

Alberta Council on Admissions and Transfer

ACAT Meeting Minutes – May 4, 2010
Blue Quills First Nations College, St. Paul, Alberta

Present: Ron Woodward, Chair, Anna Kae Todd, Catherine Eddy, Peter Haney, Olive Yonge, Dietmar Kennepohl, Alastair MacKinnon, Anne Tierney (via conference call), Alice Wainwright-Stewart, Vincent Steinhauer, Janice Park (ACAT Secretariat), Eric Dohei (ACAT Secretariat), Wendy Pruden (ACAT Secretariat)

Absent: Larry Hlushak, Wesley Oginski, Robin Fisher, Gord Nixon, Geoffrey Tate

Alternates: Joan Engel (for Wesley Oginski), Karen McDaniel (for Gord Nixon),

Guests: Colleen Skidmore (Incoming Vice-Provost, Academic Programs, UofA)

Recorder: Wendy Pruden (ACAT Secretariat Administrative Assistant)

a) Welcome and Introductions

- Ron Woodward provided opening remarks thanking Dr. Leona Makokis, President of Blue Quills First Nations College, and Vincent Steinhauer for inviting us to have our meeting at their location. After Mr. Woodward made an offering of tobacco to Dr. Makokis, she welcomed everyone and invited them to participate in a smudging ceremony and prayer.
- Round table introductions were made for the benefit of the alternate representatives and guests in attendance.
- Dr. Makokis then provided a brief history of her experience as a child in this building, a former residential school, and its evolution into the college it is today.
- A tour of the building was scheduled for 11:30 a.m. just prior to lunch.

2. Chair's report – Ron Woodward

- The semi-annual meeting with the Minister has been rescheduled, at the Minister's request, for the afternoon of May 11, 2010.
- At the meeting with the Assistant Deputy Minister, the work that the ACAT sub-committees have been doing since the last Council meeting was discussed.
- Ron expressed his appreciation for the work that has been done by the ACAT Secretariat and the various sub-committees since our last meeting.

3. Decision Items

- a) Approval of Revisions to Mandate and Roles Documents
Council approved this document at the last Council meeting but editorial changes strengthening the connection to Campus Alberta have been

requested of a number of agencies so ACAT wished to be consistent with this trend. The editorial changes were reviewed in detail. Further revisions were determined and approved by Council. The revised document will be presented to the Minister at the May 11, 2010 meeting.

b) ACAT Governance Committee:

- i. The Governance Sub-committee will review and harmonize the Code of Conduct and the Principle, Policies and Procedures documents to reflect the revisions in the Mandate and Roles document. Once all three documents have been harmonized, they will be posted on the ACAT website.
- ii. An annual review of the performance of the Council, sub-committees and Council Chair is part of the new Mandate and Roles document. Council members are asked to review the evaluation samples provided and forward their comments to the ACAT Governance Sub-committee for their consideration. If additional samples are available, please forward them to the ACAT Secretariat for the sub-committee.

The Council briefly reviewed the samples in the meeting package and determined that the sample board evaluation group document is most appropriate and that an on-line survey be considered as a basis for discussion.

Council decided that a Governance 101 session should be developed as we will have a number of new Council members. Ron will work with the ACAT Secretariat to develop this session and existing Council members are also welcome to attend.

4. Recruitment

a.i) Position Profiles

The position profiles will be a requirement of the Alberta Public Agencies Governance Act which may be proclaimed over the summer, 2010. Once they are approved by Council they will be posted on the ACAT website.

Each profile was reviewed and discussed. While Council recommends candidates, based on competencies for each of the profiles, it is ultimately decided by the Minister as to who will be given the appointment.

Chair Profile: The profile was reviewed in detail and revised to reflect to ensure that it reflects the required competencies and lists the desirables. As a result of the discussion, Council agreed that the profile will state that it would be desirable if the Chair does not currently hold a formal position in a member institution.

Additionally, at the beginning of the document the wording should read – *and operates to facilitate the collaboration among* – rather than the current wording. The Chair site visits strengthen the linkages amongst institutions and should be reflected in the profile so they continue to occur.

The wording changes discussed, including that ACAT is a cornerstone of Campus Alberta, should be reflected in all position profiles to ensure consistency.

Post-secondary Representative Profile: The profile was reviewed in detail and it was determined in addition to the consistency changes, that it be noted that these positions are appointments of specific individuals and an alternate cannot attend if the appointee is unable to attend the Council meeting.

Student Member: On reviewing the profile it was decided that it be revised to reflect that this member represents the views of Alberta students and will liaise with student organizations. This ensures accountability to all students and not an organization. The member term was discussed and will be revised to allow for a renewal of one term only.

Public Member: The public member requirements and list of desirables were reviewed. A potential candidate would be a retired employee from Education or the post-secondary system as they have the experience and expertise with the system.

MOTION: Moved by Alice Wainwright-Stewart, seconded by Dietmar Kennepohl, that the four ACAT position profiles be approved as edited.

CARRIED

The Council thought that perhaps a briefing from the Education branch and/or Advanced Education and Technology, as a standing agenda item, might be helpful.

