

**TRANSFER INNOVATIONS FUND
CALL FOR PROJECT PROPOSALS
2018 – 19**

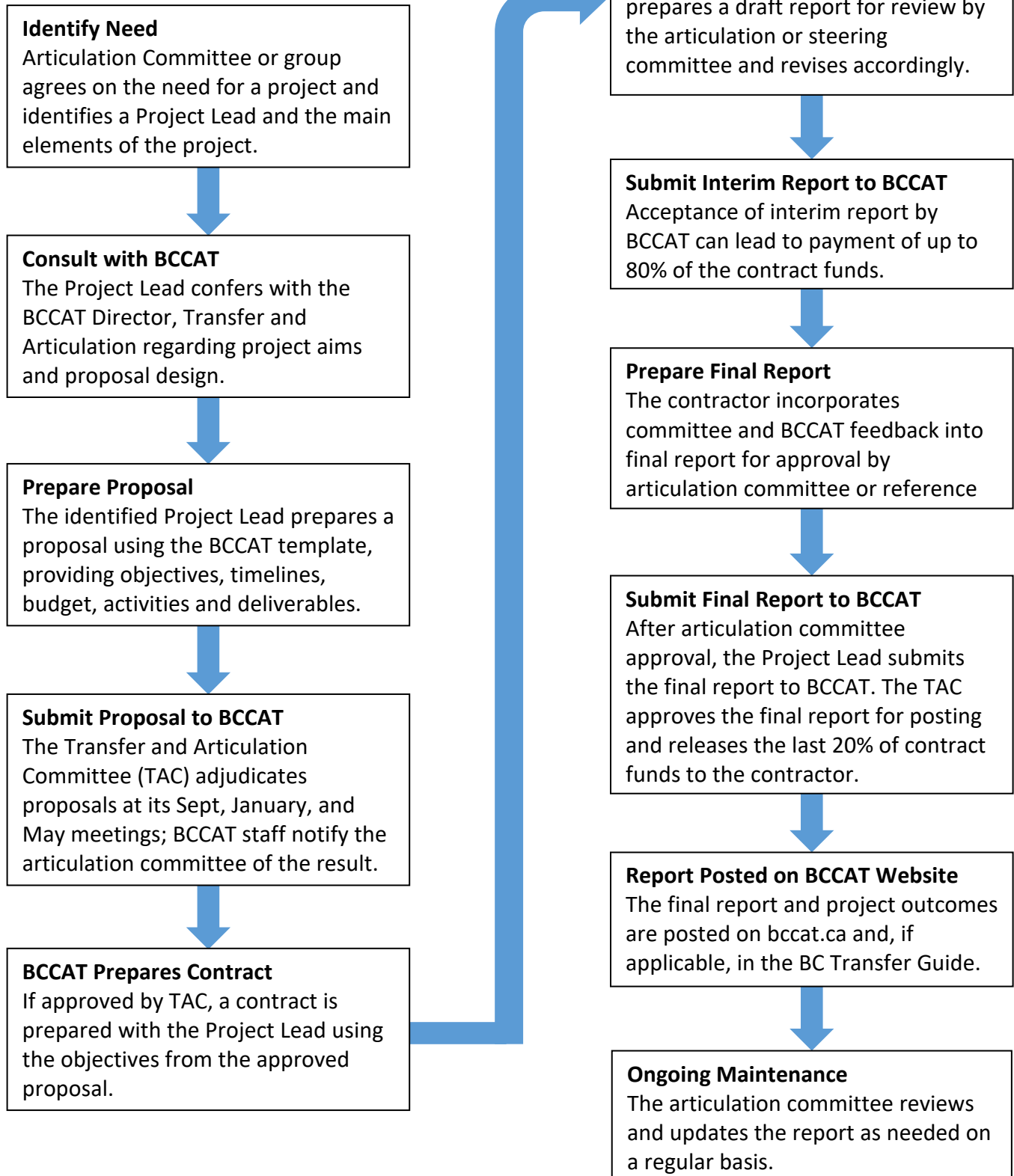
The BC Council on Admissions and Transfer (BCCAT) encourages the development of flexible and innovative transfer arrangements among BC post-secondary institutions. BCCAT recognizes that there may be constraints on credit transfer, and seeks to minimize inequities and difficulties faced by students and by institutions. In addition, students are increasingly seeking the ability to transfer to or from jurisdictions outside of BC: there is growing demand for articulation agreements that are inter-jurisdictional and for transfer information that includes institutions outside of BC. The Transfer Innovation Fund supports projects that make significant improvements to transfer information and opportunities for students.

