

September 22, 2011  
COPSE Boardroom, Newport Centre  
608-330 Portage Avenue  
Winnipeg Manitoba  
Face to face, 8:30 am -2:00 pm

**Attendees:** Devron Gaber (BCCAT)  
Rob Fleming (BCCAT)  
John FitzGibbon (BCCAT)  
Kevin Shufflebotham (ACAT)  
Natalie Shorten (Advanced Education, Employment and Immigration,  
Saskatchewan)  
John Metcalfe (Registrar, University of Regina)  
Sid Rogers (Council on Post-Secondary Education, Manitoba)  
Kim Browning, Chair Designate (Council on Post-Secondary Education,  
Manitoba)  
Darcy Rollins (Advanced Education and Literacy, Manitoba)  
Jeffrey Kehler, Recorder (Council on Post-Secondary Education,  
Manitoba)

## MEETING NOTES

### 1. Welcome & Introductions

- Kim Browning welcomed attendees to the first WestCAT meeting in Winnipeg.
- Previous meetings were held:
  - o September 2008, Edmonton
  - o February 2009, Vancouver
  - o September 2009, Regina
  - o October 2010, Edmonton
- A revised Participants' List was distributed
- Participants introduced themselves and explained their role at their respective institution/organization.
  - Natalie Shorten: Research Policy Officer, Advanced Education, Employment & Immigration, Government of Saskatchewan.
  - John Metcalfe: Registrar, University of Regina.
  - Sid Rogers: Secretary, Council on Post-Secondary Education (COPSE), Government of Manitoba.
  - Kim Browning: Manager, Strategic Initiatives, (COPSE), Government of Manitoba.
  - Rob Fleming: Executive Director of BCCAT.
  - Devron Gaber: Associate Director (Admissions & Research), BCCAT.
  - John FitzGibbon: Associate Director (Transfer & Articulation), BCCAT.
  - Kevin Shufflebotham: Incoming Senior Manager of the ACAT Secretariat, replacing Janice Park who retired in June.

- Darcy Rollins: Executive Director of Corporate Services & former Director of International Education, Manitoba Dept. of Advanced Education & Literacy.
- Jeff Kehler: Provides policy analysis and administrative support to COPSE.

## **2. Review & Approval of the Agenda**

- A revised version of the agenda was distributed, and approved as presented.

## **3. Review of Meeting Notes from October 1, 2010 meeting in Edmonton**

- Under item #4, p.3 Provinces General Update, Manitoba, “not supported by government” should be replaced with “not resourced by government”.
- Follow-up reports on the action items were provided under item #6.
- Committee members agreed that notes from the 2011 meeting will be distributed within 2 weeks, allowing for a further 2 weeks to circulate for revisions and finalize.
- The minutes from the October 1, 2010 meeting were accepted as presented.

## **4. Report on Manitoba’s new MOU, Task Group, links to WestCAT (Chair)**

- Copy of Manitoba’s MOU on improving student mobility was included in distributed materials.
  - The focus of the MOU is on creating pathways for students and furthering credit transfer and articulation.
  - The MOU generally deals with furthering college to university pathways in particular subject areas of priority.
  - All new college and university programming will require articulation agreements as a criterion for approval.
  - One of the advantages of the MOU is that Government will get a better picture of what is currently being done by the institutions.
  - Goal is to double student mobility in 4 years.
  - Reports are to be submitted quarterly to the Minister and annually to the public.
  - COPSE to review report recommendations prior to submission to the Minister.
  - Draft report from institutions on their interim plan to operationalize the MOU is due October 31, 2011 and the final report is due February 15, 2012.

## **5. Presentations from Manitoba Post-Secondary Institutions**

- **University of Winnipeg**
- **Red River College**
- **University of Manitoba**
  - Representatives from 3 Manitoba post-secondary institutions each gave 15-20 minute presentations on credit transfer and articulation agreement-related activity at their respective institutions.
  - A brief question and answer session followed, giving Committee members an opportunity to learn about credit transfer activity both within the province, and inter-provincially.
  - Copies of the Powerpoint presentations will be emailed along with the notes from the meeting.

