
2001-2002 Annual Report to the Ministry of Advanced Education

April 2002

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BRITISH COLUMBIA COUNCIL ON
ADMISSIONS & TRANSFER

SUPPORTING BC'S
EDUCATION SYSTEM

**2001–2002 Annual Report
to the Ministry of Advanced Education**

April 2002

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30 April 2002

Mr. Gerry Armstrong
Deputy Minister
Ministry of Advanced Education
PO Box 9884, Stn Prov Gov't
Victoria, B.C. V8W 9T6

Dear Mr. Armstrong:

We are pleased to present the 2001–2002 Annual Report of the B.C. Council on Admissions and Transfer.

To outline expectations of the Council for the fiscal year 2001–2002, you sent us a Management Letter, dated 14 June 2001. The report that follows documents numerous activities of the Council, including those highlighted in the Management Letter as well as other initiatives and projects. Together, these activities have resulted in a significant improvement to the overall effectiveness of the B.C. Transfer System and a better understanding of university admissions issues.

The work completed during the past year has further enhanced our understanding of student mobility and transfer within our system. Our report to the Select Standing Committee on Education entitled “The B.C. Post-Secondary System: What’s Working Well, What Needs Improvement?” delineates the Council’s long-term commitment to improving opportunities for students to complete their education utilizing the resources of more than one institution. We are especially pleased with the value-added contribution the Council has provided to students and institutions and with the cost effective manner in which it was achieved.

This year has been a time of re-assessment and evaluation of the various institutions and agencies and their respective roles in the B.C. post-secondary system. We are pleased that the role of BCCAT and its contribution to improving student mobility and transfer continues to receive strong support from the system and the Ministry.

Yours sincerely,

Bob Brown, Co-Chair
Frank Gelin, Co-Chair and Executive Director

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Introduction

The mandate of the British Columbia Council on Admissions and Transfer is to support and facilitate effective articulation, transfer, and admission arrangements for students wishing to move between the province's colleges, institutes, university colleges and universities.

The Council was established by the Minister of Advanced Education & Job Training in 1989. Its key role is to encourage the collaborative leadership that is required throughout the B.C. post-secondary education system to develop and maintain a system of articulation that benefits students by improving the transferability of their academic credits.

During the past year, the Council has taken a number of steps to improve both the efficiency and effectiveness of the B.C. Transfer System. These include:

- ◆ Completing a thorough review of *B.C. Transfer TIPS*, a handbook designed to assist students to prepare for transfer between institutions. A revised edition will be prepared in 2002–2003 reflecting the results of that review.
- ◆ Completing a number of transfer innovation projects that will improve transfer arrangements in some specific discipline and program areas. Most notably was the development of a transfer grid of “non-university level” business course equivalencies between all colleges, university colleges, and institutes.
- ◆ Obtaining the agreement of each university and university college to grant 60 credits for an associate degree even if all the courses taken towards the associate degree do not transfer individually to that institution.
- ◆ Completing research studies that better inform on system wide admissions policies, practices, and capacity in post-secondary institutions, as well as studies that provide insightful information about those students who transfer to universities, including data about those students who transferred to the B.C. Open University.
- ◆ Completing the developmental work for the implementation of a Web-based transfer credit evaluation form. Designed to replace the existing intensive and cumbersome paper process, it will be used by institutions to request, approve, and record new or revised transfer agreements.
- ◆ Taking a significant leadership role in assisting other provinces and national organizations to develop transfer mechanisms that have the potential to improve inter-provincial student mobility and transfer.

All of these accomplishments are referenced in the various sections of this annual report. Many are discussed in the fourteen BCCAT publications completed during the past year.

The B.C. Transfer System

Institutions in the B.C. Transfer System

As of March 2002 the British Columbia Transfer System consisted of 29 public and 4 private post-secondary institutions.

