

# MEETING MINUTES (Approved)

**ATTENDEES/PARTICIPANTS:**

**Council Members:**

- Dan Birch (Co-Chair)
- Frank Gelin (Co-Chair & Executive Director)
- Neil Coburn
- Lou Dryden (*Thursday only*)
- Robbie Dunlop
- Martin Gerson
- Jody Gordon
- Tom Grant (*Friday only*)
- Bob Harris
- Bill Krane
- Heather Schneider
- Tim Segger
- Harro Van Brummelen

**Regrets:**

- Karlee Diesing*
- Paul Harrison*
- Karin Kaercher*
- Paul Madak*
- Lesley Andres (on leave)*
- Jean Karlinski (staff member)*

**BCCAT Staff Members:**

- Finola Finlay
- Devron Gaber
- Joanne Heslop
- Jennifer Orum
- Raili McIvor
- Mike Winsemann
- Valerie Yorkston

<i>Discussion Points or Reference</i>	<i>Actions or Outcomes</i>
<b>THURSDAY, MAY 29, 2009</b>	
<p><b>1. CALL TO ORDER &amp; WELCOME</b></p> <p>Dan Birch (Council Co-Chair) called the meeting to order, and gave a brief outline of the day’s events.</p> <p><b>1.1. Council Membership</b></p> <p>Dan announced that this would be the last Council meeting for four outgoing council members (Bob Harris, Tim Segger, Bill Krane, and Lou Dryden). [These members were honoured for their terms of service later that day at the Annual Council Dinner.]</p> <p>Meanwhile, nominations for new members to fill Council vacancies have been submitted to the Ministry, and we hope to hear confirmation of new appointments in time for the Fall 09 Council meeting in October.</p>	
<p><b>2. APPROVAL OF PROPOSED AGENDA</b></p> <p>The agenda was approved, with the addition of one item: <i>Item 7.5: Update on Alberta Policy to Include BC Institutions in the Alberta Transfer Guide.</i></p>	

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### 3. APPROVAL OF MINUTES OF PREVIOUS MEETING (MAR. 6/09)

The minutes of the previous meeting (March 6/09) were approved as presented.

**ACTION:** *The March 6/09 minutes (as approved) will be posted to the web.*

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### 4. BCCAT STAFF REPORT

#### 4.1. Staff Report

Frank Gelin spoke briefly about the staff report to Council, noting a number of meetings with Ministry staff in April. (See 4.1.1 regarding his meeting with the Deputy Minister.)

Finola Finlay reported on her recent participation as an observer in a PCTIA accreditation review of a private college. The experience had been instructive and encouraging, and it was clear that this review process is appropriately and sufficiently rigorous. BCCAT staff members and Council members are encouraged to participate in future reviews, as these are valuable opportunities to gain understanding which could help to strengthen inter-sectoral interactions.

##### 4.1.1. Meetings with Ministry

Frank reported on a meeting with the Deputy Minister, Robin Ciceri on April 24<sup>th</sup>, where he was able to provide an update on BCCAT's current activities and preliminary plans for 2009-10. Frank was encouraged by the discussions and noted that they will be scheduling similar meetings in future, possibly every few months.

##### 4.1.2. Letter from SFU (May 8/09)

This letter, from Jonathan Driver (VP Academic and Provost at SFU) expressing appreciation for the work of the Student Transitions Project, was provided for information.

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### 5. ADMISSIONS

#### 5.1. Admissions Committee

##### 5.1.1. Admissions Committee Meeting (March 19/09)

##### 5.1.2. Admissions Committee Draft 2009/10 Work Plan

Jody Gordon (committee chair) reported that the main focus at the last Admissions Committee meeting was a review of the progress of 2008-09 projects, and discussion concerning proposed projects for 2009-10. After some prioritizing, a draft work plan was finalized for inclusion in the wider BCCAT plan for 2009-10.

##### 5.1.2.1. Update on Admission GPA Calculation Issue

One of the projects discussed at the meeting on March 19 was the work of the BCRA Task Group on Helping Students Understand Admissions GPA Calculations.

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[Council had discussed the final product of this Task Group's work at its March 2009 meeting and had asked that the Admissions Committee discuss this project further and make recommendations to Council on next steps, if any.]

After considerable dialogue, the Admissions Committee agreed that it did not recommend pursuing further work on this initiative at this time. Institutions will link to common, agreed upon language on the BCCAT website describing for students what they need to know about different ways of doing GPA calculations at different institutions. Therefore, a continuation of this project is not among those Admissions projects being recommended at tomorrow's Council meeting.

