

**Adult Literacy Fundamental Level Working Committee Meeting**  
October 15<sup>th</sup> and 16<sup>th</sup>, 2015  
Kwantlen Polytechnic University, Richmond, BC

**Thursday, October 15, 2015 - Morning Minutes**

**Recorder: Betsy Alkenbrack**

Betsy Alkenbrack (Capilano University) Tanya Boboricken (Kwantlen Polytechnic University) Stephanie Byrne (Native Education College) Leanne Caillier-Smith (College of the Rockies) Mercedes de la Nuez (Northwest Community College) Julia Dodge (University of the Fraser Valley) Sandy Faust (North Island College) Terry Gideon (Douglas College)	Lynn Horvat (Vancouver Community College) Joanna Lord (Vancouver Island University) Chandra McCann (Okanagan College) Marilyn Smitshoek (Douglas College) Faith Shields (Camosun College) Wendy Tagami (Selkirk College) Diane Walsh (Kwantlen Polytechnic University) Melinda Worfolk (College of New Caledonia)
--	--

**Regrets: Tegan Tang (AVED), Lekeyten (Elder from Kwantlen First Nation), Diana Twiss & Leona Gadsby (Decoda); Shantel Ivits (VCC)**

1. **Meet and Mingle**
2. **Welcome and Introductions**
3. **Review and Approval of October 2014 Minutes**

**Motion:** The ALF Working Committee moves to approve the October 16<sup>th</sup> and 17<sup>th</sup> minutes.

**Moved/Seconded/Approved Unanimously**

4. **Review & Approval of the October 2015 Agenda**

**Motion:** The ALF Working Committee moves to adopt the agenda with some minor adjustments: inclusion of earthquake drill, discussion of AUG application form.

**Moved/Seconded/Approved Unanimously**

5. Report by Lynn Horvat—Reframing the Conversation on ABE: Observations since December 2014

- Copies of December report were circulated. It is also available on the blog “Adult Basic Education as a Basic Right” (<https://adultlearningmatters.wordpress.com>)
- It is a good place to find current and past info on the issues surrounding the imposition of tuition, cutbacks, and advocacy around ABE
- Adult Basic Education is a Basic Right Facebook page
- Report by Cheryl Mayes for Ministry of Education on literacy strategy for BC: She consulted selected community focus groups around the province. Melinda participated in the one in Prince George and found there was a focus on benchmarking, assessment, etc.

6. Report by Joanna Lord-- ABE Tuition Implementation and Adult Upgrading Grant in PSIs

- Report was circulated; please e-mail any changes to Joanna
- All institutions except Selkirk, College of the Rockies, Okanagan College and Douglas have started charging tuition
- Concerns about cuts and layoffs to some institutions; what will happen when interim funding stops
- Vast differences: amount of fees between institutions; how Financial Aid officers at different institutions are using AUG; how AUG is provided when students repeat a class
- Several institutions reported that tracking shows at least 25% of students go on to other programs within the institution. This information has been hard to get, and it is important information for supporting ABE.

***ACTION:*** All of us will get in touch with our FAOs and speak to them about the leeway they have in applying AUG regulations.

***ACTION:*** All of us will collect institutional data on how many students at our individual institutions move from ABE to other programs and how many graduates have been through ABE. (This can be done by transcript search.)

## **7. Institutional Updates:**

- Melinda has compiled digital reports into one pdf, sent out to the group over e-mail.

Representatives from the following institutions reported out:

Camosun College	North Island College
Capilano University	Northwest Community College
College of New Caledonia	Okanagan College
College of the Rockies	Selkirk College
Douglas College	University of the Fraser Valley
Kwantlen Polytechnic University	Vancouver Community College
Native Education College	Vancouver Island University

**Thursday, October 15, 2015 - Afternoon Minutes    Recorder: Leanne Caillier-Smith**

## **8. Report from Sue Brigden—Systems Liaison for Deans & Directors**

Sue addressed the following topics from Deans and Directors:

- the impact of tuition and the AUG
- advocacy work that is being done at the administrative level
- funding structures for ABE
- the next D&D meeting will be in May 2016

She reassured us that the D&D group speaks often about AUG and ABE tuition, and everyone thinks it is a very important issue.

