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Articulation Committee Meeting

Committee Meeting Name	Meeting Location	Meeting Date
Dual Credit Articulation Committee	PD 1 &2 (upstairs) Calgary Board of Education Career and Technology Centre (Lord Shaughnessy School) 2336-53 ave SW Calgary Free parking between CTC and Central Memorial HS CTC main office tel: 403.243.4500 Map: http://schools.cbe.ab.ca/ct-centre/contact.htm	Monday, October 3, 2016 10 am – 3 pm (lunch provided) *please indicate any dietary restrictions to ACAT
Co-Chairs: Kelly Harding, EPSB/Rozlynn Wick, SAIT Associate chair: Mary Lou Stacey		Teleconference Information: 1.866.792.1317 Conference ID 3467476

Committee Members to Attend	Attended
1. Rozlynn Wick (SAIT)	
2. Kelly Harding (Edmonton Public SB)	
3. Mary Lou Stacey (Koinonia)	
4. Jerry Farwell (BVC)	
5. Marcia Aldred (GPRC)	
6. Gloria Antifaiff (RDC)	
7. Christine Johns (UCalgary)	
8. Scott Lawrence (NAIT)	
9. Sandy Axman (Grande Yellowhead PSD)	
10. Art Bauer (Living Waters)	
11. Don Summersgill (Calgary Catholic)	
12. Sheri Garnier (East Central Catholic)	
13. Kim Frykas (Grande Prairie Public)	
14. Don Middleton (Calgary B of Education)	
15. Ray Côté (Evergreen Catholic)	
16. Doug Stevens (Foothills SD)	
17. Sarah Clark (Foothills SD)	
18. Pam Davidson (Rocky View)	
19. Gary Bertrand (Careers Next Generation)	
20. Joseph Clark (Elk Island PS)	

Committee Members to Attend		Attended
21.	Jason Caulfield (Peace Wapiti SD)	
22.	Tammy Rae Syrnyk (AB Health Services)	
23.	Jason Kupery (Palliser Regional Schools)	
24.	Greg Stevens	
25.	Ryan Eward (CBE)	
26.	Chris Meaden (CBE)	
Guests/Observers to Attend		Attended
1.	Debbie Vance (CASS)	
2.	Cathy Faber (Provincial Dual Credit Steering Committee)	

ACAT Secretariat Staff to Attend		Attended
1.	Ann Marie Lyseng	
2.	Clare Ard	

Ministry Representatives to Attend		Attended
1.	Lana Rissling (Alberta Education)	
2.	Diane Wishart (Alberta Advanced Education)	
3.	Susan Poole (Alberta Education)	

AGENDA (* Indicates Sample "Standing" Agenda Items)		Time Allotted
1.	*Welcome and Introductions	10:00 a.m.
2.	Approval of minutes from May 10, 2016 Add to attendees: Don Summersgill	
3.	Follow Up: BCCAT Dual Credit Forum Report on the Proceedings (April 2016) http://www.bccat.ca/pubs/Dual%20Credit%20Forum%20Proceedings.pdf?t=636096360381631867 Feedback from Roz regarding her presentation and experiences at the BC Forum: There is a group interested in forming a more formal committee (BC, AB, BC and MN), as they all share the same DC challenges re: funding and sustainability. Most of BC's programs are focused on trades pathways.	10:15 am.
4.	Share and Discuss Gaps Analysis and Next Steps On August 29, there was a ministries roundtable with 4 ministries: Indigenous Relations, Advanced Education, Education and Labour The analysis looks at the current state to define key gaps to help inform interim solutions; especially now, during the gap year before a longer	10:30 a.m.