**ACTION:** Council members requested that Jody Gordon and Jean Karlinski report back to Council in the Fall on related discussions which may take place at the next BCRA meeting.

## 5.2. Admissions Projects

### 5.2.1. Where Did They Go? High School Grad Survey

Members were referred to this recently published newsletter which outlines the findings of a high school graduate survey. (See Item 5.2.1 in the March 2009 minutes of Council for project details.) Members also reviewed a letter of thanks sent from BCCAT to the Canadian Council on Learning (CCL) for their collaboration on this project. The letter was sent by BCCAT staff on behalf of the Council, in response to a request of members at the March 2009 meeting. The newsletter is available at [www.bccat.ca/pubs/rr\\_apr09.pdf](http://www.bccat.ca/pubs/rr_apr09.pdf).

## 5.3. Student Transitions Project (STP)

[Note: In the course of presenting the following items, Devron Gaber introduced Joanne Heslop, who has now been seconded to BCCAT from SFU for 1-year in her capacity as STP Manager.]

### 5.3.1. Mobility of Transfer Students in 2008

Copies of this newly published newsletter were distributed to Council members. Devron Gaber reported that pivot tables on the mobility of transfer students from Fall 2007 in calendar year 2008 were posted on STP's Sharepoint site in early May 2009. Registrars and IR directors were informed on the day they were posted.

Joanne Heslop (STP Project Manager) presented on the key findings of this project. The newsletter is available on the web at [www.bccat.ca/pubs/rr\\_mobility09.pdf](http://www.bccat.ca/pubs/rr_mobility09.pdf).

### 5.3.2. Direct and Delayed Entry of BC Grade 12 Graduates

The initial work done by the STP was to merge data from the K to 12 system, the Central Data Warehouse institutions, and individual universities to track the flow of grade 12 graduation cohorts into BC public post-secondary institutions over a multi-year period.

Because we track movement over time, we can determine both the direct or immediate entrants (within a year of graduation from high school) and delayed entrants to post-secondary. The most recent set of data includes post-secondary data from 2002/03 up to and including Fall 2008. The underlying data was posted to the STP Sharepoint

site in April 2009 for use by registrars and IR directors. The newsletter is due for publication shortly. A key highlight of this year's research is that the cumulative transition rate after 6 years into BC public post-secondary institutions is 74%. The immediate entry rate remains remarkably stable year over year at 51.7%.

### 5.3.3. Report on Aboriginal Students

A few years ago, Council had a discussion about the importance of building a better understanding of the movement of Aboriginal students through the education system. It was felt at the time that this branch of research was ideally suited to the STP because it was able to identify Aboriginal students in all of its research.

The STP has completed its first study focusing specifically on the Aboriginal population. Joanne Heslop has written a report and a two-page highlights document on the findings. These are both due for publication shortly.

A key finding of this report is that, for those Aboriginal students who get through the K to 12 system and into post-secondary education, there appears to be little discernable difference in their participation in and performance at the post-secondary level. Members commented on this finding in particular, noting the apparent need to focus more on the success of students in the K to 12 system and the implications for public policy.

**ACTION:** Council members will be sent electronic copies of this newsletter when ready.

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## 6. TRANSFER & ARTICULATION

### 6.1. Transfer & Articulation Committee (TAC)

#### 6.1.1. TAC Meeting (May 11/09)

The minutes of this meeting were provided for information. Martin Gerson (Committee Chair) reported that the focus of this meeting was to review projects from 2008-09, and to develop a proposed work plan for 2009-10 for inclusion in the overall proposed plan of activities for next year.

#### 6.1.2. Transfer Innovations (TI) Projects Update

Jennifer Orum (Special Projects Coordinator) provided an update of ongoing and completed TI projects. In particular, she noted the recent launch of the Flexible Pre-Major project for the Economics Articulation Committee.

#### 6.1.3. Articulation Committee Meetings

Raili McIvor and Jennifer Orum reported on the widespread attendance of articulation committee members by BCCAT staff this year (29 meetings in total), with the goal of increasing understanding regarding the role and purposes of these committees. Raili and Jennifer reported that the following issues came up repeatedly at a number of different meetings:

- The role of SLPs
- The new Arts requirements at UBC (ASTU program) and potential implications throughout the system.
- The need to move away from using "sending" and "receiving" designations in the BC Transfer Guide.
- The participation of university and out-of-province (i.e. Alberta) representation at the meetings.

**ACTION:** The TAC will examine these issues and suggestions, and consider potential steps forward. BCCAT staff members will report back to the Council concerning these discussions.

