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## Sociology Articulation Committee

### *Terms of Reference*

#### **Objectives:**

Foster closer collegial relationships and enhance communication among institutions helping to facilitate greater integration within the transfer system in the discipline of Sociology. At the request of the Alberta Council on Admissions and Transfer (ACAT), 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 Sociology.
- Promoting course and program equivalency in the discipline of Sociology where appropriate.
- Address admissions issues related to secondary to post-secondary articulation where appropriate.
- Clarifying differences and similarities of various post-secondary institution Sociology programs to assist students in planning their course of studies.
- Assist in developing transfer agreements between institution delivering Sociology programs.

#### **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.

Institutions that offer instruction in the discipline of Sociology 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 should identify an alternate delegate to act on their behalf when the member is unavailable.

Committee members will be requested to sit for three 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 one meeting per year.

#### **Roles and Responsibilities:**

Chair:

- Committee Chair will be elected at the inaugural meeting and will sit for three years to ensure continuity.
- 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), including Alberta Education representation regarding K-12 curriculum issues.
- Ensure minutes are circulated amongst committee members and provided to the ACAT Secretariat.
- Ensure any issues, recommendations or questions to be addressed by ACAT Council are relayed to the ACAT Secretariat.

#### Vice-Chair:

- Committee Vice-Chair will be elected at the inaugural meeting and will sit for three years to ensure continuity.
- Will serve as an alternate contact point for the ACAT Secretariat.
- Will assume the Chair's duties when the Chair is unavailable.

#### Committee Members:

- Attend scheduled Articulation meetings (inform Chair if unable to attend and if appropriate provide a delegate).
- Ensure changes to representation are communicated to the Chair.
- Provide potential agenda items to the Chair prior to the committee meeting.
- Circulate minutes amongst colleagues, including their delegates 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 Sub-committee and/or a specific Articulation committee.
- Communicate and provide direction where specific ministry requests are concerned.

#### ACAT Secretariat:

- Ensure recommendations and issues identified by the committee are communicated to ACAT Council.
- Monitor membership terms, identify expiring members and notify Chair when new member recruitment is required.

#### **Accounting/Reporting:**

##### ACAT Secretariat:

- The Secretariat will relay issues which require ACAT Council's attention.
- Maintain Sub-committee records (meeting minutes/membership).
- Maintain membership list, including term length.
- Communicate ACAT Council decisions related to recommendations or issues identified by the Committee to the member institutions of the Alberta Transfer System and the Sub-committee.
- Where applicable, post articulation reports on the ACAT website.

#### ACAT:

- Will address recommendations and issues identified by the Sub-committee and/or a specific Articulation committee.
- Provide recommendations to the Minister as appropriate.

#### **Articulation Sub-committee Responsibilities/Accounting/Reporting:**

- 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.
- Is accountable to the ACAT Council and reports through the ACAT Secretariat.
- Accountability is demonstrated through the provision of meeting minutes to the ACAT Secretariat in a timely fashion.
- Providing the ACAT Secretariat current contact information related to the Chair and committee members.