

# Alberta Council on Admissions and Transfer

## ACAT Meeting Minutes – October 4, 2011

NAIT Downtown Campus  
Governors' Boardroom  
11762 – 106 Street, Edmonton, Alberta

**Present:** Ron Woodward (ACAT Chair), Robin Fisher, Anna Kae Todd, Alice Wainwright-Stewart, Larry Hlushak, Jonathan Strand, David Aldrich, Alastair MacKinnon, Robert Boudreau, Tessa Cocchio, Paula Burns, Tracy Edwards, James D'Arcy, Jim Gibbons, Christine Johns, Raja Panwar *on behalf of Merla Bolender* (Alberta Education), Christine Savage (Advanced Education and Technology), Kevin Shufflebotham (ACAT Secretariat), Eric Dohei (ACAT Secretariat)

**Regrets:** Vincent Steinhauer

**Guest:** William (Bill) Connor

**Recorder:** Wendy Pruden (ACAT Secretariat)

### 1. Welcome and Introductions

- Ron Woodward welcomed attendees to the meeting and thanked NAIT for providing the venue and catering.
- Prior to roundtable introductions, newly appointed Council members Christine Johns, James D'Arcy, and Jim Gibbons were introduced. Kevin Shufflebotham, who joined the ACAT Secretariat on the retirement of Janice Park, was also introduced.
- On behalf of Dr. Glenn Feltham, President and CEO of NAIT, Dr. Paula Burns welcomed Council to NAIT.

### 2. Chair's Report

- Ron Woodward advised that Dr. Colleen Skidmore would no longer be serving on Council. A letter and certificate of appreciation from the ACAT Council has been sent to Dr. Skidmore thanking her for her service.
- The Alberta Universities Association has nominated Dr. William (Bill) Connor to fill the vacant Council position. Dr. Connor is attending today's meeting as a guest.
- The Campus Alberta Minister's Summit on Learner Pathways was held on June 21, 2011.
- Newly appointed Council members attended an orientation session in Red Deer on September 29, 2011.
- Janice Park, formerly a Director with the ACAT Secretariat, attended the June 2011 Pan-Canadian Consortium on Admissions and Transfer (PCCAT) annual general meeting (AGM). At the AGM it was moved that PCCAT be formalized as an organization. The Executive Committee structure was revised to include jurisdictional representatives from across the country. The Executive Committee, chaired by Ron Woodward, is charged with formalizing the organization and organizing the next AGM.
- In October 2011, the PCCAT Research Sub-committee will be conducting a national survey of Canadian Universities to examine the general mobility of undergraduate students and the movement of students who received transfer credit.
- The Western Canadian Consortium on Admissions and Transfer (WestCAT) met on September 21, 2011 in Manitoba. Kevin Shufflebotham represented Alberta. The next meeting will be hosted by British Columbia.

- The ACAT Contact Persons Meeting is being held at the University of Calgary on October 17, 2011.
- Instead of producing a bi-annual newsletter, the ACAT Secretariat will distribute an update to member institutions following each Council meeting.

### 3. Updates

#### a. **Sub-committee Updates**

##### i) **Articulation Committee**

- Psychology and Sociology are the next articulation committees being developed.
- Biological Sciences and Second Languages Articulation Committees have agreed to adopt the new Articulation Committee model. Computing Sciences is considering moving to the new model.
- Indigenous Languages has moved to be a sub-committee of the Aboriginal Education Articulation Committee.

##### ii) **Block Transfer**

- Terms of Reference was developed in June 2011 and Dr. Paula Burns has agreed to Chair.
- Outcomes from the Campus Alberta Minister's Summit on Learner Pathways will be considered in future work.

##### iii) **Learning Outcomes and Assessment**

- Tracy Edwards has agreed to act as Chair during Dietmar Kennepohl's sabbatical.
- The sub-committee surveyed institutions regarding how they record learning outcomes and found that many do not document outcomes.
- Outcomes from the Campus Alberta Minister's Summit on Learner Pathways will be considered in future work.

#### b. **Alberta Advanced Education and Technology (AET)**

- Christine Savage provided an update on behalf of the Department noting that the AET Update document will be sent to Council electronically once finalized.
- An overview of the Business Integration and Learner Pathways branch was provided in addition to its role in supporting Council. New responsibilities include management of the Campus Alberta Planning System sharepoint site used with our stakeholders.
- A summary of the Campus Alberta Minister's Summit will be distributed to Council once finalized.

#### c. **Alberta Education: Raja Panwar for Merla Bolender, Alberta Education**

- Raja Panwar provided an update on behalf of Alberta Education.
- The following two publications were distributed and discussed.
  - *Action on Curriculum: Standards and Process Redesign Project Overview*
  - *Framework for Students Learning: Competencies for Engaged Thinkers and Ethical Citizens with an Entrepreneurial Spirit.*

### 4. Decision Items

#### a. **Review Nomination for ACAT Membership**

- As previously noted, the Alberta Universities Association has nominated Dr. Bill Connor to fill the vacant Council position. Dr. Connor was excused from the Council meeting while his nomination was reviewed.
  - MOTION: Moved by Larry Hlushak, seconded by Jonathan Strand, that Council's recommendation of the appointment of Dr. Connor to a 3 year term on the ACAT Council be forwarded to the Minister of Advanced Education and Technology for consideration. CARRIED UNANIMOUSLY.