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This update was followed by considerable discussion on the need to keep articulation committees aware of basic information and resources, particularly due to the high turnover of membership. Several suggestions were forwarded, including the development of a printed resource (brochure), a major "articulation conference" and a review of the articulation committee system to examine its efficacy in light of changes throughout the post-secondary system over the years. It was agreed that these were useful suggestions which would be taken under advisement, beginning with discussions by the Transfer & Articulation Committee.

## **6.2. BC Transfer System**

### **6.2.1. DQAB Review Summary – Alexander College**

This item (an excerpt from the DQAB assessment for Alexander College) was included on the Council agenda as an information item, at the request of Marv Westrom (President of Alexander College).

### **6.2.2. Articulation Requests: Update on Time Limit**

Mike Winsemann reported that this development, the 1-year time limit on pending articulation requests would be launched<sup>in</sup> the first week of June. Mike referred members to a summary sheet, including FAQs which would be distributed broadly throughout BC institutions for their reference.

### **6.2.3. Camosun Nursing Transfer: Update**

Finola referred members to an email from a nursing student who had applied to Camosun College Nursing Program but was told that none of her University of Alberta nursing courses would be considered for transfer credit. After some discussion between BCCAT and Camosun, the Camosun Nursing Program agreed to review their practice and subsequently decided to assess nursing courses taken outside their consortium and award transfer credit where appropriate. The student reported that her recent transfer to the program at Camosun is going well, and she hopes to transfer to the University of Victoria next year.

## **6.3. Degree Quality Assessment Board**

Frank Gelin and Harro Van Brummelen provided brief updates of current issues facing the DQAB. Much of the Board's work now focuses on annual performance reviews and site visits, and sufficient transparency remains an ongoing issue. Frank noted his concerns that the public be informed of the considerable work carried out by the Board, including the processes leading up to decisions *not* to recommend Ministerial consent.

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## **7. INTERPROVINCIAL ISSUES & DEVELOPMENTS**

### **7.1. Tri-Council Meeting (BCCAT, ACAT, SaskCAT) Meeting (Feb. 24/09)**

Members were referred to a summary of the Feb. 24/09 Tri-Council Meeting. As a result of that meeting, a number of action plans are in process, and the three councils will be meeting next in September to review the status of these.

### **7.2. Response from Stats Canada**

At the March 09 Council meeting, members were informed about a letter that had been written to Stats Canada raising concerns with their report entitled *Postsecondary Education: Participation and Dropping Out*. There had been some concern that (a) the definition that they had used of a drop out did not reflect the reality of how many students attend one or more institutions over time before graduating, and (b) the lack of recognition of the transfer systems in BC and Alberta unfairly disadvantaged those provinces in their findings.

Devron Gaber reported that, since the last meeting, Francois Nault, the Director of the Stats Canada Centre for Education Statistics, has responded to his letter. Members briefly reviewed the letter, and it was noted that the letter did not indicate a reconsideration regarding the methodology or definition of “drop-out” used for this study.

However, the letter did include data from a fresh analysis which excluded students who “self-identified” as transfer students. (They did not use an analysis of the types of programs students were in to exclude or include them.) In sum, the position of Stats Canada is that the drop out rates for BC and Alberta did not change appreciably with the self-identified transfer students omitted.

Following this update, Council members agreed with a decision of the STP Steering Committee not to pursue this matter further with Stats Canada because BC’s concerns had been appropriately raised. Members felt that this issue serves to underscore the importance of the work of inter-provincial initiatives, such as PCCAT and the Tri-Council, for improving understanding and promoting collaborative approaches to research.

### **7.3. Report to the Council of Ministers of Education, Canada (CMEC)**

This item was provided for information only. This jurisdictional report is submitted annually to CMEC. As a member of the CMEC working group on credit transfer, Frank Gelin is required to report annually on BC’s progress on the implementation of CMEC’s Ministerial Statement on Credit Transfer. See the report online at [bccat.ca/pubs/CMECReport\\_March09.pdf](http://bccat.ca/pubs/CMECReport_March09.pdf).

### **7.4. Articulation Agreement between Sheridan College & SFU**

This item was also included for information only.

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## 7.5. Update on Alberta Policy to Include BC Institutions in the Alberta Transfer Guide

At the December 08 meeting of Council, the following motions were passed (See item 5.7.1 of the December 08 minutes):

- **1st MOTION:** That Council approve the policy document entitled “Inclusion of Alberta Institutions in the BC Transfer System: Policy & Process.”
- **2nd MOTION:** That Council commence implementation of the policy once the Alberta Council on Admissions & Transfer approves an equivalent policy or by September 1, 2009, whichever is earlier.

Frank reported that Alberta has now passed an equivalent policy and therefore we can commence implementation of our policy.