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<p>term provincial framework is introduced.</p> <p><i>Ann Marie facilitated a walkthrough of the gaps analysis (Please see attached updated version of the gaps analysis that was presented at the meeting).</i> This walk through included highlighting that this is a draft document for which further articulation committee and ministries feedback is being sought. The draft focuses on specific present state issues/gaps identified, and references high level future state solutions. Specific details for the future state need to be further informed by the findings/results from the CASS data collection from partnerships and its report.</p> <p>Committee Discussion Occurred, with Comments Including the following:</p> <ul style="list-style-type: none"> • Steering Committee Feedback regarding gaps analysis (Cathy Faber Attended the Aug 29 meeting as an observer): This is the first time that she is aware of this level of Ministries collaboration has occurred to have a gaps analysis dialogue together, including Articulation Committee and Steering Committee representation. She felt the gap analysis was a very positive accomplishment and would be very beneficial in all our DC work and looks forward to next steps and what process government will use to bring things like those identified in the gaps analysis to life in a long term plan or framework for dual credit in Alberta. • Advanced Education feedback (Diane Wishart attended the Aug. 29 meeting as a presenter): Re: the Roles and Mandates frameworks for CCIs – One of the questions re: regional stewardship responsibility is what happens when a-non CCI PSI wants to set up a dual credit program. This is a gap to add to the draft. Safety is also an issue to clearly address as a gap. Clarification of the employment standards code via Labour and then Education and Advanced Education is also an important question re: students and safety. • Additional Committee Comments: Suggest high school completion rates as a possible metric for evaluation of DC within context. Re: the capacity to deliver, school boards can and have shown they are building momentum around DC programs. However, high schools and school authorities are like large post-secondary institutions in that they are already planning for next year (academic year 2017-2018). Therefore, there is a sense of urgency as we do not want to miss momentum or negatively effect student progress. 	
<p>5. Identification of priorities for the committee's action items for the year</p> <p>This was a hands-on activity taking place at each table. The results of the committee's gaps analysis feedback and resulting committee action items are provided in the updated gaps analysis document attached</p>	11:30 a.m.

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with these meeting minutes.	
<p>Lunch</p> <p>Included aspects of a working lunch re: discussion of the genesis of the Calgary Board of Education CT Centre – To allow students to complete high school, especially working with industry, etc in CTS type areas to allow transition into related post-secondary streams.</p>	12:00
<p>Review Terms of Reference (ToR) and Committee Meeting Frequency</p> <ul style="list-style-type: none"> • The ToR is online on the ACAT website and on the DC Articulation Committee page on the ACAT Sharepoint site. ToR deliverables are ongoing. ToR was reviewed in small groups with feedback provided on it and about potential committee action items for 2017 (final action items summary recorded in the Gaps Analysis document). <p>Committee Feedback Included:</p> <ul style="list-style-type: none"> • Meeting Frequency: Does the committee need to meet 4X per year? Will meet again in late January, then Spring, then as necessary. Should update the TOR as needed re: flexibility in meeting frequency. • Committee Focus: At meetings over the past 3 years, many subcommittees have been formed, but want to make sure there are tangible outcomes; encourage committee members to reach out to co-chairs with questions and concerns, etc. Don't want to lose momentum. And there is currently some urgency around dual credit. • Committee Share Fair Activity: Recomend having some type of forum to present from diferent partnerships on how they are making it work, including different types of PSIs, so we can share best practices. While we are waiting to hear back from data collection inatrument, let's share not just what we offer but also how we are doing it. Participants can even bring MOUs along or other applicable, tangible items to provide a very practical focus. We could also invite individual school districts who are not part of the 51 grants, but who are part of dual credit. Decision to hold a Best Practices DC forum or share fair at next meeting to answer the questions such as: What are your best practices and how have you made this work? • Additional TOR-specific Comments: <ul style="list-style-type: none"> ○ First point is very important. Fourth point especially important, e.g., re: CCI grants, as different PSIs have come up or not come up with solutions to problems – these could be shared. ○ Multiple voices and perspectives are required, so keep the group diverse. A large group is better able to lend a hand to fix the gaps. Can guide work from comments and share information as needed to people who have the power to create policy outside of this committee. 	12:45 p.m.