Colleges (main campuses):

- ◆ Camosun College (Victoria)
- ◆ Capilano College (North Vancouver)
- ◆ College of New Caledonia (Prince George)
- ◆ College of the Rockies (Cranbrook)
- ◆ Douglas College (New Westminster)
- ◆ Langara College (Vancouver)
- ◆ North Island College (Courtenay)
- ◆ Northern Lights College (Dawson Creek)
- ◆ Northwest Community College (Terrace)
- ◆ Selkirk College (Castlegar)
- ◆ Vancouver Community College (Vancouver)
- ◆ Yukon College (Whitehorse, Yukon)

University Colleges (main campuses):

- ◆ Kwantlen University College (Surrey)*
- ◆ Malaspina University-College (Nanaimo)*
- ◆ Okanagan University College (Kelowna)*
- ◆ University College of the Cariboo (Kamloops)*
- ◆ University College of the Fraser Valley (Abbotsford)*

Institutes (main campuses):

- ◆ British Columbia Institute of Technology (Burnaby)*
- ◆ Emily Carr Institute of Art and Design (Vancouver)*
- ◆ Institute of Indigenous Government (Vancouver)
- ◆ Justice Institute of British Columbia (New Westminster)
- ◆ Nicola Valley Institute of Technology (Merritt)

* = degree granting

Agency:

- ◆ Open Learning Agency (B.C. Open University, Open College) (Burnaby)*

Public universities (main campuses):

- ◆ Royal Roads University (Victoria)*
- ◆ Simon Fraser University (Burnaby)*
- ◆ The Technical University of British Columbia (Surrey)*¹
- ◆ The University of British Columbia (Vancouver)*
- ◆ The University of Northern British Columbia (Prince George)*
- ◆ The University of Victoria (Victoria)*

Private Institutions:

- ◆ Columbia College (Vancouver)
- ◆ Coquitlam College (Coquitlam)
- ◆ Corpus Christi College (Vancouver)
- ◆ Trinity Western University (Langley)*

* = degree granting

Number and Type of Transfer Arrangements

The B.C. Transfer System is designed to allow students to pursue their first year or two of academic or applied study at a community college, a university college or an institute and have this work recognized by a degree granting institution towards the completion of a baccalaureate degree. The *B.C. Transfer Guide* is the formal record of all such transfer agreements. Additional transfer routes are also possible (e.g. from college to college, university to university, etc.).

- ◆ The *B.C. Transfer Guide* lists equivalencies for first and second year courses taken at 23 “sending” institutions, transferring to 12 “receiving” institutions.²
- ◆ There are, on average, six transfer arrangements in place for every articulated course at a sending institution.
- ◆ The total number of courses included in the Guide fluctuates according to ongoing changes resulting from the introduction of new courses and deletion of old courses. Changes in course prefixes, course numbers and their assigned number of credits are recorded approximately twice a month.

1 The Technical University of B.C. (TechBC) ceased operations in 2002.

2 While all institutions send and receive students, they are identified in the *Transfer Guide* as either primarily sending institutions or receiving institutions, and in some cases both, based on their major role.

- ◆ In addition to individual course equivalencies, a significant number of block transfer arrangements are in place to allow students to receive credit for completed programs such as certificates or diplomas usually related to specific degree programs. In the two-year period since 1999–2000 the number of block transfer arrangements has doubled from 300 to just over 600.
- ◆ This year for the first time the *Transfer Guide* contains information about Flexible Transfer Agreements that have resulted from the work of several articulation committees funded through the Transfer Innovations Fund. The Online Transfer Guide, under the heading “General Program Transfer Accords,” lists agreements or information regarding transfer pathways, so far in the areas of Environmental Studies, Tourism Management, Engineering and Geo-Science, Child and Youth Care, and Geography.

The change in activity reflected in the Transfer Guide database over the previous year is highlighted in the following table.

B.C. Transfer Guide Statistics Comparison	March 31, 2001	March 31, 2002
Number of individual “sending” institution courses	7,235	7,386
Number of course transfer agreements	45,392	47,281
Number of transfer agreements per course	6.27	6.4
Number of Block Transfer arrangements	500	605
Number of changes made to the database records	4,430 ³	5,510

Note: The numbers provide a “snapshot” as of the end of each fiscal year, with the exception of the number of changes made to the database records, which is a cumulative total for the twelve-month period.

3 This is an annualized figure based on the 1,846 changes recorded in last year’s Annual Report for the 5-month period November 2000 to March 2001. It indicates an average of 369 changes per month, compared with 459 changes per month in 2001–2002.