## 6. General Update on Credit Transfer-Related Initiatives in Other Provinces

- Manitoba
  - In addition to the MOU announcement, COPSE will be making space available on its website for credit transfer and articulation information. A number of credit transfer websites are currently being reviewed to help develop the webpage.
  
- British Columbia
  - Devron Gaber is retiring in the spring of 2012, so this will be his last WestCAT meeting.
  - BCCAT requires a new co-chair as Dr. Dan Birch has now completed 6 years of service.
  - Rob Fleming distributed an “Executive Summary of the 2011-12 BCCAT Work Plan”.
  - BCCAT Work Plan Projects and Priorities include:
    - a. Research and Admissions:
      - i. A survey of all movers to learn more about how, where, and why students move between BC post-secondary institutions
      - ii. Analysis of survey data on students’ transfer and admissions experiences
      - iii. Developing a Repository of English language requirements
      - iv. Building a Program Partnership Database
      - v. Exploring how to gain greater transfer credit information from non-research universities
    - b. Transfer and Articulation:
      - i. Expansion of Flexible Pre-majors initiatives
      - ii. Exploring ways to further engage students by developing social media resources, mobile applications, and other online tools
      - iii. Pursuing the plan of “Enabling” the BC Transfer System and having BC Transfer Guide (BCTG) provide more information on multiple transfer directions for students
        - 1. Research Universities Project
        - 2. Several Colleges transitioning to receiver roles in BCTG
    - c. BCCAT Interprovincial Work:
      - i. PCCAT Founding Council
      - ii. Frank Gelin is continuing his work with the Association of Canadian Community Colleges Transferability, Articulation and Pathways Committee
      - iii. Devron to report on the PCCAT inter-provincial research project
    - d. Quality Assurance in BC:
      - i. The Ministry of ALMD followed up its moratorium on new degree program applications from all institutions in the British Columbia post-secondary system (ending March 2011) with an expert panel review: *Report: Review of the Degree Approval Process in British Columbia*, available @ [www.aved.gov.bc.ca/degree-authorization/documents/Stubbs-Report.pdf](http://www.aved.gov.bc.ca/degree-authorization/documents/Stubbs-Report.pdf).
      - ii. Recommendations include greater transparency in the approval process and further consideration concerning the applied degree label, institutional audits (QA), and accreditation
  
- Saskatchewan
  - A major focus regarding post-secondary education in Saskatchewan has been on closing the PSE achievement gap between First Nations and Métis students and their non-Aboriginal peers.

- The government does not intend to resurrect SaskCAT at this time.
  - A draft Credit Transfer Policy is under development. The policy is modeled on work of the *European Credit Transfer and Accumulation System* which credits learners' formal, non-formal and informal learning in one coordinated credit transfer system. It has not yet been shared with institutions but it is expected that the outcome will be the negotiation of a Memorandum of Understanding on Credit Transfer to document roles and commitments for credit transfer and PLAR strategies.
  - The University of Regina has initiated robust PLAR processes. The university is currently working with over 70 learners to facilitate the assessment of their formal, non-formal and informal learning. Credit has been awarded in all faculties except engineering and business administration.
  - A portfolio learning research in practice project is being planned in a Saskatchewan regional college that delivers adult basic education. The work is in the initial planning stages and will evaluate the outcomes of portfolio learning with First Nations and Métis foundational learners in relation to persistence and learning engagement.
  - In early 2011, the Ministry engaged Alex Usher to conduct a consultation to consider expanding degree-granting status in Saskatchewan. Mr. Usher's report includes several recommendations, and is available @ <http://www.aeei.gov.sk.ca/expansion-degrees-granting-status-consultations-recommendations>.
  - As a result of the outcome of the degree granting consultation, Dr. Brian Gillespie was engaged by the Ministry to develop a quality assurance review process that could be used to assess applications for new degree-granting institutions and programs in Saskatchewan. Gillespie is the former President of the British Columbia Institute of Technology and the first chair of the B.C. Provincial Degree Quality Assessment Board. Our Ministry's Quality Assurance Branch is working directly with Dr. Gillespie in connection with the degree-granting review project and credit transfer arrangements will be an important consideration in the approval process for new degrees.
- Alberta
- ACAT's priorities for 2010/2011 included defining and developing best practices and models for block transfer, developing best practices and models for learning outcomes and assessment, and increasing the number of articulation committees. These priorities will be reviewed at ACAT's Council meeting on October 4.
  - A Minister's Summit on Learner Pathways was held on June 21, 2011. Summit participants included representatives from each of Alberta's 26 publicly funded post-secondary institutions. A document on the key themes coming out the conference will be shared with WestCAT members when available.
  - ACAT's 2010 Transfer Patterns Report has recently been produced and will be distributed to WestCAT members.