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## 8. RESEARCH

### 8.1. Research Committee

#### 8.1.1. Research Committee Meeting (May 5/09)

Bill Krane (Committee Co-Chair) reported that Joanne Heslop was now a member of this committee. At the May 09 meeting, members reviewed projects from 2008-09 (completed and current), and prepared a draft work plan for inclusion in the 2009-10 work plan.

### 8.2. Research Projects

#### 8.2.1. BC College Transfer Student Profile Reports for UBC and TRU

Since the March 09 meeting of Council, these two profile reports have been published. Devron Gaber reported that this project is now completed, except for the publication of a summary (newsletter) which will be included in the work plan for 2009-10. These two reports are available online at: [www.bccat.ca/pubs/UBCProfile0708.pdf](http://www.bccat.ca/pubs/UBCProfile0708.pdf) and [www.bccat.ca/pubs/TRUProfile0708.pdf](http://www.bccat.ca/pubs/TRUProfile0708.pdf).

#### 8.2.2. 2008 Admissions and Transfer Experiences of Students Continuing their Post-Secondary Education in BC (BC Stats)

This research by BC Stats, based on the DACSO survey, was reported on at the March 09 meeting, along with some key findings. (See item 8.2.2 of the previous minutes). The 4-page newsletter has now been published, and is available online at: [www.bccat.ca/pubs/rr\\_mar09.pdf](http://www.bccat.ca/pubs/rr_mar09.pdf).) It was noted that this concludes the project which may be repeated again based on the 2011 survey (every 3 years).

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## 9. BCCAT WEB SERVICES

### 9.1. Education Planner

#### 9.1.1. Report on Education Planner Institutional Contacts (EPIC) Meeting (May 22/09)

Mike Winsemann reported that this EPIC meeting had gone well. The discussions indicated considerable support for Education Planner, and some very useful feedback regarding improvements to the process of populating and managing the database.

#### 9.1.2. Education Planner Draft 2009/10 Work Plan

It was noted that the projects included in the proposed Education Planner work plan would be reviewed as part of the overall work plan for 2009-10.

#### 9.1.3. Contract with ITA for Inclusion of Apprenticeship Programs in Education Planner

Members noted a letter from Kevin Evans, CEO of ITA, granting funds of \$120,000 to BCCAT to include apprenticeship program information in Education Planner. This represents the culmination of over two years of negotiations with ITA. All funds will go to Bayleaf Software Inc. and Pardy and Associates for the work involved in populating Education Planner with trades programs. The project involves two phases: a development phase in which BCCAT works to populate Education Planner with apprenticeship information and an implementation phase in which we maintain the data. The project is underway with the development phase scheduled for completion by September 2009. The contract with ITA involves the inclusion of program data for both public and private post-secondary institutions funded by ITA. However, we are only working with public institutions as a first step. ITA understands that we must provide answers to questions concerning quality control mechanisms used for private institution providers to the satisfaction of Council before we can place private program information on our site.

Meanwhile, efforts are underway to review the quality control mechanisms used by ITA. Finola Finlay reported that most of the relevant institutions (offering trades programs) are registered with PCTIA, but not all. The most common outcome of the quality assurance process undertaken by ITA is that institutions are approved for designation as providers of these programs, with the condition that certain improvements are carried out. Accreditation is both program- and level-specific.

Finola finished by noting that she will be better equipped to make recommendations to Council once she has participated as an observer in the ITA designation process.

#### 9.1.4. New Private Institutions in Education Planner

Mike Winsemann reported that two private institutions recently finalized contracts to have their institution included in Education Planner: University Canada West and Fairleigh Dickinson University. [These developments follow the establishing of the New Members Policy.] Meanwhile, Quest University and Coquitlam College have also expressed an interest.

***ACTION:** The summary from the May 09 EPIC meeting will be provided at the October 09 Council meeting.*

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**9.1.5. Notice of Intent for Technology and Content Management Support**

Two Notices of Intent were placed on BCBid in March 2009 to continue contracting with Pardy & Associates for the content management of Education Planner, and technology services from Bayleaf Software Inc. respectively. There were no successful objections to the Notice of Intent, which followed up on a notice done four years earlier. These contracts are reviewed annually and can be renewed a further three years beyond 2009-10.

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**10. OTHER ITEMS OF INTEREST**

The following items were provided for information only.