Recent Research Highlights

Profile of B.C. College Transfer Students Admitted to B.C. Universities

This research report prepared for the Council profiles the students who transferred from a B.C. college, university college or institute into one of the four largest B.C. universities, during the period 1994–95 to 1998–99. Some comparisons are made to students entering the universities directly from secondary schools. Highlights of the report are as follows:

- ◆ In the five-year period, over 22,000 students transferred to SFU, UBC, UVic or UNBC.
- ◆ In 1998–99, 4,390 college transfer students were admitted to the four largest B.C. universities (35% to UBC; 29% each to SFU & UVic; and 7% to UNBC).
- ◆ On average, B.C. universities admitted three B.C. college transfer students for every five B.C. secondary school graduate (direct entry) students.
- ◆ Over the five-year period, the proportion of B.C. college transfer students admitted declined relative to B.C. secondary school students (transfer students made up 46% of the admissions in 1994–95, dropping to 38% in 1998–99).
- ◆ In 1998–99, almost two-thirds of the transfer students came from Lower Mainland institutions.
- ◆ The majority of college transfer students and secondary school students enter the Faculty of Arts; however, compared to college transfer students, secondary school students are more likely to enter Science (36% vs. 16%) and Applied Sciences (12% vs. 7%).
- ◆ Not surprisingly then, almost half (48%) of college transfer students who graduated from a university completed an Arts degree; 13% completed a Science degree; 11% completed a Bachelor of Business or Commerce; and 9% completed a degree in a health-related program.
- ◆ About half of the college transfer students (49%) study full-time in their first semester at university compared to 84% of the secondary school students.
- ◆ College transfer students are a more diverse group than those entering directly from high school – they are older, tend to have family commitments and to be working while studying, and come from a wider range of academic backgrounds. Given their diversity, they perform impressively at universities with graduating averages only 5% below that of students entering directly from high school.
- ◆ Within the timeframe of the study, approximately 60% of college transfer students graduated from university. Given more time, their long-run graduation rate would likely reach 70%, the approximate rate for students entering university from secondary school.
- ◆ Those who graduated within the timeframe of the study completed their degree within approximately 2.7 years of admission to university.

Web location: www.bccat.bc.ca/pubs/bcprofile.pdf

Highlights of a Study of B.C. Transfer Students Registered with the B.C. Open University

In its first such study for BCCAT, the B.C. Open University (BCOU) profiled its B.C. College Transfer Students. This included “resident” students pursuing a BCOU degree (either registered in 1999 or else graduating in 1998 and 1999) and “non-resident” University Access and Transfer Students registered in courses in 1999. The profile of “non-resident” students was based on a survey sample. Some highlights:

- ◆ 85% of BCOU students are University Access and Transfer Students who are working to meet admission or degree requirements at another post-secondary institution; uncommitted in their educational goal; upgrading in their jobs; or seeking personal development.
- ◆ 15% of BCOU students are resident students planning to complete a BCOU degree.

University Access and Transfer Students

- ◆ In January and February 2000, approximately 6,000 students were taking courses in the University Access and Transfer Service of the BCOU.
- ◆ These students were predominantly female (67%) with an average age of 34.
- ◆ 93% of these students indicated no difficulty in transferring BCOU courses.
- ◆ 76% rated BCOU as “important” or “very important” in helping them achieve their educational goal.

Resident Students

- ◆ Of the 501 B.C. transfer students registered in 1999, 49% were in Collaborative Degree Programs (CP) and 51% were in Open Learning Degree Programs (OLP).
- ◆ Almost half of resident students were from 3 primary sending institutions: BCIT; Capilano; and UCFV.
- ◆ 304 students graduated in 1998 and 1999: 74% from Collaborative Degree Programs; and 26% from Open Learning Degree Programs.
- ◆ CP graduates earned 8 credits on average at the BCOU; OLP graduates earned 32 BCOU credits on average.