**b. Mandate and Roles Document**

- ACAT's Mandate and Roles Document is to be affirmed annually by Council. Discussion resulted in the following changes to be made to the document:
  - MOTION: Moved by David Aldrich, seconded by Anna-Kae Todd, that in Section 2.c, the word 'content' is changed to read 'learning outcomes'. CARRIED UNANIMOUSLY.
  - MOTION: Moved by Alice Wainwright-Stewart, seconded by Alastair MacKinnon, that the wording in Section 7 be revised to read "the Mandate and Roles Document must be affirmed annually by Council." CARRIED UNANIMOUSLY.
  - MOTION: Moved by Paula Burns, seconded by Christine Johns, that the Mandate and Roles Document be approved as amended. CARRIED UNANIMOUSLY.

**c. Code of Conduct**

- As per Section VIII of ACAT's Code of Conduct, the document is to be affirmed annually to ensure it remains current and relevant. A draft document tracking proposed changes was circulated in the meeting package. It was noted that at the recommendation of the Agency Governance Secretariat, references to the Ethics Commissioner should be removed.
  - MOTION: Moved by Alice Wainwright-Stewart, seconded by Robin Fisher, that the revised document be approved as discussed. CARRIED UNANIMOUSLY.
- In follow-up to this discussion, it was noted that the ACAT Ethics Committee should be added to the ACAT Sub-committee list as an ad-hoc committee.
- Council also requested that the ACAT Secretariat review both the Mandate and Roles Document and Code of Conduct to ensure the wording is consistent with approved amendments. The use of "committee" versus "council" also needs to be checked for consistency within the documents.

**d. Member Letters of Good Standing**

- Council reviewed the draft versions of the letters that will provide feedback to the ACAT member institutions. Each letter will be personalized to the institution based on the data that has been collected over the past three years.
  - MOTION: Moved by James D'Arcy, seconded by Jim Gibbons, that the Letters of Good Standing be sent to ACAT member institutions. CARRIED UNANIMOUSLY.

**e. Yukon College ACAT Membership Application**

**i. Application Review Committee Members**

The following Council members have agreed to review the Yukon College ACAT membership application and bring their recommendation to the February 2011 Council Meeting:

- Robin Fisher
- David Aldrich
- Paula Burns

**f. Instructor Qualifications Best Practices Document**

- Ron Woodward brought forward a request to defer approval of the Instructor Qualifications Best Practices Document so that stakeholders had additional time to respond to the document.
- Council directed the ACAT Secretariat to distribute the document to the Alberta Universities Association, the Alberta Association of Colleges and Technical Institutes,

the Independent Academic Institutions Council, and the First Nations Adult and Higher Education Consortium for their feedback. The revised Instructor Qualifications document will now be brought forward at the February 2012 Council meeting for approval.

#### 4. **ACAT Council Priorities**

##### **a. Overview of Business Plan Strategies and Current Policies**

- Ron Woodward advised that discussion of Council priorities will determine the content of the 2012-2015 Business Plan.
- The outcomes of the Campus Alberta Minister's Summit on Learner Pathways will also serve to inform Council's priorities.

##### **b. Campus Alberta Minister's Summit on Learner Pathways**

- Christine Savage provided an overview of the Summit.
- Themes that emerged from the Summit include strengthening communication, expanding pathways, enhancing relationships, and engaging in research.
- As previously noted, a summary of the Summit will be distributed to Council members once it has been finalized.

##### **c. Strategy Discussion**

- Council discussed the opportunities, challenges, strategies, and priorities for Alberta's transfer system.
- Priorities to be reflected in the upcoming Business Plan will include continued expansion of articulation committees, continued work on block transfer and learning outcomes, and enhancing communication.
- In follow-up to this discussion:
  - It was agreed to merge the current Learner Outcomes and Block Transfer Articulation Committees.
  - Robin Fisher will continue as the ACAT Articulation Sub-committee Chair and will begin discussing learner outcomes with articulation committees. Christine Johns will join this Sub-committee.
  - An initiative to develop common language and definitions for the Alberta transfer system is to lead by David Aldrich.
  - Ron Woodward agreed to create a real-time snapshot of the activities occurring across Alberta's transfer system.

#### 5. **For Information Items**

- Ron Woodward referenced information items and asked if there were any questions.

#### 6. **Next Meeting Date/Location**

- The next meeting has been scheduled for February 3, 2012 at Mount Royal University.
- Future meetings include:
  - May 10, 2012 (location to be determined)
  - October 11, 2012 (location to be determined)

***Meeting adjourned at 3:00 p.m.***