#### **7. Debrief from PCCAT June 2011 meeting – Implications for WestCAT**

- About 60 people attended the PCCAT meeting in Montreal.
- A Terms of Reference document was approved, endorsing the establishment of a Founding Consortium Council to oversee the operations of the Consortium, establish by-laws and seek funding support for PCCAT over the next year.
  - Council membership includes: Ron Woodward (Chair), Kathleen Massey (Vice-chair), Tim

- Brunet, Philip Belanger, and Rob Fleming.
- The Council will collaborate with the Association of Registrars of Universities and Community Colleges (ARUCC) and the Association of Canadian Community Colleges (ACCC) to organize the June 2012 meeting.

## **8. Review of Progress on Established Work Priorities**

### *8.1 Collaborative Work Plan 2010-11*

- The work plan needs to be revised to make clear what items are being worked on and those that have been completed. For example, item 1d. does not represent Saskatchewan's position and should be removed.
- Devron volunteered to revise the plan.

### *8.2 Update on BCCAT/ACAT Policies in Allowing Institutions from out of Province to Join Transfer Systems.*

- The BCCAT policy was approved in December 2008 and the ACAT policy in May 2009.
- Only Athabasca University has applied to be part of the BC Transfer System.
- BCCAT has not actively pursued any other Alberta institutions to determine if they are interested in applying under the policy to be members of the BC Transfer System.
- As reported last year, Athabasca was approved for entry into the BC Transfer System at the December 2009 Council meeting.
- Athabasca began articulating using BC's Transfer Credit Evaluation System in May 2010.
- Athabasca's participation in the BC Transfer Guide has increased significantly since last fall. They now have 272 (vs. 43) sending agreements and 343 (vs. 182) receiving agreements. There have been no block transfer agreements submitted to date although BCCAT will be following up with Athabasca about this. Overall, they articulate regularly, have sent out requests responsibly, and seem to be working out well as the first and only Alberta institution in the BC Transfer System.
- In February 2011, Thompson Rivers University - Open Learning became the first BC institution to become an ACAT member institution.

### *8.3 Transfer Protocol between Alberta and Saskatchewan and Letter of Intent between Alberta and Saskatchewan (Update).*

- Saskatchewan post-secondary institutions may be interested in joining ACAT and there is a process to manage this.
- The U of S and U of R both have detailed information about transfer credit precedents on their websites.

#### *Letter of Intent between Alberta and Saskatchewan:*

For Saskatchewan, quality assurance was the top priority regarding this agreement and Alberta has been tremendously helpful in Saskatchewan's recent work to develop a quality assurance process for new degree programs. Future collaborations on credit transfer initiatives can be managed through the work of WestCAT. It was suggested by Saskatchewan that this item be removed from future WestCAT meeting agendas.

### *8.4 Discussion of Potential Protocol Development between other Jurisdictions*

- Nothing to report.

This item can be removed from future WestCAT meeting agendas.