Web location: www.bccat.bc.ca/pubs/profileBCOU.pdf

Council Members, Meetings, Committees & Staff

Members

Dr. Bob Brown (Co-Chair)
Dr. Frank Gelin (Co-Chair & Executive Director)
Dr. Margaret Anderson – university faculty
Mr. Dileep Athaide – college faculty
Dr. Roger Barnsley – colleges, university colleges & institutes (until August 2001)*
Dr. Roger Blackman – universities
Mr. Rick Carruthers – secondary school sector
Dr. Penelope Coddling – universities (resigned June 2001)
Dr. Beth Davies – colleges, university colleges & institutes
Dr. Robin Fisher – universities
Dr. Neil Guppy – universities
Dr. David Leeming – university faculty
Mr. Greg Link – colleges, university colleges & institutes
Ms. Ann McArthur – colleges, university colleges & institutes (until August 2001)*
Dr. Lorna McCallum – colleges, university colleges & institutes
Mr. Jaimie McEvoy – students (until August 2001)
Ms. Barbara Partridge – private post-secondary institutions (resigned October 2001)
Dr. Martin Petter – universities
Ms. Maureen Shaw – college faculty (until August 2001)

* continued to attend meetings as their re-appointments were anticipated.

Meetings

The 59th meeting of the Council was held in June at BCCAT, the October meeting took place at the University College of the Fraser Valley, Abbotsford, and the December and March meetings were at BCCAT. (Since no new appointments of Council members were made during this fiscal year no orientation session was held.)

Committees

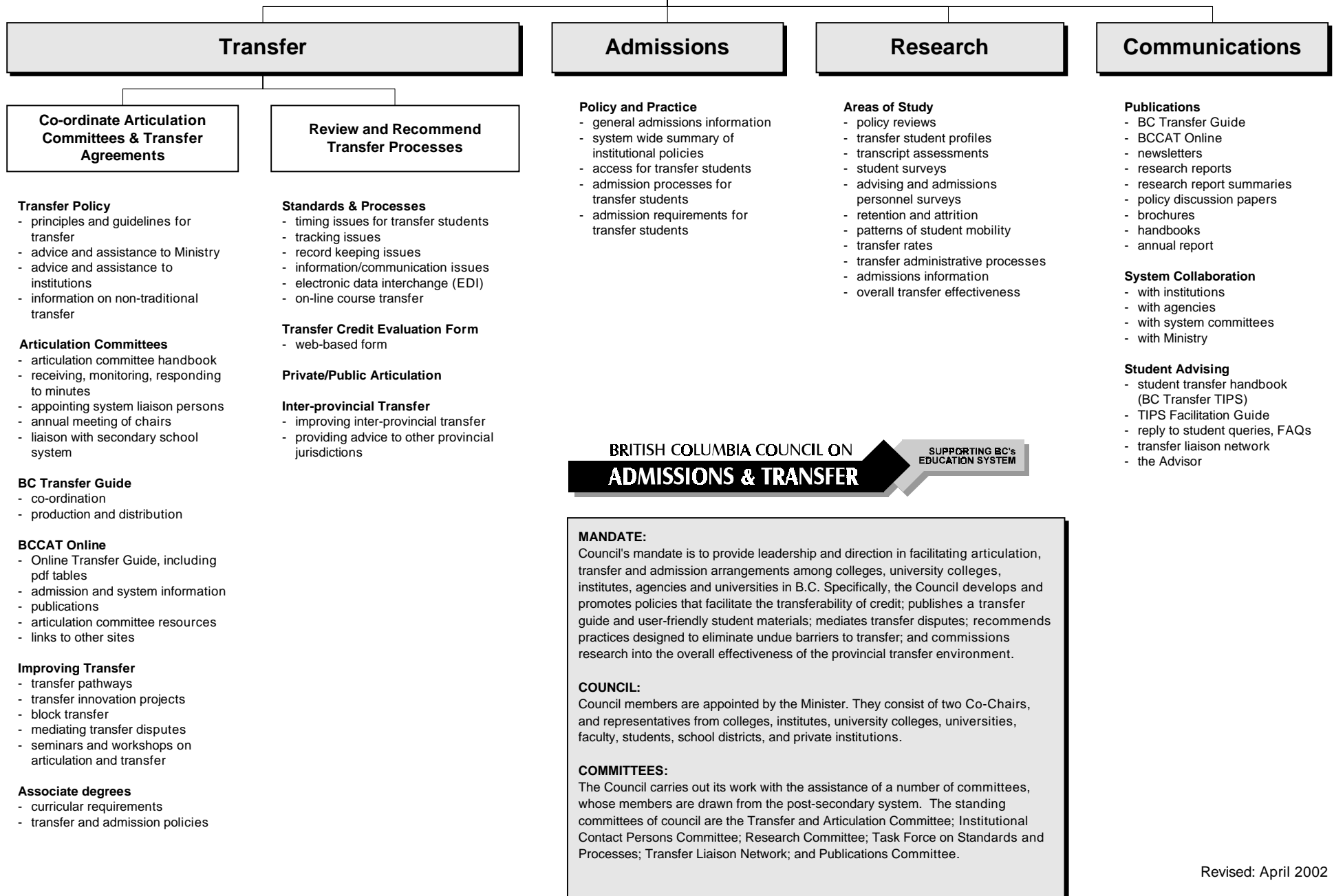
The following committees meet as required and oversee most of the projects and activities reported herein: Transfer & Articulation Committee; Institutional Contact Persons Committee; Research Committee; Task Force on Standards and Processes; Transfer Liaison Network; and Publications Committee. It should be noted that membership on these committees includes both Council members and a significant number of others appointed from within the post-secondary system.