The Transfer and Articulation Committee (TAC) of BCCAT invites articulation committees or related discipline-based groups to submit project proposals for Transfer Innovations Funding (maximum \$15,000 per project) for projects in the following categories:

- 1. Flexible Pre-Major (FPM) (Analysis and/or Implementation):** A Flexible Pre-Major defines the courses in a discipline that will be accepted as meeting first- and second-year requirements of a degree program in participating institutions. Proposals will be considered for projects involving FPM analysis, FPM implementation or both. An analysis project examines the feasibility of a Flexible Pre-Major agreement among participating institutions in the BC Transfer System. An implementation project plans and obtains institutional agreements to participate in a Flexible Pre-Major. Generally, a proposal for an FPM implementation will be considered only if an FPM analysis project has already been completed.
- 2. Block Transfer:** Block Transfer agreements permit students to transfer a completed lower-level credential into an upper-level credential program at another institution (e.g., a 60-credit diploma transferring as the completed first and second year of a 120-credit undergraduate degree program). Proposals will be considered for the creation or development of Block Transfer agreements that involve the majority of the institutions represented on the relevant articulation committee.
- 3. Learning Outcomes:** A number of jurisdictions use learning outcomes as the basis for transfer agreements. Proposals will be considered for projects assessing the relevance of learning outcomes to an articulation committee's discipline or for projects aimed at developing a set of learning outcomes in a program or specified years within a program.
- 4. Other Projects:** Proposals will also be considered for transfer-related projects not falling into any of the three categories above, including broad-based disciplinary issues such as benchmarking against standards, assessment or field school co-ordination. Articulation committees and other discipline-based groups are encouraged to consider transfer-related projects that address the needs and conditions of their own subject area.

Further information on Flexible Pre-Major and Block Transfer projects is available in the *How to Articulate* handbook on the BCCAT website: <http://bccat.ca/articulate>

Transfer Fund Innovation Project Process



Transfer Innovations Project Proposal Form

[with guidelines]

A. Name of articulation or discipline-based committee applying for Project

[Name of Articulation Committee or group that will sponsor/oversee the project]

B. Committee Contact Name and Information

[Usually the Chair of the Articulation Committee]

Name: XXXX
Institution: XXXX
Position: XXXX
Email: XX@XX
Phone: XXX-XXX-XXXX

C. Proposed Main Contractor and Team Members, with contact information.

Main Contractor: XXX
Name: email; address; telephone: XXXX

Subcommittee or Steering Committee:

Institution	Name
XXXX	XXXX

[BCCAT will fund proposals that involve a single project contractor/coordinator, or a project team. The contractor or team members must be involved in the discipline, e.g., currently teaching in that discipline. The project coordinator or team members should have experience as members of an articulation committee or a similar discipline-based group, such as a dean's group or ad hoc discipline-based task force or working group. If a team is involved in the project, one member of the team must be designated as the project contractor/coordinator, for the purposes of issuing a contract and to ensure accountability for the project's outcomes being achieved. The contractor and/or team must be prepared to work in a consultative manner with BCCAT staff.]

D. Project Type:

1. Flexible Pre-Major
2. Block Transfer
3. Learning Outcomes
4. Other: _____ [Describe]

E. Project Rationale

[A brief summary of the type of transfer difficulties that the project would address. These could include problems students currently face in transferring courses and/or programs, and/or transfer-related difficulties that are faced by institutions or departments/programs.]

F. Description of outcomes expected from project

1. XXXX
2. XXXX
3. XXXX

[The proposed outcomes of the project should be outlined, e.g., a template and process for establishing block transfer agreements or a set of core outcomes for first-year courses in the discipline.]

Note: *completed projects must include a process for regular updating of the project outcomes.]*

G. Timeline, Process, and Deliverables.

[Provide the timeline, process to be used and the deliverables using the format below.]

Timeline: The completion time for a Transfer Innovations project is preferably one academic year. Times should be realistic and achievable.]