### *8.5 Technology Sharing Initiatives*

- BCCAT has offered to share information about its technology infrastructure underlying its BC Transfer Guide and Education Planner student-oriented websites and its Transfer Credit Evaluation System used by institutions to populate the Transfer Guide.
- Since the 2010 meeting, no inquiries have been made by other provinces.
- Assistance could come in the form of Mike Winsemann (BCCAT's Transfer and Technology Manager) providing technical advice and/or BCCAT's technology provider, Bayleaf Software Inc., providing services to build platforms for web resources. The latter would be at a cost to the user. It is unknown if this system could communicate with Banner. This question could be posed to Mike Winsemann if anyone was interested.
- BCCAT's offer of assistance still stands to any province interested in learning from its significant investment in technology.

### *8.6 Options for Repository of Inter-Provincial Articulation Agreements (Report on September 14<sup>th</sup> Teleconference)*

- At the October 2010 meeting, Devron gave a summary of the results of a survey that had been conducted with registrars in Western provinces about their ability and willingness to provide information on inter-provincial transfer agreements for a central repository in each province. It appeared that only Alberta and BC institutions' registrars had responded to the survey. Saskatchewan representatives at the meeting were going to find out if their institutions had responded. Manitoba had not participated in the survey because they were not part of the Tri-Council group at that time. However, Manitoba representatives expressed some interest in learning more about the survey.
- After the 2010 meeting, Devron sent the survey instrument to Saskatchewan and Manitoba representatives for their review.
- Since the meeting, BCCAT has determined that Saskatchewan institutions were not part of the original survey. However, the U of S and the U of R did fill out the survey and sent it to BCCAT in August.
- Mike Winsemann reconvened the subcommittee charged with responsibility for this project. A teleconference was held on September 14<sup>th</sup> with all four provinces represented (Mike Winsemann, Kevin Shufflebotham, Eric Dohej, Natalie Shorten, Kim Browning) in attendance.
- Survey results indicated that there are a fairly large number of interprovincial agreements housed at the institutional level; however, the institutions were mixed about whether they were willing to share this information or dedicate resources to maintaining an external database. It is for this reason that the following actions were agreed to:
  - Subcommittee agreed that it was not advisable to create one central repository for all four provinces. Instead, each province should create its own repository for its own institutions.
  - Each province, or transfer agency within the province, would canvass its institutions for their publicly available URLs which provide information on inter-provincial transfer. The list of these URLs will be presented in one repository in each province, along with links to the repositories in other provinces.
  - With this method, there is little work for the institutions and very little maintenance work once the repository is established.
  - Those institutions without publicly available information on inter-provincial transfer

- agreements will not be represented on the repositories.
- Devron will find out from Mike Winsemann if and when he will call another meeting of the subcommittee.

#### **8.7 Report/Update of PCCAT Subcommittee Research Project, Term of Reference, Future Plans**

- Devron reported as Chair of PCCAT's Research Subcommittee.
- The subcommittee completed its first project involving in-depth reports on inter-provincial transfer activity at four Canadian universities, plus a summary report which was presented to PCCAT at its June 2010 meeting in Vancouver.
- Since the last meeting of WestCAT in 2010, much progress has been made:
  - A project has been designed to survey all universities in Canada about the level of inter-provincial student mobility among Ontario universities and degree-granting colleges about intra-provincial mobility as well.
  - Funding has been received (totalling \$50,000) from CMEC, the Higher Education Quality Council of Ontario (HEQCO), College-University Consortium Council (CUCC), and ARUCC. CMEC is the major funder (\$25,000).
  - Nick Heath, contractor for the first PCCAT study and author of the summary report, has been contracted by the subcommittee, through CMEC, to do the work.
  - A note was sent out in late August from Joanne Duklas, the president of ARUCC, to registrars across Canada giving them a heads up about the upcoming survey (included in this package).
  - The survey will go out in early October. The final report is to be completed by the end of February. The report will include a more detailed analysis for Ontario.
  - The survey is going out from the President of ARUCC, which will hopefully encourage more registrars to fill the survey out. Organizations represented on the subcommittee are providing additional encouragement within their jurisdictions.
  - Manitoba and Saskatchewan representatives were asked (and agreed) at this meeting to encourage their institutions to fill out the survey. Devron will send out a reminder note to Kim and Natalie around mid-October.
  - ACAT will send out a reminder to Alberta institutions participating in the survey.

