the articulation committee.
- Determine if there are items at their institution that should be discussed at the meeting, and contact the chair to request that these issues be added to the agenda.
- Distribute the meeting agenda in advance (if available) to department/program faculty and administrators to solicit any institutional feedback on agenda items.
- Prepare an institutional report for the meeting and submit it to the articulation committee chair in advance of the meeting.
- Distribute the draft minutes of the meeting and own report to department/program faculty and administrators after the meeting. (Some institutions require reports as a condition of attendance or being funded to attend.)
- Notify the relevant department head and/or administrator if unable to attend an articulation committee meeting.

- Ensure that someone else will be attending the meeting to represent the institution. Ensure that they have all relevant materials, information and that the chair is informed.
- Provide the committee chair with up-to- date contact information.
- Host a meeting, and/or participate in the articulation committee's administration or activities.
- Share the work associated with the operation of the committee.

## Cost to Attend an Articulation Committee Meeting

BCCAT does not provide funding for articulation meetings. It is the position of the Ministry that funds for articulation activities, including articulation committee meetings, are included in provincial funding to BC public post-secondary institutions. Institutions are expected to pay for their representatives to attend articulation meetings.

Individual committee members should communicate to their institutions the important work of articulation committees to ensure that their respective institutions remain informed and supportive.

Committees normally meet once a year for one or two days. The date and location of the meeting is set by the chair in consultation with the committee. Whenever possible, the meeting should take place during a non-teaching period.

## Cost of Hosting an Articulation Committee Meeting

It is expected that the host institution will provide meeting space at no cost to the committee.

Other costs associated with the meeting (e.g., catering, support staff time, photocopying) are the responsibility of the committee itself. However, host institutions may cover some or all of these costs. Some committees charge a "hospitality fee" to cover the costs of meals or other amenities; some committees operate activities such as a publishers' exhibit and cover the meeting costs by charging a fee to exhibitors; and some committees charge a fee to participants and use those funds to cover some or all of the meeting costs. If a fee is charged to articulation committee participants, it should cover only meeting costs and should not be used to generate a profit for the committee or recoup costs for the host institution.



## Currently Recognized Articulation Committees

Each committee's web page is grouped according to discipline and accessible from the articulation section of the BCCAT website.

The following lists show the provincial post-secondary articulation committees recognized by BCCAT as of September, 2017.

### Arts & Science

- Biology
- Chemistry
- Communications & Media (CAMAC)
- Computing Education
- Creative Writing
- Criminology
- Earth Sciences
- Economics
- Engineering
- English
- Environmental Programs
- Geography
- History
- Indigenous
- Mathematics-Statistics
- Modern Languages (SCOLA)
- Music
- Philosophy
- Physical Education & Kinesiology
- Physics & Astronomy
- Political Science
- Psychology
- Sociology/Anthropology
- Theatre
- Visual Arts & Design
- Women's Studies

## Business & Management

- ABT/Office Administration
- Adventure Tourism
- Business Educators Articulation Committee (BEAC)
- Hospitality Management
- Tourism Management

## Developmental

- ABE (Computer Studies) Working Group
- ABE (Education & Career Planning) Working Group
- ABE (English) Working Group
- ABE (Fundamental) Working Group
- ABE (Indigenous) Working Group
- ABE (Math) Working Group
- ABE (Science) Working Group
- ABE (Social Science) Working Group
- ABE Steering Committee
- Adult Special Education
- English as a Second Language (ESL)

## Health & Human Services

- Anatomy, Physiology and Pathology (The Health Educators)
- Dental Assisting
- Dental Hygiene
- Early Childhood Education (ECE)
- Health Care Assistant Programs
- Human Service Programs
- Physical Education & Kinesiology
- Practical Nursing

## Technical & Vocational

- Agriculture/Horticulture
- Automotive Collision Repair & Refinishing
- Automotive Service Technician
- Carpentry
- Electrical
- Hairstylist
- Heavy Mechanical Trades (HMT PAC)
- Millwright/Machinists
- Piping Trades
- Professional Cook Training
- Sheet Metal
- Welding

Study here,  
get credit there.  
Find your path.