**10.1. Manitoba Colleges to Offer Degree Programs**

([www.gov.mb.ca/chc/press/top/2009/04/2009-04-23-152800-5720.html](http://www.gov.mb.ca/chc/press/top/2009/04/2009-04-23-152800-5720.html))

**10.2. BC Diploma, Associate Degree, and Certificate Student Outcomes Survey**

( [www.outcomes.bcstats.gov.bc.ca/Publications/2008\\_highlights.pdf](http://www.outcomes.bcstats.gov.bc.ca/Publications/2008_highlights.pdf) )

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**11. ANY OTHER BUSINESS**

There were no other items of business. The meeting was therefore adjourned, with instructions to re-convene the next morning.

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## FRIDAY, MAY 29, 2009

Dan Birch (Council Co-Chair) called the meeting to order, and presided over the following discussion points and motions.

### 1. 2008-09 ANNUAL REPORT *(F. Gelin)*

Frank Gelin gave a brief review of key projects and activities outlined in the 2008-09 Annual Report, noting the unusually heavy project and publication load of BCCAT this past year. Frank expressed his appreciation for everyone involved in bringing this work to completion: institutional contacts, consultants, committees of Council, articulation committees, and staff members. Members were referred to Appendix A of the report: a list of publications and resources completed in 2008-09. [The report is available online at [www.bccat.bc.ca/pubs/ar08-09.pdf](http://www.bccat.bc.ca/pubs/ar08-09.pdf).]

**MOTION:** *To receive the 2008-09 Annual Report.*

*T. SEGGER/T. GRANT  
CARRIED*

### 2. 2008-09 BUDGET PLAN VS. ACTUAL EXPENDITURES

Frank outlined the details of the 2008-09 Budget, including actuals as well as surplus and deficit amounts.

### 3. 2009-10 PROPOSED BUDGET AND WORK PLAN

#### 3.1. Ministry Budget Allocation & Ministry Priorities

Frank referred members to two letters from the Ministry (dated March 30 and April 16, 2009) which set out the funding decisions of the ministry for the upcoming year. For 2009-10, BCCAT has been allocated \$1,663,900 “to continue its valuable role in facilitating student transfer and admission throughout British Columbia’s post-secondary education system” In addition, \$140,000 has been allocated “for the base salary, benefits and travel and the costs of maintaining the position of Student Transitions Project Research at the BCCAT Offices.”

**MOTION:** *To approve the proposed 2009-10 Operating Budget and Work Plan.*

*M. GERSON/H. VAN BRUMMELEN  
CARRIED*

#### 3.2. Overview & Proposed Operating Budget

Frank outlined the proposed budget for 2009-10.

#### 3.3. Proposed Work Plan

Frank began by providing an overview of the proposed work plan, noting that the main focus in the coming year will be implementing the policies which have now been put in place.

These are a few of the questions or comments which were raised as members reviewed the proposed projects:

- Are we considering the potential use of social networking sites to promote and encourage usage of Education Planner and the BC Transfer Guide? [This issue was also discussed at the May 09 EPIC meeting. Plans are underway to allow for Education Planner profiles on Facebook.]
- Are there plans for specific follow-up tasks after the Degree Partnership Symposium, to be held in November 09? [Staff members will be compiling notes on “Lessons Learned” from this event, and posting them to the website.]

**ACTION /OUTCOME:**

*Bill Krane queried why one item (E.1 “IT Support, Web Hosting Fees and Maintenance) is treated as a project rather than operational expenses. Following the meeting, Frank Gelin investigated and confirmed that this item is correctly categorized as a project, due to the contractual nature (with Bayleaf Software Inc.) of this work.*

- The project, External Review of the Effectiveness and Accountability of the BC Transfer System, will be focused on looking at the efficiency of the *system*, not of *BCCAT*.
- Due to the changing shape of the transfer system over recent years, BCCAT Committees will be meeting in Fall 09 to take a fresh look at our approach to STP transfer student mobility research.
- One project, which would examine the number of “credits to graduation” earned by transfer students versus direct entry as a possible indicator of the efficiency of transfer, should start with a careful definition of what would constitute “student success.”
- It may be time to consider carrying out a review of the articulation system, and possibly to create new resources to inform and equip articulation committee members.

**ACTION:** *BCCAT staff members will take Council’s comments and recommendations concerning the articulation system under advisement [This item was also discussed on Thursday, May 29<sup>th</sup>; see Item 6.1.3 for related points.]*

#### **4. DATES & LOCATIONS OF NEXT MEETINGS (2009-10):**

- **Friday, October 2, 2009** (*UNBC, Prince George*)
- **Friday, December 4, 2009** (*BCCAT; BCIT- Vancouver*)
- **Friday, March 5, 2010** (*location tbd*)
- **Thursday May 27 & Friday, May 28, 2010** (*BCCAT; BCIT-Vancouver*)

#### **5. ADJOURNMENT**