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Business Administration Articulation Committee Terms of Reference

Objectives:

- To enhance communication among institutions to facilitate greater integration within the transfer system in the field of Business Administration.
- To provide recommendations or specific deliverables related to transfer in the field of Business Administration at the request of the Alberta Council on Admissions and Transfer (ACAT).
- To promote course credit and program equivalency in the field of Business Administration where appropriate.
- To address admissions issues related to post-secondary to post-secondary articulation where appropriate.
- To clarify differences and similarities of various post-secondary institution Business Administration programs to assist students in planning their course of studies.
- To assist in developing transfer agreements between institutions delivering Business Administration programs.

Membership/Representation:

Alberta Transfer System member Institutions that offer instruction in the field of Business Administration are encouraged to send one representative to sit on the committee. Committee members should be competent in the discipline and be familiar with issues related to transfer. Committee members may identify an alternate delegate to act on their behalf when the member is unavailable or when a specific subject matter is being discussed.

In addition to member institutions, other professional, accrediting or representative bodies may be invited to attend to provide their perspectives.

Committee members will be requested to sit up to 3 years. Terms will vary to ensure the continuity of committee members.

Terms of Reference will be reviewed and revised every 5 years or as needed.

Meetings/Costs:

Meetings will be hosted by a member institution.

Member institutions must pay for their representatives to attend meetings.

The committee will hold a minimum of one meeting per year.

Roles and Responsibilities:

The Chair of the Business Administration Articulation Committee will:

- Serve as Chair for up to three years.
- Serve as the contact point for the ACAT Secretariat.
- Canvass committee members for agenda items.
- Organize the ongoing meeting(s) including arranging a venue and hosting.
- 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.

The Vice Chair will:

- Serve as an alternate contact point for the ACAT Secretariat.
- Assume the chair's duties when the chair is unavailable.
- Committee members will:
 - Attend scheduled articulation meetings (inform Chair if unable to attend and provide a delegate).
 - Ensure changes to representation are communicated to the Chair and Vice-chair.
 - Provide potential agenda items to Chair prior to committee meeting.
 - Circulate minutes amongst colleagues, including their delegate and administrators at their institution

Recorders will:

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

ACAT/ACAT Secretariat will:

- Consider recommendations and address issues identified by the Articulation Sub-committee and/or a specific articulation committee.
- Communicate and provide direction where specific ministry requests are concerned.

- 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.

Accounting/Reporting:

The committee is accountable to the Council and reports through the ACAT Secretariat, and will:

- Develop and revise, as necessary, effective practices for articulation.
- Assess the need for articulation in a discipline.
- Create and dissolve articulation committee as needed
- Assist in the selection of interim Chairs, institutional representatives and other professional/representative bodies related to the discipline.
- Provide meeting minutes to the ACAT Secretariat in a timely fashion.
- Provide the ACAT Secretariat current contact information related to the chair and committee members.