Timeline	Process	Deliverable
<i>[enter the time required to complete task. E.g., Feb-Mar or Date of completion of deliverable. E.g., March 31]</i>	<i>[Enter the task and how it will be achieved. E.g., Environmental Scan -review existing curriculum -note learning outcome additions, changes, and overlaps -prepare set of learning outcomes for review]</i>	<i>[enter what will be delivered. E.g., set of learning outcomes organized by core course/topic for review by committee.]</i>
<i>E.g., August 31</i>	<i>E.g., Preparation of Final report -incorporate articulation committee comments -submit to BCCAT</i>	<i>E.g., Final Report</i>

H. Articulation Committee Endorsement/Approval

[Provide evidence of articulation committee support and approval for the project, such as the text and/or discussion of motions at the last meeting]

I. Budget

[Include a budget in the format below. After the budget, include any rationale for items that may need explaining—e.g., why travel is required or how the contractor fee is arrived at. Payment will be made on receipt of an invoice for fees and expenses from the contractor. Note that TAC and BCCAT must approve the Interim and Final Reports and travel expenses before payment can be made. Budgeted expenses associated with the project (e.g., travel) will be reimbursed as incurred. Reimbursement requires submission of a completed BCCAT Expense Claim Form and documentation of the expenditures. Guidelines for allowable expenses, and descriptions of the documentation required for reimbursement, are available at <http://bccat.ca/about/travel/>]

Item	Detail	Cost
Travel and Accommodation	-Accommodation 3 nights@\$200/night = \$600 -Travel (ferry/mileage) = \$500	\$1,100.00
Materials	Copying, report production, workshop and survey materials.	\$300.00
Contractor Fee	Section release \$12,000 120 hours @\$100/hour	\$12,000.00
Educational Institution Administration Fee	University	\$500.00
Total		\$13,900.00

Travel will be required for the contractor to present the draft report at the annual articulation committee meeting as she is not the institutional representative.

The Project Coordinator is proposing to complete the tasks required in return for a release of 33% from teaching duties for the XXX term. The cost of replacing XXXX at 33% would be approximately \$XX.XX to hire a sessional employee at Step 8, from XXX to XXX. .

Materials will be less than \$300.

J. Signature of Applicant Chair of Committee or Group

Signature

Name: XXX

Committee: XXX

K. Contractor's Home Institution Administration Approval

[If project contractors are employees of educational institutions or agencies, they must inform their home institution(s) of their involvement in the proposed project. Project proposals must include a letter from the appropriate administrator (e.g., vice-president, program chair, or dean) at the home institution, indicating that the home institution is aware of the time commitments related to the project, and confirming that the institution supports the contractor in undertaking that commitment. If the project budget includes costs related to an adjustment in the contractor's workload, e.g., funding for a course release, the letter from the home institution(s) must confirm that the contractor is eligible for such an adjustment and that the institution will make it available to them.

If contract funds are to be administered through the financial management services of the contractor's home institution, project proposals must include confirmation of this arrangement from an appropriate administrator at the home institution. This confirmation is particularly important if administration of the contract will require some resource allocation at the institution. The institution's guidelines and procedures for travel and expense reimbursements should be followed in this situation.

If the contractor elects to administer the contract him/herself, this approval is not required. Expenses will be reimbursed directly to him/her by BCCAT. However, the contractor or committee is expected to ensure that these expenses fall within the allocated amounts as specified in the project contract, and to ensure that BCCAT guidelines for allowable expenses and for appropriate documentation are followed.]

Signature:

Name: XXX

Position: XXXXX

IF PROPOSAL IS APPROVED, A DETAILED CONTRACT WILL BE PREPARED BETWEEN BCCAT AND THE MAIN CONTRACTOR

Submit the completed form by email to:

The Transfer and Articulation Committee
Attn: Meg Stainsby, Director, Transfer and Articulation
BC Council on Admissions and Transfer
709 – 555 Seymour Street, Vancouver BC V6B 3H6
Tel: (604) 412-7682 Email: mstainsby@bccat.ca

Date emailed: XXXX

[Proposals will be adjudicated at a regular TAC meeting. TAC meets three times a year, usually in January, May, and September. To be included on TAC's agenda, proposals must be received by BCCAT at least three weeks in advance of the meeting date.]

The schedule of TAC meeting dates can be found at <http://www.bccat.ca/about/committees/>

TAC will adjudicate all suitable project proposals at its regularly scheduled meetings. Preference will be given to those proposals which have

- *The impact on the greatest number of students, or involve the greatest number of institutions;*
- *A consortium approach;*
- *New templates or models which could be replicated in other disciplines; and/or*
- *An interdisciplinary component.]*