#### **9. Status of BCCAT/ACAT Collaboration on Conducting Research on Student Engagement**

- BCCAT completed a project with UBC in 2006 which compared levels of student engagement of transfer and direct entry students. A similar project with UVic should be completed in the fall of 2011.
- The results in BC were quite different from results in the U.S., in that transfer students in BC were found to be as academically engaged or more engaged than direct entry students but tended to be less socially engaged.
- Having similar results from Alberta, where a similar transfer system is in place, would point towards an important distinction between the transfer systems in the U.S. and Canada.
- Kevin will follow up on information that was provided to ACAT about these studies.
- HEQCO did a study that analyzed NSSE survey results from a number of universities across Canada. U of C participated in this study but U of A did not. U of M participated plus several BC universities.
- A review of the report found that although transfer was not the focus, it was included as part of the explanatory models. The report seems to suggest that being a college transfer student was

positive for active and collaborative learning and student faculty interaction.

## 10. Going Forward

### 10.1 Review of Current Status of Committee, Benefits, Issues, Concerns, Terms of Reference for WestCAT

- The terms of reference included in the distributed meeting materials is now considered final.
- All representatives indicated that these meetings are of value, and should continue.
  - Concern around duplication of PCCAT and CMEC-related activities was expressed. However, it was noted that other bodies cannot get to WestCAT's level of detail and thus it fills a unique void left by PCCAT and CMEC.
  - From the post-secondary institution perspective, these meetings help to gain a better understanding of what is going on in other jurisdictions. Presentations from Manitoba post-secondary institutions were helpful in this regard.

### 10.2 Relationship among Articulation committees Across Provinces

- There are only two inter-provincial articulation committees; in Criminology and Computer Technology Engineering.
- There has been no effort or desire to expand the number beyond those mentioned above.

## 11. Other Business

- All members will strive to post more information on the WestCAT webpage (currently hosted on the ACAT website). Items will include minutes from the meetings and reports that have been referenced or members have committed to distributing.

## 12. Next Meeting

- The next WestCAT meeting will be in British Columbia. Target date for this meeting is late September 2012.

## 13. Adjournment – 2:00pm

Action Items	Member	Deadline
1. Distribute minutes of meeting and copies of presentations from Manitoba institutions	K. Browning	Early October
2. Provide BC reports related to enabling the transfer system and mobility	D. Gaber/R. Fleming	When Available
3. Distribute "Guidebook" on flexible pre-major initiatives	J. FitzGibbon	When Available
4. Email link to "Review of Degree Approve Process in BC" document	R. Fleming	Done
5. Distribute "What we Heard" document from credit transfer & articulation conference held by ACAT	K. Shufflebotham	When Available
6. Email link to ACAT's "Transfer Patterns" report that was produced recently	K. Shufflebotham	Done

WestCAT Meeting, Winnipeg, MB  
September 22, 2011

7. Follow up on BCCAT/ACAT collaboration to conduct research on student engagement	K. Shufflebotham	Mid-November
8. Make requested changes and circulate "Collaborative Work Plan 2010-11"	D. Gaber	October 31, 2011
9. Send reminder to Manitoba and Saskatchewan representatives to have them encourage institutions in their provinces to respond to the survey on intra-provincial student mobility	D. Gaber	Mid-October
10. Generally post more materials online such as meeting minutes and reports of interest on the WestCAT webpage	All Representatives	On-going
11. Arrange next WestCAT meeting in British Columbia for late September 2012	D. Gaber/ R. Fleming/ J. FitzGibbon	Spring 2012