

# **Terms of Reference**

## **Alberta Child and Youth Care Educators' Consortium (ACYCEC)**

### **Objectives:**

Foster closer collegial relationships and enhance communication among institutions helping to facilitate greater integration within the transfer system in the field/discipline of **Child and Youth Care (CYC)**.

Provide recommendations or specific deliverables related to transfer in the discipline at the request of Alberta Advanced Education (AE) or ACAT Secretariat.

### **Including:**

- Providing a forum for exchanging information and enhancing collaboration and coordination among institutions that provide instruction in CYC.
- Promoting course and program equivalency in the field of CYC where appropriate.
- Addressing admissions issues related to secondary to post-secondary articulation where appropriate.
- Clarifying differences and similarities of various post-secondary institution CYC programs to assist students in planning their course of studies.
- Assisting in developing transfer agreements between institutions delivering CYC programs.

### **Membership/Representation:**

Membership is comprised of representatives from post-secondary institutions that offer a Child and Youth Care diploma or degree. Committee members should be competent in the discipline and be familiar with issues related to transfer. Where plausible, the committee member should be in a position with decision making authority. Committee members should identify an alternate delegate to act on their behalf when the member is unavailable. One committee member will be in the role of Chairperson for three years with an extension if required.

### **Institutions (one representative per):**

1. Mount Royal University
2. MacEwan University
3. Lethbridge Polytechnic
4. Medicine Hat College
5. Lakeland College
6. Bow Valley College
7. Norquest College
8. Northern Lakes College
9. Rocky Mountain College
10. Red River College – Manitoba

**Other professional, accrediting or representative bodies may be invited to attend to provide their organization perspective (if applicable):**

Professional/Accrediting /Representative bodies (one representative):

11. Child and Youth Care Educational Accreditation Board of Canada (CYCEABC)
12. Child and Youth Care Association of Alberta (CYCAA)

### **Government of Alberta (GOA)/ACAT Secretariat**

It is recommended that an ACAT Secretariat representative attend, where appropriate, to ensure issues related to secondary to post-secondary admission are addressed. *(The committee may also invite staff from Alberta Education and other GOA ministries as appropriate to participate in or observe meetings on an ongoing or periodic basis.)*

### **Meetings/Communication:**

Bi-annual meetings will be held in the fall and spring, with one being in person, hosted by a member institution. The other meeting will be held virtually. Other communication may take place via email, virtual meetings, or by other means as required. The Chair will be responsible for booking the meetings, creating agendas, taking minutes, and distributing them to the committee. A central shared platform will house the course transfer document showing which courses/programs transfer to another institution. All members will have access to that platform and will be responsible for keeping their courses up to date.

### **Roles and Responsibilities:**

Chair:

- Sit for 3 years, with an extension if required.
- Serve as the contact point for the ACAT Secretariat.
- Canvass committee members for agenda items.
- Organize the ongoing meeting(s) including arranging the host institution.
- Take minutes for committee meetings.
- Ensure appropriate guests/stakeholders attend meetings (i.e. appropriate ministry staff or professional bodies)
- Ensure minutes are circulated amongst committee members.
- Ensure any issues, recommendations or questions to be addressed within the transfer system are relayed to the ACAT Secretariat.

Committee members:

- Attend scheduled articulation meetings (inform Chair if unable to attend and provide a delegate).
- Ensure changes to representation are communicated to the chair.

- Provide potential agenda items to Chair prior to committee meeting.
- Circulate minutes amongst colleagues, including their delegate and administrators at their institution where appropriate.

#### ACAT/ACAT Secretariat:

- Consider and address recommendation(s), issue(s), and effective practices for articulation identified by the committee.
- Communicate decisions, recommendations, and issues as appropriate to member institutions, sub-committees, or the Alberta Transfer System.
- Communicate and provide direction where specific ministry requests are concerned.
- Support institution articulation decisions including via data on the Transfer Alberta website and Search Tool.
- Receive and track committee membership updates from the Chair or committee.
- Support the committee selection of Chair(s), institutional representative(s), and other professional/representative bodies related to the discipline as requested.
- Maintain and update the committee webpage, including posting reports where applicable.
- Attend committee meetings as necessary.
- Providing the ACAT Secretariat current contact information related to the chair and committee members.