**BCTransferGuide.ca**  
DISCOVER YOUR TRANSFER OPTIONS

## The BC Transfer System Member Institutions

The BC Transfer System currently has 38 member institutions. These include all of the province's public post-secondary education institutions, two out-of-province institutions (Yukon University and Athabasca University), and several private institutions which have been approved to participate through a provincial quality assessment process

### Public Institutions in BC

**Colleges:** The eleven public colleges are:

- Camosun College
- College of New Caledonia
- College of the Rockies
- Douglas College
- Langara College
- North Island College
- Northern Lights College
- Northwest Community College
- Okanagan College
- Selkirk College
- Vancouver Community College

**Universities:** The eleven public universities are:

- Capilano University
- Emily Carr University of Art and Design
- Kwantlen Polytechnic University
- Royal Roads University
- Simon Fraser University
- Thompson Rivers University
- University of British Columbia
- University of the Fraser Valley
- University of Northern British Columbia
- University of Victoria
- Vancouver Island University

**Institutes:** The three provincial institutes are:

- British Columbia Institute of Technology
- Justice Institute of British Columbia
- Nicola Valley Institute of Technology

## Private Institutions in the BC Transfer System

- Acsenda School of Management
- Alexander College
- LaSalle College Vancouver
- Columbia College
- Coquitlam College
- Corpus Christi College
- Fairleigh Dickinson University
- Fraser International College
- Quest University
- Trinity Western University
- University Canada West

## Out-of-Province Institutions in the BC Transfer System

- Athabasca University (Alberta)
- Yukon University (Yukon)



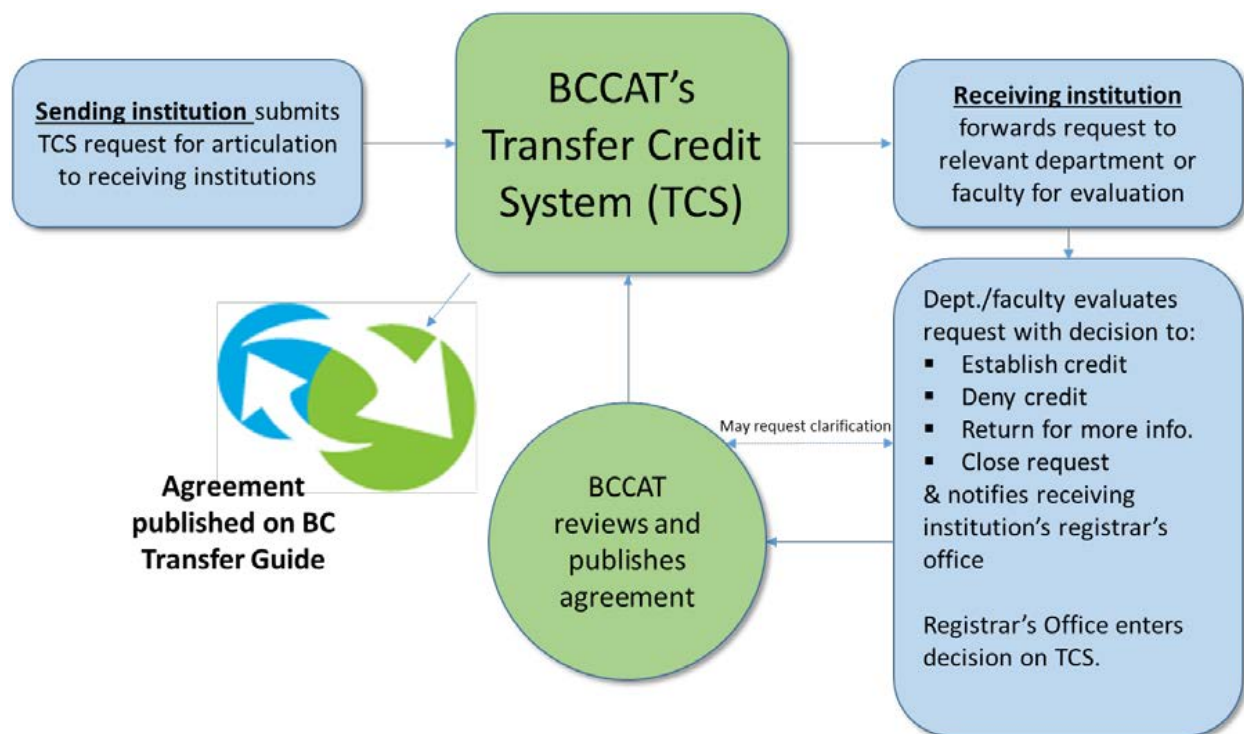


## BC Transfer Credit System (TCS)

Credit transfer provides efficient access to post-secondary education and provides flexible educational pathways for students.

Key system values are those of transparency, fairness, autonomy, predictability and accountability, built upon trust between system partners.

There are currently over 200,000 published Transfer Agreements in the BC Transfer Guide. All institutions use BCCAT's Transfer Credit System (TCS) to create and maintain articulations. A map of the business process is as follows:



## Institutional Contacts

Institutional Contact Persons (ICPs) and Transfer Credit Contacts (TCCs) are valuable links between BCCAT and BC Transfer System member institutions. Each institution has at least one staff member serving in these roles and there are often two or more. At small institutions, one person may perform both the ICP and TCC roles.