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<ul style="list-style-type: none"> ○ Collaboration opportunities are valuable when data is available, e.g., in January might be a good time to get together. It is important to set dates so members have potential meeting dates in the calendar. ○ Yes, continue to meet, and to promote a consistency of message from Grade 10 to post-secondaries, as well as a consistency of potential to work together to support students, curriculum and transfer for DC courses, and consistency of funding. ○ The importance of collective voice is to recognize what is proactive; secondaries are in a bit of a holding pattern/waiting, so need to consider how do you keep things moving forward? 	
<p>7. CASS Data Collection Tool (Debbie Vance)</p> <ul style="list-style-type: none"> ● Status Update ● Reminders for Completion, Q and A ● Timelines/Process for Release of Funding Holdback upon Completion of Data Submission/Sign-off <p>CASS is supporting each of the 51 government Strategy-funded DC opportunities and others who want to develop a DC opportunity in AB.</p> <p>The data collection tool questions were designed by volunteers from the articulation committee members, and was then taken to Provincial DC Steering Committee for review and revisions. CASS contracted technical team to develop the questions into a digital data collection tool. The deadline for submissions is October 14, so it is important to get info submitted.</p> <p>Partnerships with approved carry forward grant requests into 2016/17 academic year still need to complete this data collection from 2013-2016. Note that reporting for 2013-16 ends on August 31, 2016 as many schools have practicum placements in the summer, e.g., healthcare. Also note that for either carry forward requests or re: any funds left remaining that will not be spent, there is a letter from your partnership's DC Administrator to Provincial DC Steering Committee that is required by Dec 15.</p> <ul style="list-style-type: none"> ● Q: How long do people have to spend carry forward \$? A: June 2017 ● Q: Should it be August 2017? A: Will take that forward to Steering Committee and get back to the Articulation Committee. ● Q: 10% Strategy-grant hold back pending completion of data collection sign-off will be forwarded to partnerships once CASS receives each partnership's signed off data? A: Yes, unless there is a request for a carry forward. Will issue the cheque to the partnership's 	<p>1:15 p.m.</p>

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<p>identified dual credit Administrator.</p> <ul style="list-style-type: none"> • Q: How to use DC Identifier in PASI to identify DC on student transcripts? A: Alberta Education/Lana Rissling has created a resource to help with this which will be forwarded to committee members. • Q: If the autocalculate issue is not resolved before the deadline, can people just enter info? A: Will have the answer tomorrow. We are aware that not all autocalculate functionality is working smoothly at this time and are working on it (e.g., 62.2 and 62.1). Common issues will be sent out via CASS database to all superintendents. • Remember little check box at the top to help you enter data! <p>Related Discussion: As part of the DC Strategy, Alberta Education created bridge funding for CTS teachers. The current application deadline is Oct 15 for anyone from the trades who wants to request access to this funding to also become a teacher. The form is very simple, and sent from Lynn Anderson Cook of Alberta Education.</p>	
<p>Provincial DC Steering Committee Update (Cathy Faber)</p> <p>The Steering Committee was created in 2012, with equal representation from K-12, post-secondary, and business. There are three co-chairs, and the committee varies between 12-15 members. The goal is to build capacity for development and implementation of DC across Alberta, address issues of funding equity, and develop a model for student success. In October 2015, the Steering Committee met with the Minister of Education and representatives from other Ministries, and presented a position document outlining 4 key steps going forward. The original Steering Committee mandate was set to expire in June 2016 and has been extended until March 2017.</p> <p>8. The Steering Committee participated in the development of the DC evaluation tool, and will continue to participate in reviewing results, reviewing all extensions and grant carry forwards for the 51 funded DC projects, and approving dispersal of 10% holdback, as well as overall reviewing of the Provincial DC Strategy where able to do so.</p> <p>The committee will be putting out a posting, looking for a P/T individual(s) to write the Steering Committee data report to government.</p> <p>ACAT DC Articulation Committee is vital to the Steering Committee (e.g., Articulation Committee work on feedback to Education Off-campus Handbook, work on CASS/Steering Committee data collection tool). The data will be owned by Advanced Ed/government, with a version of the Steering Committee's report publicly shared/posted on CASS' website.</p>	<p>1:45 p.m.</p>

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<p>Due to carry grant forwards/extensions, there will be data coming in throughout the year, but that will not hold up the bulk of the report, estimated to be completed by the end of January 2017. We will ask a DC Articulation Committee Chair to join the Steering Committee meeting at end of month and ongoing to support collaboration and the report.</p>	
<p>9. *ACAT Secretariat/Council Update:</p> <p>(See provided ACAT PowerPoint presentation)</p> <p>We are now in LPMI Phase 2 Transfer System Modernization. Phase 3 Stakeholder Tools will focus on communication tools (e.g., SharePoint), ACAT website redesign, and DC and PLAR data/tools/supports.</p> <p>The LPMI is a four-phase collaborative initiative that began in 2014 and runs into 2018/19. ACAT has led the business decisions, while the Ministry of Advanced Education has made the decisions around funding and resourcing and facilitated ITM contracting teams. Key stakeholder input and collaboration was also provided by PSI Contact Persons, students/student groups, academic advisors, high school transitions and adult upgrading, provincial partners, ministries, organizations, etc.</p> <p>The big picture of the LPMI (the initiative) is support for student access to learner pathways and mobility by developing a Learner Pathways System (LPS) (the tools/supports/information). (See http://www.acat.gov.ab.ca/new_format_include/learnerpathways/pdfs/1a-Overview-2016-12-01.Version3.CPs.pdf on the ACAT Learner Pathways page for an overview of the new LPS.)</p> <p>The new LPS includes a Learner Pathways Catalog (Catalog) (database/central repository), Learner Pathways Data Collection and Reporting (DCAR) modules (mass upload/download tool), Transfer Credit Evaluation System (TCES) (agreement negotiation/articulation tool), and redesigned Transfer Alberta website and search tool/mobile app. Government's/Advanced Education's SIAMS is being used for user security/identity/sign-on. If the PSI has its own technical system for articulation, then the new LPS can be used as a bridge between a PSI's system and the Catalog. The Catalog and DCAR modules are estimated to be phased in/operational by November/December, with the TCES estimated to be available about 3-4 months after that.</p> <p>In LPMI Phase 3 projects into the New Year/2017, we will be looking for DC</p>	<p>2:00 p.m.</p>