## **9. Continuation of Institutional Updates and discussion from the morning**

Meeting adjourned 4:30 p.m.

Friday, October 17, 2014 - Morning Minutes Recorder: Chandra McCann

**Present this day:**

Betsy Alkenbrack (Capilano University)	Lynn Horvat (Vancouver Community College)
Tanya Boboricken (Kwantlen Polytechnic University)	Joanna Lord (Vancouver Island University)
Leanne Caillier-Smith (College of the Rockies)	Chandra McCann (Okanagan College)
Mercedes de la Nuez (Northwest Community College)	Faith Shields (Camosun College)
Julia Dodge (University of the Fraser Valley)	Marilyn Smitshoek (Douglas College)
Sandy Faust (North Island College)	Wendy Tagami (Selkirk College)
Terry Gideon (Douglas College)	Diane Walsh (Kwantlen Polytechnic University)
	Melinda Worfolk (College of New Caledonia)

**Guests:** Aimee Begalka, Allison Alder (via videoconference), Ruth Erskine (BCCAT)

**10. Aimee Begalka, Associate Dean of Academic and Career Advancement at KPU**

- Aimee welcomed us to KPU and acknowledged that we were on the unceded traditional territory of the Kwantlen Nation.
- She had some encouraging things to say about us as effective advocates for ABE.

**11. Co-Chair Replacement**

Diane Walsh has served a two-year term as co-chair. Thanks to Diane for her commitment and work as co-chair over these last two years. Melinda Worfolk will continue in her role as co-chair.

Julia Dodge was nominated as Diane's replacement and she accepted the nomination.

**Motion:** The Adult Literacy Fundamental (ALF) Working Committee moves to accept Julia Dodge as the new ALF co-chair.

**Moved/Seconded/Approved Unanimously**

**12. Tanya Boboricken: Math Articulation Update**

- ALFM courses should have 80% match with high school courses, but the latter keeps changing; committee requested feedback and was told to match 80% at time of course articulation
- High school might get rid of grades (in math and other subjects)

- Ruth Erskine (BCCAT) - subcommittee with Ministry of Ed to smooth transition to post-secondary with new curriculum—estimated implementation 2017
- Discussion of past initiatives to scrap letter grades, push-back from parents
- Will look at all courses on a 7-year cycle
- Fundamental students seem to be doing well in intermediate classes

### **13. Allison Alder: Steering Committee Update**

- Please see attached report
- More consistency in how groups report to Steering—templates for reports
  - Discussion about procedure for submitting and approving minutes. ALF committee recommended the following:
    - Take minutes at meeting
    - E-mail to committee for input
    - Send to Steering as draft to forward to BCCAT
    - Track changes throughout the year and officially approve minutes at next meeting
- Scheduling of meetings, Moodle, Deans and Directors report, letter to Deputy Minister, Articulation grid, provide input about AUG (survey questions sent to group via Excel spreadsheet)

### **14. Ruth Erskine: BCCAT Update**

- Joint annual meeting, Transfer Innovation projects, new publications, projects, new marketing campaign, Student Transitions project—see attached report for details
  - Question to committee—how valuable is it to have page on BCCAT website? People indicated it is useful.
- New member orientation guide - contact Ruth if you would like one

### **15. Tegan Tang's Report from Ministry of Advanced Education**

- Please see attached report
- Melinda presented the report (see attached); Tegan was not able to be present
- Contact Tegan by e-mail with questions about AUG, CALP
- Melinda will forward report to group via e-mail

### **16. Leanne Caillier-Smith presented ALFE open source textbooks**

- Shantel Ivits, author of the texts/coursepacks, sent her regrets
- The committee organizing the development of the books was very pleased with the excellent writing and presentation

