

# Transfer & Articulation Committee

## Terms of Reference

*Approved by Council, June 2013  
(Revisions approved by Council, October 2013)*





## Transfer and Articulation Committee

### **Terms of Reference**

*Approved by Council on June 8, 2013;  
Subsequent revisions approved by Council on October 4, 2013.*

*The Transfer and Articulation Committee is a standing committee established by and reporting to the BC Council on Admissions and Transfer (BCCAT).*

### **Membership**

The committee will be composed of up to twelve voting members, at least two of whom are also members of the Council. The committee is normally chaired by a Council member, who is appointed in keeping with the *General Guidelines for the Selection of Council, Committees, and Task Forces*.<sup>1</sup> The remaining members will be drawn from a broad cross-section of students, faculty, and administrators within the BC post-secondary system. Members will be chosen for their expertise and/or interest in post-secondary transfer and articulation. Normally, the term of membership is three years, subject to renewal for additional terms if mutually agreed.

The Executive Director and Co-chair, and the Associate Director, Transfer and Articulation, are ex officio, non-voting members of the committee. The Associate Director, Transfer and Articulation is the primary staff liaison and support for the Committee. As requested or required, other BCCAT staff may also attend as non-voting resource persons.

### **Purpose**

The purpose of the Committee is to provide advice and counsel to articulation committees and BCCAT on issues of articulation and transfer policy and practice; to oversee articulation committees under BCCAT's administrative sponsorship; and to initiate, implement, and monitor research, projects, or activities designed to improve or enhance transfer. The Committee provides expert advice and reports to Council.



## Objectives

1. To advise Council and members of the BC Transfer System on key issues and values related to articulation and transfer.
2. To advise Council and members of the BC Transfer System on issues related to expanding the BC Transfer System by adding new member institutions or through articulation with other systems or sectors.
3. To recommend policies and operational practices to enhance transfer opportunities for students wishing to move between post-secondary institutions.
4. To initiate, approve, and monitor innovative transfer projects and activities.
5. To initiate, approve, monitor, and disseminate information on research projects related to articulation and transfer consistent with Council's research program and in cooperation with the Research Committee of Council.
6. To oversee the operations and effectiveness of articulation committees: including, providing general terms of reference, reviewing requests for the establishment of articulation committees, assessing the need for delisting and/or consolidating existing articulation committees<sup>2</sup>, and advising on the appointment of System Liaison Persons.
7. To review issues that arise from meetings of the articulation committees and to assist in resolving any problematic situations as and when they arise.
8. To review articulation and/or transfer problems that arise and help resolve any such problems.
9. To review available research or documents on articulation and transfer issues in BC and/or other jurisdictions that might affect current or future transfer policy, procedures or projects.

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<sup>1</sup>Information on the [selection of committee members](#)

<sup>2</sup> TAC approved Terms of Reference for articulation committees and processes for establishing and delisting articulation committees are available in the [Articulation Committee Companion](#).