**INSERT NAME OF ARTICULATION COMMITTEE**

**MINUTES**

**BRITISH COLUMBIA COUNCIL on ADMISSIONS AND TRANSFERS (BCCAT)**

**INSERT** Institution/Location:

**INSERT** Meeting Date(s): Day/Month/Year

**Present:**

|  |  |  |
| --- | --- | --- |
| Member Institution | Representative | Email |
| Alexander College |  |  |
| Acsenda School of Management |  |  |
| Athabasca University |  |  |
| BCIT |  |  |
| Camosun College |  |  |
| Capilano University |  |  |
| Coast Mountain College |  |  |
| College of New Caledonia |  |  |
| College of the Rockies |  |  |
| Columbia College |  |  |
| Coquitlam College |  |  |
| Corpus Christi College |  |  |
| Douglas College |  |  |
| Emily Carr University of Art & Design |  |  |
| Farleigh Dickinson University |  |  |
| Fraser International College |  |  |
| Justice Institute of BC |  |  |
| Kwantlen Polytechnic University |  |  |
| Langara College |  |  |
| Nicola Valley Institute of Technology |  |  |
| Northern Lights College |  |  |
| North Island College |  |  |
| Okanagan College |  |  |
| Quest University |  |  |
| Royal Roads University |  |  |
| Selkirk College |  |  |
| Simon Fraser University |  |  |
| Thompson Rivers University |  |  |
| Trinity Western University |  |  |
| UBC-Okanagan |  |  |
| UBC-Vancouver |  |  |
| University Canada West |  |  |
| University of the Fraser Valley |  |  |
| University of Northern BC |  |  |
| University of Victoria |  |  |
| Vancouver Community College |  |  |
| Vancouver Island University |  |  |
| Yorkville University |  |  |
| Yukon University |  |  |
| GUEST NAME |  |  |
| GUEST NAME |  |  |
| GUEST NAME |  |  |
| GUEST NAME |  |  |

**Recorder: <Name - Institution>**

**Welcome from <Name - Indigenous> <Name - Institution> <Name - Chair>**

1. **Meeting Called to Order at <TIME>.**
2. **Introductions/welcome** 
   * New Members/Guests:
   * Regrets:

1. **Approval of Agenda and Any Additional Items**

**Motion:** to adopt the Agenda with additions

Moved: <NAME> Seconded: <NAME> Carried <>

1. **Approval of minutes of the Articulation Committee meeting of <DATE>**

* Amendments (if any):

**Motion:** to accept the Minutes as presented/with amendments as noted:

Moved: <NAME> Seconded: <NAME> Carried <>

1. **Business Arising from Previous Minutes (if any)**

1. **Election/Re-Election of Chair and/or SLP (if required)**

**Motion:** to approve (NAME) for (POSITION) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Moved: <NAME> Seconded: <NAME> Carried <>

1. **ITEM/TOPIC** *(Summarize discussion)*
2. **ITEM/TOPIC** *(Summarize discussion)*
3. **ITEM/TOPIC** *(Summarize discussion)*

***Insert where necessary:***

**Motion:** to approve (item) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moved: <NAME> Seconded: <NAME> Carried <>

**Action Item**: (Item) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_<NAME>

1. **Presentation of Institutional Reports** *(to be summarized – no need to include copies)*
   1. Institution/Name:
   2. Institution/Name:
   3. Institution/Name:
   4. Institution/Name:
2. **BCCAT Report**
3. **Guest Report**
4. **Any Other Business**
5. **Next meeting:**

Location:

Date:

Meeting adjourned at <TIME>