- Reader and Course Pack for each level, 1-6; levels 3-6 are currently available and the rest will be by end of October
- Can be downloaded and/or printed out for free, or book copies can be purchased, printed by SFU (\$7-\$16 per book)
- <http://bccampus.ca/find-open-textbooks/> - available in numerous formats
  - BC Campus asks that if you use the textbooks to fill in info that says you've adopted them. Leanne previously e-mailed link.
- BC Campus will pay \$250 per book to reviewers, up to 5 reviews

Friday, October 16, 2015 - Afternoon Minutes

Recorder: Julia Dodge

#### 17. Review of AUG Application Form and ABE Tuition Implementation

- We reviewed and discussed the current AUG Application Form and the various tuition-implementation processes at our institutions
- intent is to provide feedback to our respective deans so they can submit input to AVED who are requesting "unintended consequences of tuition implementation"

***ACTION:** Julia (UFV) will distribute list of issues identified during discussion to all members*

***ACTION:** Group will review list for errors, additions, omissions and send to Julia by Nov. 30 for submission to DDDE chair*

***ACTION:** Everyone will collect stories about people unable to access AUG, compile for anonymity and send to Julia for submission to DDDE chair.*

#### 18. Math Review & Adjustments

- No concerns with outcomes language in ALFM in Guide
- Corrections in ALFM materials on BCCampus site--How should these be handled? Most have been identified and corrected by VCC faculty.

***ACTION:** Lynn Horvat (VCC) will send corrected docs to Leanne Cailler-Smith (CotR) for addition to BCCampus docs.*

#### 19. Circle Check and Wrap Up

- Thanks were given to Tanya Boboricken (KPU) for organizing this year's meeting
- Thanks were given to Diane Walsh for her 2 years of service as co-chair of the Working Group
- Best wishes were given to Wendy Tagami (Selkirk) on her retirement

**Motion:** To adjourn  
**Moved/Seconded/Carried Unanimously**

Meeting adjourned 3:18 p.m.

# **Report from Tegan Tang--Ministry of Advanced Education**

## **Update, October 2015**

As promised, I am pleased to send you updates of a couple of Ministry programs (AUG and CALP). Can you please share them with other members of the Adult Literacy Fundamental Committee? If there are any questions, please invite members to contact any of us (names below) directly by email or perhaps you can compile and forward the questions to us in one email? That's it for now. Take care.

### **Adult Upgrading Grant**

- As you know, when the Province gave public post-secondary institutions the option to reinstate tuition fees for Adult Upgrading courses on January 1, 2015, it was made to ensure these programs remain sustainable and available to students.
- As of October 2015, 14 out of 18 public post-secondary institutions have implemented tuition fees at the institution.
- To support eligible low-income students with financial assistance, the Province increased the annual budget for the Adult Upgrading Grant (AUG) to \$7.6 million to support eligible ABE, English as a Second Language, and Adult Special Education students with financial need at public post-secondary institutions.
- The grant does not need to be repaid and covers tuition, books and materials, student fees, childcare, and transportation costs.
- Also, grants for half the cost of tuition are available for students with an income of 10 per cent above the income threshold. The income threshold for free tuition and other expenses for a single person is \$23,647, while the income threshold for a student with two dependents is \$36,192.
- More students have taken advantage of the adult upgrading grant. Almost 2,500 students accessed grants in just the first five months of 2015-16 alone compared to a total of 4,244 students who accessed grants in the previous year.
- Ministry staff are continuing to work closely with institutions to ensure the needs of all eligible low-income students are met.
- Additionally, high school courses in British Columbia's Kindergarten to Grade 12 school districts are tuition-free and available to students who have not graduated from high school and who are working toward a British Columbia Adult Graduation Diploma and/or are taking foundation-level courses.

