Alberta Council on Admissions and Transfer

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**TERMS OF REFERENCE**

**International Languages Articulation Committee**

**OBJECTIVES:**

**General:**

Foster closer collegial relationships and enhance communication among institutions to help

facilitate increased access and mobility of students within the post-secondary system in

International Language programs.

**Including:**

* Provide a forum for exchanging information, as well as enhancing collaboration and

coordination among institutions that provide instruction in International Language programs.

* Identify differences and similarities of various post-secondary institution International Language programs to assist students in planning their studies.
* Assist in developing transfer agreements among institutions delivering International Language programs.
* To come to an understanding about high school courses and pathways available to

students taking languages other than English, French and Indigenous Language courses.

* To successfully articulate the high school International Language courses with prerequisite language requirements at post-secondary institutions in order to facilitate successful student transition from high school to post-secondary programs.
* To exchange information about the course content, methods of evaluating student progress and placement, and other information related to the International Languages courses and their relevance to admissibility to post-secondary institutions and their programs.
* To promote International Languages learning in a global context.

**MEMBERSHIP:**

Membership will be flexible and fluid based on the needs of the articulation committee, but will

primarily consist of:

**Voting Members:**

* Discipline specialists from institutions.
* Admissions personnel that evaluate language prerequisites for admission to a postsecondary institution.

**Non-Voting Members:**

* Representatives from Alberta Education (International Languages).
* ember(s) of the Alberta Council on Admissions and Transfer (ACAT) Secretariat.
* Others such as resource persons, representatives of the K-12 language consortia, other guests or observers who may be invited to attend meetings.

**Roles and Responsibilities:**

Chair will:

* Serve for a 3-year term.
* Serve as the contact person for the ACAT Secretariat.
* Canvass committee members for agenda items.
* Organize the 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 committee members and the ACAT Secretariat are provided meeting materials.
* Ensure open communication amongst committee members and the ACAT Secretariat.

Vice Chair will:

* Serve for 2 years. (3 years, and take over Chair responsibilities?)
* Serve as an alternate contact person for the ACAT Secretariat.
* Assume the Chairs 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.
* Provide agenda items to the Chair prior to committee meeting.
* Circulate minutes amongst colleagues, including their delegate and administrators at

their institution

Delegates will:

* Attend scheduled meetings on behalf of a committee member when they are unable to

attend.

Recorder will:

* Take meeting minutes.
* Provide minutes to the committee chair and vice-chair.

Alberta Education will:

* Disseminate information about secondary curriculum (including programs, resources and

assessment)

ACAT Secretariat will:

* Ensure recommendations and issues identified by the committee are communicated to

the ACAT Council.

* Monitor membership terms, identify expiring members and notify Chair when new

member recruitment is required.

* Maintain sub-committee records (meeting minutes/membership list).
* Communicate ACAT Council decisions related to recommendations or issues identified

by the Committee to the member institutions of the Alberta Transfer system and the Subcommittee.

Language Articulation Sub-committees will:

* Be established by language group or program type as needed.
* Will be accountable to the Language Articulation Committee.