Staff

The work of the Council is carried out by the four full-time employees plus the part-time Transfer Guide Co-ordinator. They are: Dr. Frank Gelin, Executive Director, Ms. Finola Finlay, Associate Director, Ms. Barbara Clague, Executive Secretary, and Ms. Jean Karlinski, Administrative Assistant. Raymond Bendall, of Bendall Books, acts as the Transfer Guide Coordinator. For the calendar year 2002, Ms. Jennifer Orum joined the staff on a part-time basis as Coordinator, Special Projects.

B.C. Council on Admissions & Transfer

Major Activities



BRITISH COLUMBIA COUNCIL ON
ADMISSIONS & TRANSFER

SUPPORTING BC's
EDUCATION SYSTEM

MANDATE:

Council's mandate is to provide leadership and direction in facilitating articulation, transfer and admission arrangements among colleges, university colleges, institutes, agencies and universities in B.C. Specifically, the Council develops and promotes policies that facilitate the transferability of credit; publishes a transfer guide and user-friendly student materials; mediates transfer disputes; recommends practices designed to eliminate undue barriers to transfer; and commissions research into the overall effectiveness of the provincial transfer environment.

COUNCIL:

Council members are appointed by the Minister. They consist of two Co-Chairs, and representatives from colleges, institutes, university colleges, universities, faculty, students, school districts, and private institutions.

COMMITTEES:

The Council carries out its work with the assistance of a number of committees, whose members are drawn from the post-secondary system. The standing committees of council are the Transfer and Articulation Committee; Institutional Contact Persons Committee; Research Committee; Task Force on Standards and Processes; Transfer Liaison Network; and Publications Committee.

Projects Completed This Fiscal Year

Web-based Transfer Credit Evaluation Form

A prototype of a Web-based transfer credit evaluation form was demonstrated at the May 2000 meeting of the Institutional Contact Persons, who encouraged Council to proceed to develop the complete instrument. Such a form replaces the existing intensive and cumbersome paper process with a more efficient electronic system and will be used by institutions to request, approve, and record new or revised transfer agreements. Version 1 was completed within the fiscal year 2001–2002, with Kwantlen University College hosting the application on its Lotus Notes computer platform for the entire B.C. Transfer System. Kwantlen will undertake any ongoing development as required. As of the end of March 2002, three institutions are participating in the final test phase. It is anticipated that most institutions will be using this new method within the next fiscal year.

Review of B.C. Transfer TIPS (Transfer Information for Post-Secondary Success)

B.C. Transfer TIPS is a practical resource targeted at first year post-secondary students, which explains how the credit transfer process works in British Columbia. This publication has been distributed annually since 1999 to all post-secondary institutions listed in the *B.C. Transfer Guide*. After TIPS had been in use for three years in the post-secondary system, (36,000 copies having been distributed in 2001), BCCAT staff undertook a formal review of this publication. The intent of the review was to solicit constructive opinion from the point of view of users (students and advisors in particular) on how the publication could be further improved/enhanced.

