

Alberta Council on Admissions and Transfer

ACAT Public Member Position Profile

A. Summary of Position

A public member of Council, like other members, shares with the Chair the responsibility for ensuring that the Alberta Council on Admissions and Transfer (ACAT) delivers appropriately on its Mission and fulfills its Terms of Reference. ACAT serves as a body through which stakeholders work collaboratively to ensure effective transferability of courses or programs for students, as an important cornerstone of Campus Alberta. 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.

The current ACAT Governance Model allows for two public members with voting privileges.

B. Key Responsibilities

Public members of Council are expected to assist/participate in/contribute to the following responsibilities of the Council:

- attend all regular and special Council meetings
- participate in Council meetings
- ensure the Council operates in fulfillment of its Mandate and Roles and Terms of Reference
- contribute to the development of the Council's Annual Business Plan and Annual Report for submission to the Minister
- maintain and develop, where appropriate, policies and procedures whereby admissions and transfer policies, guidelines and procedures are granted system-wide approval
- ensure the compilation, maintenance and dissemination of a registry of all existing admissions and transfer arrangements within the Alberta system of advanced education, including publication of the annual *Alberta Transfer Guide* to meet the needs of students and institutions
- monitor the effectiveness of admissions and transfer policies and practices throughout the advanced education system
- lead or participate on standing or ad-hoc committees or task groups
- assist with connections with stakeholders
- recommend to Advanced Education and Technology and to institutions such revisions of policies, guidelines and procedures as the Council deems necessary
- ensure the appropriate application of Council's mediation process
- provide comment, at the request of the Minister or one or more institutions, about unresolved transfer problems related to proposed programs
- keep informed of issues and trends concerning the Alberta advanced education system
- act in accordance with the ACAT Code of Conduct
- assess his/her own performance and contributions to Council and identify ways in which Council

can continually improve in fulfilling its responsibilities

C. Qualifications Required

Public members on Council must demonstrate two or more of the following competencies:

- knowledge of the Alberta Education system. Current or recent involvement in the K – 12 system
- demonstrated knowledge of Alberta's admission and transfer system through direct experience as a parent, high school counselor, administrator or superintendent of a school board
- demonstrated leadership in business, the professions, labour, public service, volunteerism or other community service

D. Term

The term of a Council public member is a fixed length of up to three years, with potential for renewal to a maximum of three terms (9 years maximum total).