Note: During the lunch break, the service of retiring Council Members (Peter Haney, Olive Yonge, Catherine Eddy, and Fred Carnew) was acknowledged with the presentation of a certificate from ACAT, a cake, and a Cree honour song that was sung by Vincent Steinhauer.

a.ii) ACAT Recruitment

At this time the guests and alternates left the meeting so Council could discuss the nominations.

All nominations were reviewed and recommendations to the Minister determined for all positions with the exception of the Public Member. The Public Member applications that have been received were applying for a full-time employed position rather than the Public Member Council position. We

will be reposting the ad which will include additional postings with volunteer organizations, etc.

MOTION: Moved by Catherine Eddy, seconded by Peter Haney, that the nominations, with ACAT Council recommendations, be forwarded to the Minister.

CARRIED

a.iii) ACAT Chair Review

At this time the Chair, Ron Woodward, and the ACAT Secretariat staff recessed from the meeting so Council could proceed with the ACAT Chair review in-camera.

The Chair and the ACAT Secretariat staff were asked to re-join the meeting. Council stated unanimously that they wish to recommend to the Minister that Ron Woodward continue as Chair of the Council. Additional feedback will be emailed to Janice Park, Director, ACAT Secretariat, regarding the Chair review. It was noted that the site visits have created a strong linkage between institutions and Council as well as stimulating communications within each institution after the visit.

5. Sub-committee Updates

a.i) Instructor Qualifications

A copy of the draft *ACAT Guidelines for Best Practices for Instructor Qualifications in Transfer Agreements* document was provided to Council. Council Members are asked to provide their feedback to Catherine Eddy within a month. This document is very much a draft at this point and not ready for review outside of Council.

The goal is to have this document become a reference document that is consulted when hiring new instructors. The aboriginal perspective is still required. It will encompass a broader range than degree programs as Campus Alberta accredited programs are from all across the system. Appendix 2 outlines the accreditation process. There are variations and blends delivered for different purposes and this was discussed and needs to be taken into consideration by the receiving institution when assessing an accredited course or program. Being aware of the differences in philosophy is helpful.

It has been identified that the transfer proposal form needs to be revised to include not only the minimum qualifications but in what discipline. There needs to be a distinction as to what the commitment by the sending institution to the minimum qualification and the actual qualifications are of the person doing it now. The form needs to support best practices and will then help streamline the system. Scenarios have been included to help with clarity. Discussion regarding Fine Arts scenarios resulted in a request to Colleen Skidmore to provide a scenario for inclusion in this document. It is

also requested that the aboriginal information have a section of its own as they are the primary authors of equivalents within their system.

The document will be revised to include Council Member feedback by September and then that draft will be shared with member institutions requesting their feedback.

a.ii) Articulation (English/Aboriginal Education)

Eric Dohei provided an update on the meetings of the Aboriginal Education Sub-Committee. First steps are being determined with the assistance of First Nations Adult and Higher Education Consortium (FNAHEC). Terms of Reference, next steps, and the involvement of non-aboriginal stakeholders will be discussed at a meeting on May 20, 2010.

The Articulation Sub-committee has determined that they will pilot an English Articulation Committee. Dr. Eastman has agreed to be the Interim Chair and the Contact Persons have been asked to provide the names of possible committee members. The inaugural meeting will be set for August 2010 and the pilot will follow the new articulation committee model.

Council advised that the Vice President Academic at the institutions should also be made aware of this new committee and asked to provide candidates. The ACAT Secretariat will discuss this with the Interim Chair and the appropriate follow-up action.

b.i) Applications for ACAT Membership

A draft application has been received from Thompson Rivers Open Learning University in B.C.. A committee was struck to do a Fall review of the application. Members are Dietmar Kennepohl – as Chair, Colleen Skidmore, Alice Wainwright-Stewart and Eric Dohei.

b.ii) Private-for-Profit Membership

Ron Woodward provided an update regarding discussions with Columbia College and the Ministry. The Ministry intends to undertake a policy review regarding the role of private-for-profits in the post-secondary system. ACAT will be invited to participate in the discussion regarding the policy review and development. In the meantime, it would be helpful to create a one-page document distilling the rationale for ACAT's membership policy.

c) ACAT Annual Report

A draft of the 2009 Annual Report was sent to Council prior to this meeting. Any comments or questions can be directed to Janice Park.

d) Pan-Canadian Activities

The Pan-Canadian Consortium on Admissions and Transfer (PCCAT) Conference is scheduled for June 23-25, 2010 in Vancouver, B.C. and

Council is welcome to register on-line via the PCCAT website. The conference is focusing on issues about student mobility.

6. Information Items

a) Site Visits

The next visits will be made to Alberta College of Art and Design and Red Crow Community College in May and then Grande Prairie Regional College in August. Once those are completed we will begin the cycle again.

b) Council Orientation

The orientation will happen in the fall and will include the Governance 101 session mentioned previously. Once the orientation format has been determined it will be shared with Council for input.

c) Recent and Upcoming Events

These events have been listed in your Council package for your information.

7. Confirm Meeting Date/Location for Winter 2010 Meeting

The next meeting date will be determined based on majority availability of Council Members during October. Location will be in Edmonton – details to follow.

Meeting adjourned at 3:15 p.m.