### **Community Adult Literacy Program**

- In British Columbia, adult students who cannot or are not able to participate in formal education programs at post-secondary institutions or school districts may choose to drop-in or register for informal one-to-one or small group community adult literacy programs funded by the Ministry of Advanced Education (the Ministry).
- In 2015/16, the Ministry funded 87 community adult literacy programs and helped more than 9,500 adult learners improve their literacy and numeracy so that they can pursue personal, post-secondary education and/or employment goals.
- This year's CALP includes several significant recommendations from two years of consultations with existing and previous CALP service providers and post-secondary partners. For example, many of the community literacy programs address labour market demands, focus on low literacy and non-credit skills development and transition into post-secondary education and/or employment.
- The annual CALP budget is \$2.4 million. Grants of up to \$40,000 per program are awarded to community literacy organizations working in partnership with public post-secondary institutions to deliver Aboriginal, adult and family literacy programs.
- For more information about the Community Adult Literacy Program, please go to our website, <http://www.aved.gov.bc.ca/literacy/welcome.htm>, or telephone Tegan Tang at (250) 356-9733.

### **Other Ministry contacts:**

- Bryan Dreilich, Adult Education Director, email: [Bryan.Dreilich@gov.bc.ca](mailto:Bryan.Dreilich@gov.bc.ca)
- Louis Chen, Senior Policy Analyst (Adult Upgrading Grant), email: [Louis.Chen@gov.bc.ca](mailto:Louis.Chen@gov.bc.ca)

**Tegan Tang**  
**Education Officer**  
**Colleges and Skills Development Branch**  
**Ministry of Advanced Education**

**Telephone: 250-356-9733; Email: [Tegan.Tang@gov.bc.ca](mailto:Tegan.Tang@gov.bc.ca)**



# Fall 2015 ABEASC Chair's Report (Allison Alder)

## Reporting Out

New forms are in use this year: *Working Committee Report Template* and *Institutional Report Template* –both attached. We will continue to work on the format and content as they are helping to get changes into the Handbook, create consistency among Working Committees (WC), transmit concise information and give each WC a rough idea of how the results of their meeting will be represented. Both the Report Template and formal minutes are submitted to ABE Articulation Steering in advance of their April or May meeting.

## Scheduling Working Committee Meetings

In response to DDDE request to meet differently, ABEASC has switched to holding the 8 WC meetings at two times during the year – fall and spring. At Steering, a decision was made to end discussion about holding a one-time meeting of all 8 WCs. Discussion ensued about returning to the system of each committee setting its own meeting date as half the members found value in meeting along with other WCs and half found challenges. This year meetings are set for either October 15 and/or 16, 2015 or March 3 and/or 4, 2016. Most institutions have not realized any great savings by grouping meetings together. Shorter meetings are suggested where possible – particularly structuring agendas to require fewer nights' accommodation for travellers. We have agreed as a group to host WC meetings in the Lower Mainland to save costs for those traveling from afar (an exception for Socials was made this year and we'll hear how it went at Steering 2016).

## Moodle

After consultation with all Working Committee groups, we decided to continue to use Moodle for communication instead of email list-serves. At Steering, it became apparent that some folks have settings preventing them from getting all messages. This is currently being explored to be sure no one is left out of the loop. Jim Beaton, KPU, agreed to continue to moderate our Moodle site (thanks!!).

## DDDE

I presented an update from ABEASC to the Deans and Directors of Developmental Education at their May 14 meeting. A report was submitted beforehand, and I had 15 minutes on their agenda to speak to our report and field questions. The DDDE members acknowledge our work as important, and they continue to urge articulation groups to meet in ways that are most cost effective. DDDE will no longer collect funds from all member institutions to support ABEASC Chair travel to address Working Committees but will, rather, leave it to the Chair's institution to support travel to the 8 WC meetings.

The most recent DDDE meeting was held Oct 1. Sue Brigden, our SLP and DDDE Chair, is preparing for us a summary of relevant points. I am aware this group spent considerable time on the ABE tuition discussion and have a subcommittee struck to further capture institutions' choices and impacts. Once received, I will pass along this report via ABEASC Moodle site.

## Tuition Advocacy Discussion

At our May 2015 meeting, ABEASC reviewed the open letter sent in spring of 2015 to Sandra Carroll, Deputy Minister at the Ministry of Advanced Education, in response to the December 2014 tuition announcement and the response received from Bobbi Plecas, Assistant Deputy Minister of AVED.

