

# Alberta Council on Admissions and Transfer

## ACAT Chair Position Profile

### A. Summary of Position

The Council Chair leads the Alberta Council on Admissions and Transfer (ACAT) in its mission to be a catalyst for beneficial change and an advocate for learners in the areas of post-secondary admissions and transfer. The ACAT Council is an advisory agency to the Minister of Alberta Advanced Education and Technology and operates to facilitate collaboration among Alberta's post-secondary institutions. Council is comprised of approximately 17 – 20 voting members and two advisory non-voting members. By providing leadership and direction, the ACAT Council Chair sees that improvements occur for learners through inter-institutional transfer and effective admission practices.

As an important cornerstone of *Campus Alberta*, ACAT:

- ensures that educational opportunities for Alberta post-secondary learners are enhanced through admissions and transfer
- communicates with stakeholders and encourages communications among stakeholders on matters regarding admissions and transfer
- provides a forum for discussion of issues arising out of environmental change and trends related to post-secondary education
- ensures that processes are in place to facilitate good relations among post-secondary institutions with regard to admissions and transfer
- advocates for learners at both a general level through its Principles, and specific level through interaction of ACAT's staff with learners
- identifies issues and explores resolutions to these issues with stakeholders
- conducts research to appropriately inform all participants and stakeholders in the transfer system

### B. Key Responsibilities

The Chair will be responsible for the following activities:

- represents the Council in providing advice to the Minister with respect to recommending policy changes related to admissions and transfer
- ensures that the governing processes and policies of the Council are in place
- examines the needs of the Council and recommends to the Minister potential new Council members after consultation with the Council
- establishes committee membership for standing or ad hoc committees or task groups, as required
- ensures the development of Council's Business Plan and Annual Report and submits both documents to the Minister
- ensures that periodic reports of the Council's activities are provided to the Minister and other stakeholders
- ensures that ACAT complies with the *Public Agencies Governance Framework* and that the ACAT Mandate and Roles Document is affirmed by Council annually.

- acts in accordance with the ACAT Code of Conduct and performs the role of Code Administrator for other ACAT Council members
- ensures that the Council conducts itself in an ethical manner and complies with its Terms of Reference and Principles, Policies and Procedures
- presides at and leads Council meetings without bias to any particular post-secondary institution; works with the Secretariat to set the agenda for meetings
- ensures that decisions reached by the Council are implemented
- represents the Council to its various stakeholders and ensures that emerging issues raised are dealt with by the Council
- ensures that policies and procedures are in place to allow for the negotiation of transfer credit for courses and programs
- ensures that the printed and online *Alberta Transfer Guide* and other information meet the needs of students and institutions
- maintains ongoing relations with government officials necessary to carry out Council responsibilities
- maintains collaboration with post-secondary institutions through regular visits with ACAT member institutions
- facilitates the mediation of transfer agreements between institutions as required
- continually helps Council members learn and improve, both in Council processes and in understanding the evolving issues associated with the advanced education system
- leads or participates in interprovincial and national activities concerning credit transfer and mobility of students

The Chair must have the following core competencies:

- demonstrated senior leadership skills, as well as knowledge and understanding of the admissions and transfer systems.
- a demonstrated interest in and awareness of issues affecting advanced and adult education, and life-long learning
- interpersonal abilities to deal effectively with other Council members and a variety of interest groups
- effective communication skills
- inclusivity, a strong advocate of admissions and transfer systems in Alberta and Canada
- effective meeting manager
- neutrality-not perceived as being related to special interests

The Chair should have a combination of the following skills and abilities:

- knowledge of the Alberta post-secondary system
- significant senior administration experience in the Alberta academic arena
- broad understanding of current educational, economic, and social trends, and ability to think strategically about how they may affect advanced education in the future
- previous experience sitting on a board of chairing academic committees
- ability to develop consensus and articulate policy
- demonstrated community service commitment
- well developed skills in planning, leading, organizing, decision making, conceptual thinking, and negotiation
- experience dealing with financial matters

## **D. Terms and Conditions**

The Chair is appointed for a three-year term, which may be renewed to a maximum of three terms (9 years total).

The Council meets approximately three to four times per year.

Remuneration will be on a per diem basis, as set by the government's Committee Remuneration Order.

Note: It is desirable that the Chair does not simultaneously hold a formal position at an ACAT member institution.