CATCan Network

CATCAN NETWORK – TERMS OF REFERENCE

Who We Are:

Membership: The **Councils on Admissions/Articulations and Transfer of Canada Network** (**CATCan Network)** is a voluntary network of councils on admissions/articulations and transfer and similar organizations in Canada (CATs).

Membership is comprised of representatives from participating CATs' operational leads, and may include collaboration with a variety of organizations, e.g., government, institution, student body and Council representatives. Working groups may also be formed from the CATs' representatives and other organizations as required to conduct the work of the CATCan Network. All working groups will report on their activities to the CATCan Network.

CATCan Network CATs members are also members of the Pan-Canadian Consortium on Admissions and Transfer (PCCAT), which is the national body regarding facilitation of mobility and transfer policies and practices in Canada and has broader post-secondary education membership beyond the CATs.

What We Do:

Purpose: The CATCan Network is action-driven, facilitating post-secondary and adult-learning-system learner pathways and mobility activities that support operational initiatives and projects by and among the CATs.

Work: The CATCan Network's activities include the following:

1. Facilitating operational collaboration and sharing of information and resources across jurisdictions.
2. Supporting access to learner pathways, mobility, and credit transfer between jurisdictions.
3. Supporting initiatives enhancing cross-jurisdictional student mobility and access to pathways.

The CATCan Network's activities also take into consideration the mandate and role of PCCAT and the principles stated in the Council of Ministers of Education (CMEC) (2009)

Ministerial Statement on Credit Transfer in Canada. The work of the CATCan Network is aligned with but separate from that of PCCAT.

CATCan Network activities are approved by one or more of the participating CATs and/or by the CATCan Network as a collective. The CATCan Network's activities are operational work involving collaboration among identified CATs for specific initiatives that are being funded and completed by one or more of the CATs. If a proposed project were to involve all CATs, cross all national boundaries, and require formal PCCAT collaboration, that proposal would move from the CATCan Network's operational work to PCCAT for discussion and a request for approval.

How We Connect:

Communication: The CATCan Network's central public communication is via a shared CATCan Network webpage. This webpage provides information about the organization and its activities, and links directly to the sites of all the participating CATs and their work.

Meetings: Face-to-face meetings will be held once a year, in conjunction with the annual in-person PCCAT conference and Annual General Meeting. There will also be up to two teleconference meetings per year as needed. Additional meetings may be held within the year, either in person or by phone, if deemed necessary. Working groups for specific projects and initiatives will meet on an ad-hoc basis as needed to collaborate regarding completion of work.

Roles and Responsibilities: The CATCan Network will have a rotating Chair/host from one of the CATs for each meeting. The Chair/host will work with the membership to prepare the agenda, set up and host the meeting (virtually or in-person location as appropriate), facilitate the meeting, help to identify the Chair/host for the next meeting, and provide a summary of meeting notes and action items back to members following the meeting.

All members as applicable will provide "CATCan Network Collaborative Initiatives" updates at each meeting. Updates will be posted on the CATCan Network webpage. All members will also contribute to a session/information sharing at PCCAT's annual conference and Annual General Meeting as appropriate. All CATCan Network activities will be regularly communicated to PCCAT and other stakeholders through the CATCan Network webpage, at PCCAT's annual conference, and via other possible conferences and communication mechanisms.

The Alberta Council on Admissions and Transfer (ACAT) will host the CATCan Network webpage on ACAT's website and facilitate content updates and site management in collaboration with and on behalf of the members of the CATCan Network.