## Institutional Contact Person (ICP)

The ICPs are often registrars, directors, advisors, or other administrators responsible for transfer policy and practice at their institutions. They advise us on transfer-related administrative matters, verify the transfer agreements that we publish in the BC Transfer Guide, and are an important communication network throughout the system. To promote awareness and communication between the administrative and academic sides of the articulation process, the ICP's along with the chairs and SLP's of articulation committees, meet once per year at the Joint Annual Meeting (JAM) usually held in November.

## Transfer Credit Contact (TCC)

Transfer Credit Contacts (TCCs) are often staff in the registrar, admissions, or academic advising offices. They are responsible for the daily updating of the BC Transfer Guide through our electronic Transfer Credit System (TCS). This includes initiating transfer credit evaluation requests, forwarding requests for evaluation, and entering evaluation results for publication in the BC Transfer Guide. As the TCC's are involved in the day to day processes of articulation, they are also invited to attend the Joint Annual Meeting (JAM) event.



## Web Resources for Students

### [BCTransferGuide.ca](http://BCTransferGuide.ca)

The BC Transfer Guide ([bctransferguide.ca](http://bctransferguide.ca)) lists all courses and programs where transfer agreements have been established between members of the BC Transfer System. Users can also find information on block transfer, advanced placement and international baccalaureate course equivalencies, as well as degree partnerships. The "All About Transfer" section contains detailed information on the transfer process. BCCAT encourages all articulation committee members to familiarize themselves with the BC Transfer Guide website.

The [bctransferguide.ca](http://bctransferguide.ca) lists approximately 200,000 guaranteed transfer agreements, all of which are updated automatically. Usage of these sites is ever-increasing, with 1.8 million unique visits in 2016-17.

The screenshot shows the homepage of BCTransferGuide.ca. The header features the logo and a search bar. Navigation tabs for 'TRANSFER SEARCH' and 'ALL ABOUT TRANSFER' are visible. The main content area is divided into several sections: a 'WHAT IS TRANSFER?' section with a circular graphic and a 'COURSE LOOKUP' section with a search bar and filters. A 'Transfer Tip' section highlights the Pan-Canadian Protocol on University Transfer. A 'Tweets' section displays recent tweets from @bctransferguide. A 'Transfer FAQs' section lists common questions. The footer includes a 'READ MORE' link.

**BCTransferGuide.ca**  
DISCOVER YOUR TRANSFER OPTIONS

Search

TRANSFER SEARCH ALL ABOUT TRANSFER

**WHAT IS TRANSFER?**

How Does It Work?

Why Is It Important?

The BC Transfer System enables you to receive credit at an institution for a course taken at another.

LEARN MORE

**Here's an easy way to figure out what credits are worth between institutions:**

**COURSE LOOKUP**

e.g. UBC ENGL 100

from this course

to this course

Need help getting started?

**Tweets**

**Transfer FAQs**

How does transfer work?

How Do I transfer In/Out of BC?

What is unassigned credit?

How do I transfer my student loan?

Which institutions are part of the BC Transfer System?

READ MORE



## [EducationPlannerBC.ca](http://EducationPlannerBC.ca)

EducationPlannerBC.ca is a consolidated site for students to search, plan and apply for post-secondary education. Through a database of over 2,500 undergraduate post-secondary programs at B.C. post-secondary institutions, students can plan their education and career path and then apply directly to the public post-secondary institution(s) of their choice.

The image shows the EducationPlannerBC.ca website interface. At the top left is the British Columbia logo. Next to it is the EducationPlannerBC logo. To the right of the logo is a navigation bar with four tabs: PLAN (green), SEARCH (blue), APPLY (red), and HELP (purple). Below the navigation bar is a large background image of a young woman wearing a teal hijab and a dark blue shirt, holding a light blue folder. Overlaid on the left side of the background image are three colored boxes: a green box for PLAN, a blue box for SEARCH, and a red box for APPLY. Each box contains a brief description of the service and a corresponding button.

**PLAN**  
Advice, information & resources to help you plan your educational journey.  
[Plan Your Education](#)

**SEARCH**  
Know what program you're interested in? Let's find it!  
  
[Search](#) 

**APPLY**  
Create one account and apply to multiple post - secondary institutions.  
[Apply Online](#)

## Articulation Committee Q & A

### How can we arrange to have a System Liaison Person appointed to our committee?

The articulation committee should ask its members to suggest the names of deans, associate deans, or other administrators who might be suitable. The committee can recommend a candidate for SLP via a motion passed at a committee meeting. BCCAT will make the appointment, or can canvass the system for additional nominees if the committee cannot identify a suitable candidate. For SLP responsibilities, refer to the [Articulation Committee Companion](#), page 9.