For ABEASC, Richard Zachowski and I met with Ms Plecas, Assistant Deputy Minister and Bryan Dreilich, Director of Adult Education, who described government's policy shift to have learners who are capable pay tuition in the post-secondary system. Learners who have not graduated from high school can access free upgrading courses through the K-12 system (Min of Ed), where available. Ms. Plecas and Mr Dreilich shared that the Adult Upgrading Grant is government's chosen method for supporting ABE offered in post-secondary institutions and noted government's commitment to fund the AUG to the level needed for this support – even if it exceeds the \$6.9 million in funding removed from base operating grants across the Province.

Ministry notes that funding for ABE delivery is still included in institutions' block funding, but the mandate for tuition-free ABE, instituted in 2008, was removed, giving institutions the right to charge tuition.

At ABEASC May meeting, Tegan Tang, Education Officer and our AVED rep, stated that when this policy was launched in December, College Presidents and other administrators were consulted and several said that tuition-free ABE was not really working for their institutions. In addition, Government's "Blueprint" is changing. Government also noted that many upgrading students have a high school dogwood already, and often can afford to pay; therefore, the Ministry felt those people should pay while they would continue to support marginalized students. The federal cuts to ESL funded helped to precipitate these changes. The ABEASC said we would like to better understand the purpose for and evidence used by the Ministry to make these changes.

Government shared that they believe reducing funding will expand programming, and they will pay attention over the next year to any unintended consequences. Tegan said that the Ministry are looking for feedback on enrollment and data on the students not qualifying for AUG as evidence. Many are concerned that the criteria for the AUG has changed. For this year, bulk book purchases will not be funded by the AUG.

The message from Government is that there is a commitment to provide more funding if it is deemed necessary. Fears are that there is a large category of students who make just above the income eligible for AUG and these students won't be measured. Conversation ensued about how the success of these changes will be measured. Tegan said that forecasts will indicate the needs and initiate a back and forth between the ministry and the institutions to ideally meet the needs of students.

➔ I recommend we fill in the table containing the questions below as thoroughly as possible to capture our experience of what's happening post-tuition decisions.

- What reaction do students have when you tell them about tuition?
- What has been your experience with the Adult Upgrading Grant process? Pros? Cons?
- How has this impacted the number of courses students take and/or the advice you or counsellors give them?
- Do you see a difference in impact at the different ABE levels?
- How have the tuition changes impacted students in class?

- Have you found positive solutions to implementing tuition?
- What positive outcomes have you noted?
- Any other reported impacts from students?
- Any other observed impacts on students?
- What are the impacts noted in the community?
- What are the impacts noted on staff?
- Other?

## Courses and Representatives on the Articulation Grid

**Adding courses to the Grid:** Course outlines are brought forth to the Working Committee (WC) for discussion and approval. Courses must have prior approval of institution's Education Council and must include link to and/or complete learning outcomes from the current ABE Articulation Handbook.

**Removing courses from the Grid:** When courses are scheduled for re-articulation and they are not presented by an institution as scheduled, the WC recommends to the Steering Committee that the courses be removed from the Grid. Steering then advises the DDDE and our SLP, as well as the institution's Dean and articulation rep of the impending removal. The institution can present their course at the next year's meeting to remain on the Grid. If no course is presented, the course is removed from the Grid in the Articulation Handbook the following year.

**Removing Representatives from the Grid:** Reps are encouraged to attend, either in person or via phone/skype. When no contact is made a note can be recorded in the WC minutes. The WC chair should inform the institutional rep and then the Dean. Our SLP can assist by speaking to the relevant Dean; concurrently, it could come to the Steering chair.

## ABE Working Committees' 2014/15 Meeting Summary

### Computer Studies

7 (+2 online) attended at VCC; next meeting TBD. Carol Ramey, new Chair.

