

# Alberta Council on Admissions and Transfer

## ACAT Meeting Minutes – February 3, 2012

Mount Royal University

Roderick Mah Centre for Continuous Learning Building – Room EC2015  
4825 Mount Royal Gate SW, Calgary, AB

**Present:**       **Council Members:**  
Ron Woodward (Chair), Jim Gibbons, Robert Boudreau, Bill Connor, James D’Arcy, Christine Johns, Robin Fisher, Paula Burns, Anna Kae Todd, Jonathan Strand, Tessa Cocchio (via teleconference)

**Government Resource Members:**  
Christine Savage (Advanced Education and Technology) *via teleconference*  
Merla Bolender (Alberta Education)

**Secretariat:**  
Kevin Shufflebotham, Eric Dohei, Wendy Pruden

**Regrets:**       Vincent Steinhauer, Larry Hlushak, Tracy Edwards, Alice Wainwright-Stewart, David Aldrich, Alastair MacKinnon

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

### 1. Welcome and Introductions

- Ron Woodward welcomed members and thanked Mount Royal University (MRU) for hosting the meeting.
- Prior to roundtable introductions, newly appointed member, Dr. William (Bill) Connor, was welcomed to Council.
- Dr. David Docherty, MRU President, provided welcome remarks.

### 2. Chair’s Report

- Ron Woodward advised that he participated in five site visits since the last meeting. Institutions included Olds College, The Kings University College, Yellowhead Tribal College, DeVry Institute of Technology-Calgary, and Ambrose University College.
- It is hoped to complete twelve site visits this year and Council Member participation is appreciated. Items discussed at site visits help to inform Council’s strategies.
- The Pan-Canadian Consortium on Admissions and Transfer (PCCAT) Founding Council has drafted bylaws as part of formalizing the organization. Work continues on planning the PCCAT annual meeting and conference scheduled for June 28-29. The first day of the PCCAT conference is being held in conjunction with the last day of the Association of Registrars of the Universities and Colleges of Canada conference.
- In addition, the PCCAT Research Sub-committee survey is being conducted and results will be shared with Council when document released.

### **3. Updates and Discussions**

#### **a. Advanced Education and Technology (AET)**

- Christine Savage provided an update on Premier's Redford's mandate letter to the Minister requesting identification of strategies to expand recruitment of post-secondary students in rural areas. A strategy is being developed with input from cross-ministry partners and stakeholders.
- Christine also advised that learner pathways continue to be a priority. The focus over the last eight months has been on K-12 and post-secondary transitions through mechanisms such as dual credit.
- AET actions will be identified that incorporate feedback from the Minister's Summit on Learner Pathways. Christine is available to meet with the Learner Outcomes Sub-committee to assist the sub-committee in determining next steps.
- The AET newsletter is being finalized and will be sent to Council members when completed.

#### **b. Alberta Education**

- Merla Bolender reported on the progress of the revised K-12 mathematics program implementation, designed to provide smoother transitions for students.
- Minister Lukaszuk's 10-Point Plan was distributed to Council and highlights discussed. Dual credit programming is a priority and extensive work is being done to develop a provincial strategy.
- As the strategy evolves, ACAT may have a role to play.

#### **c. ACAT Secretariat**

- Kevin Shufflebotham reported that a teleconference was held with Nunavut Arctic College in follow-up to receipt of their member in good standing letter.
- A business case is being developed to update the Transfer Agreement and Archival Retrieval System (TAARS). Upgrading the TAARS system will require consultation with Council and Alberta Transfer System members.
- The Secretariat is working with the Accounting and Reporting branch to streamline the data collection used for the annual Transfer Patterns report. It is hoped to reduce duplication of efforts and increase efficiencies.

#### **d. ACAT Sub-committee's Update**

##### Articulation Sub-committee

- Robin Fisher provided an overview of articulation committee activity since the last Council meeting referencing the minutes included in the meeting package.
- Student mobility data is being acquired so that articulation committee expansion can be evidence based.
- An annual meeting for the articulation committee Chairs was recommended and approved. The Articulation Sub-committee will proceed with organizing a spring meeting.
- Additional members were also requested to join the ACAT Sub-committee. James D'Arcy volunteered for the duration of his appointment. Council also suggested approaching a member institution for volunteers.

#### Learner Pathways Sub-committee

- Paula Burns provided an update on the sub-committee's work noting that a Terms of Reference had been developed.
- Jonathan Strand agreed to join the sub-committee.
- The Sub-committee is discussing a possible pilot project that may involve the Business Administration Articulation Committee. As previously noted, Christine is available to meet with the Learner Outcomes Sub-committee to assist the sub-committee in determining next steps.

#### Terms and Definitions Project

- An overview of the terms and definitions document was provided to Council members.
- Council was asked to review the document and send comments to Eric Dohei. It was also suggested to use *learner outcome* instead of *learner objective*.
- Further discussion will take place at ACAT's spring meeting.

### 4. Decision Items

#### a. **Draft Instructor Qualifications Best Practices Document**

- Council members were advised that the version distributed in the meeting package incorporates all comments received from stakeholders identified at the last Council meeting.
- It was the consensus of the Council that the document be accepted as distributed.
- The document will be placed on the Contact Persons and ACAT website. An email will be sent to stakeholders advising them of the same.

#### b. **Yukon College ACAT Membership Application Recommendation**

- It was **moved by** Robin Fisher, and seconded by Jim Gibbons, that the recommendation from the ACAT Membership Application Review Committee to accept Yukon College as an Alberta Transfer System member be accepted.  
CARRIED UNANIMOUSLY
- A letter from the ACAT Chair will be sent to Yukon College notifying them of their acceptance and welcoming them to the Alberta Transfer System.

#### c. **ACAT Membership Policy Review Task Group**

- In follow-up to Minister Weadick's request that ACAT review its membership policy, Ron Woodward provided an update on the Task Group's work.
- Following a thorough discussion, Council agreed that in order to achieve the best possible solution for learners, further research was required before changing the membership policy.
- Ron will provide an update to Minister Weadick on this item.
- The membership policy and associated research will be discussed further at the May 2012 Council meeting.

#### d. **Business Plan Draft For Approval**

- Kevin Shufflebotham provided an overview of the draft business plan noting that priorities identified at Council's October meeting have been incorporated into the document.
- It was suggested that the wording in the Mandate section be revised so that it was consistent with that of ACAT's Mandate and Roles document. It was also suggested that targets and measures be incorporated.
- The document will be revised and circulated to Council for review.

- **Moved by** Robin Fisher, seconded by Jim Gibbons, that the ACAT 2012-2015 Business Plan be approved with suggested revisions. CARRIED UNANIMOUSLY.

**5. For Information Items**

- a. There were no discussions arising from the information items.
- b. Other:
  - Prior to next meeting, Council evaluation forms will be distributed to members. A discussion of the Chair evaluation will take place at the next meeting.
  - The ACAT membership category chart will be updated and distributed to the Council Members with the minutes.

**6. Next Meeting Date/Location**

- Future meetings include:
  - May 10, 2012 at Olds College
  - October 11, 2012 at Concordia University College of Alberta

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