### When is it appropriate to invite representatives from private post-secondary institutions to articulation committee meetings?

Private institutions that are members of the BC Transfer System are expected to send representatives to the meetings of appropriate articulation committees. These representatives are full voting members. Inviting individuals from other private institutions is at the discretion of the committee.

### Is it appropriate to ask attendees to leave for part of an articulation committee meeting?

Part of BCCAT's mandate is to facilitate cooperation between all post-secondary institutions and stakeholders, and part of the articulation committees' mandate is to foster collegial relations between disciplinary colleagues, agencies and ministry representatives. It is therefore inappropriate to ask any party to leave.

### What process should be followed when an institution changes its curriculum?

One of the primary purposes of articulation committees is to provide a forum for the discussion of curricular issues, especially as they relate to articulation. At articulation meetings, representatives from institutions should discuss upcoming course or program changes that may or will affect transfer. However, institutions planning such changes should consult with other institutions as soon as possible, either at the articulation meeting or through e-mail or the TCS (Transfer Credit System). See Changes to Curriculum in the '[How to Articulate](#)' handbook for more information.

### Are we able to organize other activities in conjunction with the articulation committee meeting?

Yes. Many articulation committees organize professional development events in conjunction with their meetings, or schedule their meetings to coincide with a conference related to their discipline. However, it is important to distinguish between articulation committee business and "other" business.

It is also important that attendees are not charged any fees to attend the articulation committee meeting itself. Refer to the [Articulation Committee Companion](#), page 12 for more information.

An institution has not sent a representative to our committee's meetings for several years. How can we encourage them to attend?

A phone call or e-mail from the committee chair to the appropriate department, school, or division chair/head can help to clarify why a representative is not attending, and provide encouragement to do so. If the chair perceives an ongoing problem, he/she can request help from BCCAT.

When do ministry representatives attend articulation committee meetings?

Some committees deal with subject areas which have corresponding responsibilities within the ministry responsible for secondary or for post-secondary education. Representatives from the appropriate ministry may be important if there are changes in curriculum, programs, or provincial regulations which may affect a committee's subject area. If you are unsure whether to invite a ministry representative, or who to invite, BCCAT will put you in touch with the appropriate person.

How do we avoid discussions going off track at our articulation committee meeting?

Discussions at articulation committee meetings should be on matters that are relevant to the [Terms of Reference](#) for articulation committees. A brief discussion or orientation at the beginning of each meeting (especially when guests have been invited or when many attendees are new) can be helpful in reminding attendees of the scope of discussion. A detailed agenda for the meeting may also

help in focusing discussion. Refer to the [Articulation Committee Companion](#), page 13 for more information on setting effective agendas.

My institution is hosting the meeting of my articulation committee this year. What is expected of us?

The institution is expected to provide meeting space at no charge. The committee is expected to arrange to cover any other costs associated with hosting the meeting; the host institution may cover some or all of these costs at its own discretion. Refer to the [Articulation Committee Companion](#), page 11.

What should be included in institutional reports for articulation committee meetings?

BCCAT recommends that articulation committee members submit an institutional report for circulation in advance of the meeting. The committee chair will indicate to the attendees when reports should be submitted and should circulate the reports to the committee members.

The range of subject matter presented in institutional reports varies. However, an institutional report should, at a minimum, indicate the following:

- Any institutional, departmental or program changes that are anticipated to have an effect on articulation and transfer (e.g., curriculum changes); and
- Any items that may be of interest to the committee membership (e.g., assessment tools, textbooks and other learning resources).

## Summary and Resources

We hope that this document has assisted with your understanding of the mandate and operation of BCCAT's articulation committees. Please note the following links to resources:

[bccat.ca](http://bccat.ca) The BCCAT website provides resources and information for a wide range of stakeholders, including institutional faculty and administrators, transfer and articulation practitioners, and most importantly, students.

[bccat.ca/pubs/resources/Companion2018.pdf](http://bccat.ca/pubs/resources/Companion2018.pdf) The Articulation Committee Companion is a complete reference for articulation committees.

[bccat.ca/projects/research](http://bccat.ca/projects/research) Research reports and highlights inform and support institutional partners.

[bccat.ca/articulation/jam](http://bccat.ca/articulation/jam) Every year, BCCAT welcomes Chairs, System Liaison Persons and Institutional Contact Persons to the Joint Annual Meeting (JAM) which provides a forum for learning, networking and discussion. Presentations from the JAM are published annually.

[bccat.ca/about/team](http://bccat.ca/about/team) To see the BCCAT team