

Terms of Reference

Aboriginal Education Articulation Committee

Objectives:

Foster closer collegial relationships and enhance communication among institutions helping to facilitate greater integration within the transfer system in the field/discipline of *Indigenous knowledge, language, and experience*. At the request of Advanced Education and Technology (AET) or Council to provide recommendations or specific deliverables related to transfer in the discipline.

Including:

- Providing a forum for exchanging information and enhancing collaboration and coordination among institutions that provide instruction in Indigenous Studies.
- Promoting course and program equivalency in the field of Indigenous knowledge, language, and experience, where appropriate.
- Address admissions issues related to secondary to post secondary articulation where appropriate.
- Clarifying differences and similarities of various post-secondary institution Indigenous Studies programs to assist students in planning their course of studies.
- Assist in developing transfer agreements between institution delivering Indigenous Studies programs.
- Identifying and filling gaps with respect to Indigenous knowledge, language, and experience at both the secondary and post-secondary level—including seeking support from key governmental ministries to facilitate effective change.

Sub-Committees:

The committee may establish subcommittees to address specific admission and transfer related issues that impact aboriginal students and institutions.

1. Indigenous Language subcommittee: The purpose of this subcommittee is to expand educational opportunities for students by facilitating transfer of students from one-postsecondary institution to another in the study of indigenous languages.

Membership/Representation:

An interim chair will be selected / nominated to assist the Articulation Sub-committee (ASC) in determining the appropriate institutions and organizations to be invited to participate on the committee. The ongoing committee chair and a vice chair will be determined by vote at the inaugural meeting. It will be ensured that an Aboriginal Institution representative will hold either the Chair or Vice Chair role.

Institutions that offer instruction in the field of *Indigenous knowledge, language, and experience* are encouraged to send one representative to sit on the committee. Committee members should be cognizant of the discipline and familiar with issues related to transfer. Individuals who have been involved in previous articulation with Indigenous Institutions are better suited for this Committee. Finally, Committee members should identify an alternate delegate to act on their behalf when the member is unavailable.

Institutions (one representative per):

1. Blue Quills First Nations College
2. Maskwachees Cultural College
3. Red Crow Community College
4. Yellowhead Tribal College
5. University of Alberta
6. University of Calgary
7. Athabasca University
8. Mount Royal University
9. Red Deer College
10. Bow Valley College
11. Southern Alberta Institute of Technology
12. Northern Alberta Institute of Technology
13. NorQuest College
14. Portage College
15. Keyano College
16. Northern Lakes College
17. Lethbridge College
18. Lakeland College
19. Grande Prairie Regional College
20. University of Lethbridge

Observer Institution (one representative per):

1. Old Sun Community College

Other professional, accrediting or representative bodies may be invited to attend to provide their organization perspective (if applicable):

Professional/Accrediting /Representative bodies (one representative):

1. First Nations Adult and Higher Education Consortium (FNAHEC)
2. National Indigenous Accreditation Board (NIAB)
3. Metis Nation of Alberta
4. Metis Settlements General Council

Government of Alberta (GOA):

It is recommended that an Alberta Education representative attend, where appropriate, to ensure issues related to secondary to post secondary admission are addressed. *(The committee may also invite staff from other GOA ministries as appropriate to participate in or observe meetings on an ongoing or periodic basis.)*

Alberta Education:

1. _____ (AE)

Other GOA Ministry representative(s) (if applicable):

1. **Alberta Advanced Education and Technology (AET)**
2. **Alberta Employment and Immigration (AEI)**

Committee members will be requested to sit for 3 years.

Meetings/Costs:

Institutions must pay for their representatives to attend meetings.

The ACAT Secretariat in conjunction with the ASC will organize the inaugural meeting and provide the meeting venue. Subsequent committee meetings will be hosted by a member institution. The committee will hold a minimum of 1 meeting(s) per year.

Roles and Responsibilities:**Chair:**

- Committee chairs will be elected at the inaugural meeting and to ensure continuity will sit for 3 years.
- Will serve as the contact point for the ACAT Secretariat.
- Will canvass committee members for agenda items.
- Will organize the ongoing meeting(s) including arranging a venue and hosting.
- Will select a Recorder for committee meetings.
- Ensure appropriate guests/stakeholders attend meetings (i.e. appropriate ministry staff or professional bodies)
- Ensure minutes are circulated amongst committee members and provided to the ACAT Secretariat.
- Ensure any issues, recommendations or questions to be addressed by the Council are relayed to the ACAT Secretariat.

Vice Chair:

- Committee vice chairs will be elected at the inaugural meeting and will sit for 3 years to ensure continuity.
- Will serve as an alternate contact point for the ACAT Secretariat.
- Will assume the chairs duties when the chair is unavailable.

Committee members –

- Attend scheduled articulation meetings (inform Chair if unable to attend and provide a delegate).
- Ensure changes to representation are communicated to the chair.
- Provide potential agenda items to Chair prior to committee meeting.
- Circulate minutes amongst colleagues, including their delegate and administrators at their institution

Delegates -

- Attend scheduled meetings on behalf of a committee member when they are unable to attend.

Recorder –

- Take meeting minutes
- Vet minutes through the committee chair and distribute to committee members upon their approval.

ACAT –

- Consider recommendations and address issues identified by the articulation committee.
- Communicate and provide direction where specific ministry requests are concerned.
- Provide recommendations to the Minister as appropriate.

ACAT Secretariat –

- Where appropriate recruit interim Chair.
- Work with interim Chair in identifying institutions and stakeholders to be invited to sit as members.
- For inaugural meeting only, develop agenda, arrange venue and take minutes.
- Ensure recommendations and issues identified by the committee are communicated to Council.
- Monitor membership terms, identify expiring members and notify Chair when new member recruitment is required.
- The Secretariat will relay issues which require Council's attention.
- Maintain membership list including term length.
- Communicate Council decisions related to recommendations or issues identified by the Committee to the member institutions of the Alberta Transfer system and Council.
- Where applicable post articulation reports on ACAT website.