

Chart of Major Activities

Admissions & Research

Admissions (Key Tasks)

- examine admissions policies and practices
- collect and disseminate comparative information
- conduct research on admissions, access, and student mobility for registrants and applicants
- encourage information sharing among institutions for enrolment planning purposes
- assist with admissions issues concerning online learning
- assist with admissions issues and information related to secondary/post-secondary transitions
- promote inter-provincial credential recognition
- work in collaboration with the Student Transitions Project (STP), including:
 - o chairing the STP Steering Committee
 - o overseeing the employment of the STP Manager

Research (Areas of Study)

- policy reviews
- transfer student profiles and studies
- student surveys (outcomes, engagement)
- retention and attrition
- patterns of student mobility
- transfer rates
- transfer administrative processes
- applications, admissions, and registrations
- overall transfer effectiveness
- meta-analyses of transfer and admissions research

Transfer & Articulation

Transfer Policy

- Principles and Guidelines for Transfer
- private and out-of-province institutions policies
- other policies

Transfer Credit Evaluation System (TCES)/BC Transfer Guide

- maintain and update TCES
- train system users
- publish and maintain BC Transfer Guide

BC Transfer System

- provide information on system membership
- expand system to cover more courses, programs, and institutions
- enhance inter-provincial transfer
- host Annual Meeting of Institutional Contact Persons

System Collaboration

- liaise with institutions, system committees, BCCampus, and the Ministry of Advanced Education & Labour Market Development
- liaise with other transfer jurisdictions (Canada, US, etc.)

System Quality

- integrate new institutions
- serve on Degree Quality Assessment Board
- establish and monitor values and expectations for all members

Articulation Committees

- produce and distribute the *Articulation Committee Companion*
- receive and review minutes
- assist committees in appointing System Liaison Persons (SLPs)
- host Annual Meeting of Chairs and System Liaison Persons (SLPs)

Articulation Resources

- produce and distribute *How to Articulate* handbook, *Best Practice Guide*, and related resources
- assist with articulation issues (including non-traditional articulation)
- publish articulation-related reports
- mediate articulation disputes

Improving Articulation

- support articulation projects through Transfer Innovation (TI) and Transfer & Articulation Project (TAP) grants
- publish project reports
- implement new articulation agreements
- maintain/update new pathways, grids, guides, or block transfer agreements
- provide training or workshops on articulation
- explore new avenues for articulation of courses and programs

Websites & Communications

Websites

- maintain, update, and enhance BCCAT websites, as appropriate:
 - o BCCAT.ca
 - o BCTransferGuide.ca
 - o EducationPlanner.ca
- Education Planner:
 - o establish and monitor contracts for content and technology
 - o consult with advisory and user committees
 - o explore more efficient means of content management

Communications/Publications

- raise awareness of BCCAT, key resources, and the BC Transfer System
- provide student-focused information and resources
- provide transfer information, FAQs, newsletters and other advising resources, and reply to queries
- publish and distribute newsletters, research, reports/summaries, policy discussion papers, brochures, handbooks, special reports, and an annual report

MANDATE: The mandate of the British Columbia Council on Admissions and Transfer is to facilitate admission, articulation, and transfer arrangements among BC post-secondary institutions. Specifically, the Council (a) encourages institutions to develop policies and practices regarding the transferability of post-secondary credit courses and programs so that credit granted at one institution can be applied toward credentials at other institutions, and (b) examines issues and data related to capacity, demand, and student mobility and recommends policies and practices related to the admission process for direct entry and transfer students. The Council's collaborative approach to the planning and administration of policies, practices, and projects helps to ensure an accessible and responsive system, and ensures a focus on system quality.

COUNCIL: The Council is funded annually by the Ministry responsible for post-secondary institutions and has no legislative or regulatory authority. Council members are selected from the education system and appointed by the Minister. They strive to achieve the mandate of the Council by serving the overall best interests of the system and do not formally represent any specific institution or constituency.

COMMITTEES: The Council carries out its work with the assistance of a number of standing committees, whose members are drawn from the post-secondary system: Admissions Committee, Education Planner Advisory Committee, Institutional Contact Persons, Research Committee, and Transfer and Articulation Committee. Advisory and task-specific groups are established as needed.