**Approved** 3 new courses CDCO 021 and 031, Capilano and Comp 081, UFV.

**Rearticulated** 11 Provincial and 6 Advanced computer courses, with 4 approved pending minor revisions.

**Removed from Grid** 4 courses at the request of their institutions

**Recommend for Removal from Grid if not presented at 2015/16 Computers WC Meeting:**

CPST 040, Northern Lights College

COMP 0500, Thompson Rivers University

COMP 050, Nicola Valley Institute of Technology

CPST 061 and 071, Native Education College

Reviewed Advanced Computer Studies Learning Outcomes with changes recommended.

Brought forth question about expectations for course outline format. Response: whatever format fits each institution's regulations. Courses brought to WC must have been approved by the institution's Education Council (or equivalent) and must specify the learning outcomes from the ABE Articulation Handbook.

### EDCP

3 attended at BCCAT Boardroom; next meeting at BCCAT Mar 3&4, 2016. Donna Lowndes stepping down as Co-chair. Mary Shier remains. Seeking another Co-chair.

ABE EDCP Committee to develop an online version of EDCP at the provincial level. Endorsed by Steering.

## Social Science

4 attended at Capilano; next meeting at Okanagan Oct 8&9, 2015. Chantale Hutchison remains as Chair

**Approved** 2 new courses Social Science 080, COTR and Social Science 040, NWCC

Worked on Provincial Psychology learning outcomes.

Discussed removal of Advanced Psychology stream.

## IABE

7 attended at NEC; next meeting at KPU Mar 5&6, 2016, Dennis Controis remains as Chair.

**Approved** 6 new courses KWA 096 NIC; IECE 032, VIU and FNS 096; NIC, IPK 092 and 093, UFV; BFNS 052, Capilano

Began work on Indigenous Fine Arts and language learning outcomes

Developed Fundamental level IABE learning outcomes

## ALF

16 attended at Douglas; next meeting at VCC Oct 15&16, 2015. Co-chair Diane Walsh, new co-chair Melinda Worfolk.

**Approved** 15 new courses Math 052, 053, & 062, UFV and CDO 001, 002, 003, 004, 005, and 006, Capilano (English taught in community) and CDMA 001, 002, 003, 004, 005, and 006, Capilano (math taught in community).

To reduce travel costs to institutions ALF will change meeting structure to enable reps to leave for Friday afternoon flights.

## English

15 attended at KPU; next meeting at VCC Mar 3,4, 2016. Chair is Colin Gilker with Beverley Jones-Redekop as new co-chair.

**Approved** 11 new courses BENG 043, 044, 053, 054, Capilano, ELP 059, COTR; ENGL 081 & 091, NEC; ENGL 040, 050, 060, NVIT; and ENGL 66/67, Selkirk.

Discussed different approach in Indigenous courses, content, and institutions

Discussed learning outcomes in the context of our various work systems.

## Math

21 attended at VCC; next meeting at KPU Mar 3,4, 2016. Costa Karavas and Robert Ferro remain co-chairs.

**Approved** 2 new courses MATH 065 & 066, VIU.

**Rearticulated** 7 Intermediate math courses and 9 approved with Pending minor revisions.

Subcommittee formed to reexamine Advanced Foundations level math learning outcomes.

Schedule of re-articulation created to 2021.

## Science

29 attended Oct 6,7 at Capilano; next meeting at VCC Oct 15,16, 2015

**Re-articulated** 6 Provincial physics, 6 chemistry, 1 biology course(s).

**Recommend for Removal from Grid if not presented at 2015/16 Science WC Meeting:**

Physics: [PHYS 083 & 093](#), University of Fraser Valley

[DVST 476](#), Douglas College

[PHYS 060](#), Camosun College

Chemistry: [CHEM 083](#) University of Fraser Valley

## ABEASC

All 8 WC chairs were present. 15 institutional reps were present, with Langara College, Nicola Valley Institute of Technology, Thompson Rivers University/Open Learning, and Vancouver Island University missing. 20 reps in total attended. ABE Articulation Steering Committee will meet April 28/29, 2016 at Douglas College.