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<p>Working Group volunteers/members from the DC Articulation Committee to help inform the DC data measures/tools/information/supports. It is planned to further build on the LPS to include DC within the system. More discussion will occur at the next Articulation Committee meeting seeking working group membership.</p> <p>Please see the UAT version of the newly redeveloped Transfer Alberta website and search tool using the password provided and let Clare know if you have any feedback at this time. http://uat.transferalberta.alberta.ca Username: TransferAlberta PW: TransferAlberta2016!</p> <p>An overview of the newly redesigned TransferAlberta website, including its emphasis on learner pathways and user and mobile-friendly design, was provided. The newly redesigned Transfer Alberta mobile app is now aligned with the search tool and is already publicly available via Google Play and iTunes. Reminder that the search tool/app info includes not only transfer agreements, but also high school transitions (e.g., AP, IB, provincial high school equivalencies) and adult upgrading info.</p> <p>We will now have analytics on the website, so we can see what the most popular searches are, which information pathways are most commonly accessed, etc.</p> <p>Comment re website: DC students can become aware of what they can get for DC right now go through counsellors, but if they could find it online through Transfer Alberta and the search tool/app, it would be wonderful.</p> <p>Secretariat Questions and Info. Updates for the Committee:</p> <ul style="list-style-type: none"> • How can we better support your work going forward as an articulation committee? (e.g., high school to post-sec transitions supports?) • In January, we will be asking what stakeholder data and communication tools should look like for DC on Transfer Alberta and in the Catalog/TCES/other elements of the LPS. • The annual Articulation Chairs meeting will now be a day long workshop/conference in Spring 2017, including Articulation Committee chairs and identified representatives (Update since meeting: Articulation Conference date now confirmed for April 24, 2017). • ACAT has posted a project invitation for a research opportunity related to transfer credit student success that closes October 28. 	
10.	*Alberta Education Update - Lana Rissling 2:30 p.m.

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	<p>The stakeholders DC Strategy Survey via Malatest has been posted; people should have received invitations for this survey. It is meant to complement the CASS data collection instrument. We will leave it posted for a week after the Oct 15 CASS deadline, and may have a further update about survey completion at that time.</p> <p>Comment re: Survey: If you have been completing the Malatest DC Strategy Survey for an hour it says 18%, but 100% is actually just around the corner at that point. Just an FYI for users to be aware of so that they do not get discouraged re: length of time for completion.</p>	
11.	<p>Confirmation of Articulation Committee membership list</p> <p>We have a historic list with 90+ names on it. If people do not respond for a few meetings in a row, then we will start to delete names off the list to ensure it is accurate with actual committee attendees. Please let colleagues know of this and also update the list that is circulating, today. As discussed, this contact list is also available on the ACAT Sharepoint site.</p>	2:45 p.m.
12.	<p>*Identification of Next Meeting Date and Location and Potential New Agenda Items</p> <p>The next meeting will be in mid-January at the Centre High campus, Edmonton. Exact date will be confirmed in a follow up email. The agenda items will focus on a best practices forum/share fair with only brief business items at this meeting.</p> <p>At the January meeting, we will also provide a summary of the sticky notes collected from today's activities re: feedback about the Gaps Analysis document (and updates) and committee recommendations for DC Articulation Committee action items for 2017.</p>	2:55 p.m.
13.	Adjournment and Safe Travels	3:00 p.m.