

# Alberta Council on Admissions and Transfer

## ACAT Post-Secondary System Representation Position Profile

### A. Summary of Position

Post-secondary institution members of Council, like other members, share with the Chair the responsibility for ensuring that the Alberta Council on Admissions and Transfer (ACAT) delivers appropriately on its Mission and fulfills its Terms of Reference. As an important cornerstone of *Campus Alberta*, ACAT serves as a body through which stakeholders work collaboratively to ensure effective transferability of courses or programs for students. The ACAT Council is an advisory agency to the Minister of Alberta Advanced Education and Technology and operates to facilitate collaboration among Alberta's post-secondary institutions. Council is comprised of approximately 17 – 20 voting members and two advisory non-voting members.

The current ACAT Governance Model allows for 12 – 15 members representing the post-secondary system, all with voting privileges. These individuals should represent a variety of perspectives, given their senior role at an institution.

Post-secondary system representation will include at least:

- four from Comprehensive Academic and Research Institutions
- three from Comprehensive Community Institutions
- one from Baccalaureate and Applied Studies Institutions
- one from Polytechnical Institutions
- one from Independent Academic Institutions
- one from First Nations, Métis and Inuit Institutions
- one from Specialized Arts and Culture Institutions

### B. Key Responsibilities

Institution members of Council are expected to assist/participate in/contribute to the following responsibilities of the Council:

- attend all regular and special Council meetings
- participate in Council's meetings, bringing a perspective of learners and institutions from their sector
- ensure the Council operates in fulfillment of its Mandate and Roles and Terms of Reference
- contribute to the development of the Council's Annual Business Plan and Annual Report for submission to the Minister
- maintain and develop, where appropriate, policies and procedures whereby admissions and transfer policies, guidelines and procedures are granted system-wide approval
- ensure the compilation, maintenance and dissemination of a registry of all existing admissions and transfer arrangements within the Alberta system of advanced education, including publication of the annual *Alberta Transfer Guide* to meet the needs of students and institutions
- monitor the effectiveness of admissions and transfer policies and practices throughout

- the advanced education system
- lead or participate on standing or ad-hoc committees or task groups
- assisting with connections with stakeholders
- recommend to Alberta Advanced Education and Technology and to institutions such revisions of policies, guidelines and procedures as the Council deems necessary
- ensure the appropriate application of Council's mediation process
- providing comment, at the request of the Minister or one or more institutions, about unresolved transfer problems related to proposed programs
- keep informed of issues and trends concerning the Alberta advanced education system
- act in accordance with the ACAT Code of Conduct
- assess his/her own performance and contributions to Council and identify ways in which Council can continually improve in fulfilling its responsibilities

### **C. Qualifications Required**

Post-secondary representatives on Council must demonstrate two or more of the following competencies:

- functional perspectives from senior roles within an institution (e.g. President, Vice-President Academic, Dean, Registrar, Faculty, Student Advisors, Contact Persons, etc.)
- demonstrated interest in and awareness of issues affecting advanced and adult education, and life-long learning
- knowledge and understanding of the admissions and transfer systems
- interpersonal abilities to deal effectively with other Council members and a variety of interest groups
- effective communication skills

It would also be desirable for institution members to have an understanding of and experience in business, the professions, labour, public service, volunteerism or other community service.

### **D. Term**

The term of a Council institution member is a fixed length of up to three years, with potential for renewal to a maximum of three terms (9 years maximum total).

Note: These positions are appointments of specific individuals and an alternate cannot attend if the appointee is unable to attend a Council meeting.