The review was conducted through a series of focus groups held on post-secondary campuses and meetings convened by BCCAT. Students and advisors were also asked to complete survey forms. In all, 105 such forms were completed: 38 from post-secondary students; 25 from advisors; and 42 from high school students (due to interest from this group). In addition, members of the Council's Task Force on Standards & Processes, with representation from institutional admissions and registrar's staff, provided face-to-face feedback, as did a small group of college and university advising/admissions personnel from Capilano, Douglas, SFU and UVic. Institutions represented in the student focus groups included Camosun, Capilano, College of the Rockies, Douglas, Kwantlen, Langara, Malaspina, North Island, Northwest, SFU, UCFV, and UVic.

A revised edition of *B.C. Transfer TIPS* is currently in progress, with plans to distribute copies system-wide in summer 2002.

TIPS Facilitation Guide

Through a contract with the Career Education Society (CES), BCCAT produced the *TIPS Facilitation Guide*, a practical resource containing a series of exercises that students can undertake independently or with direction. A handbook for teachers, career counsellors/advisors, community practitioners and self-directed learners, it is intended to facilitate the use of *B.C. Transfer TIPS*. Five hundred copies of the *Facilitation Guide* were distributed at the fall meeting of the CES.

Web location: www.bccat.bc.ca/pubs/tipsfg.pdf

Survey of the Initiative of Placing Secondary School Representatives on Post-Secondary Articulation Committees

The initiative of having secondary school representatives on post-secondary articulation committees, with the goal of increasing communication and mutual understanding between the two sectors, began in 1997. By 2001–2002 sixty-four articulation committees had such representatives. A review of this initiative, which included questionnaires (response rate of 56%) and focus groups, was undertaken by BCCAT in the fall of 2001, in co-operation with the Centre for Curriculum, Transfer & Technology.

Key Findings

- ◆ 85% of articulation committee chairs who replied support the concept of having a secondary school representative on the committee. In addition, 87% of all respondents agreed or strongly agreed with the statement: “*The potential benefits to the secondary and post-secondary education systems warrant the continuation of placing secondary school representatives on the relevant post-secondary articulation committees.*”
- ◆ Overwhelmingly, respondents felt that as a result of this initiative, articulation committee members “have an increased understanding of issues and concerns from the secondary school perspective.” Many concrete examples were given.
- ◆ Most respondents agreed to the appropriateness of posting a summary of the representatives’ reports on a Web site and to sending copies of individual reports to the chairs of the relevant committees.
- ◆ Having a member of an articulation committee attend a meeting of the appropriate Provincial Specialist Association (PSA–teacher discipline/subject committee) would help to expand understanding and communication.
- ◆ There is little participation in curriculum advisory committees by members of the “other” sector — secondary on post-secondary committees and vice versa.
- ◆ The “right fit” between individuals and articulation committees is essential.

Recommendations

1. The Ministry of Education should provide ongoing base budget funding to the Centre for Curriculum, Transfer & Technology (C2T2) to maintain this initiative.

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2. The B.C. Council on Admissions & Transfer (BCCAT) and C2T2 should enhance communication by posting on a Web site a summary of the reports prepared by the secondary school representatives, and encouraging the sharing of these reports with the chairs of the articulation committees and of the PSAs.
 3. The secondary school representatives should encourage their PSAs to invite the chairs (or designates) of the articulation committees to attend relevant PSA meetings, thereby expanding the reciprocity of communication and enhancing mutual understanding.
 4. The Ministry of Education and the Ministry of Advanced Education should consider involving representatives from the secondary sector in post-secondary curriculum review advisory committees and vice versa.
 5. BCCAT should, in the next edition of the Articulation Committee Handbook, expand upon the role and responsibilities of the secondary school representative.

Released in January, this report was distributed to all secondary school representatives, all chairs, co-chairs and system liaison persons of all articulation committees as well as ministry officials and related organizations.

(Unfortunately it appears that funding for this initiative will not be available in fiscal 2002-2003. All representatives and committee personnel have been advised of its discontinuance.)

Web location: www.bccat.bc.ca/pubs/SecSchoolReps.pdf

Transfer Innovations Projects

Transfer Innovations Projects are undertaken by articulation committees with funding provided by BCCAT. Projects focus on a particular program or discipline and are designed to improve transfer, recommend innovative approaches to transfer, or provide better information on transfer options and pathways within that subject area. Seven projects were completed this year:

1. **Adult Education Descriptive Pathways:**
a Web site detailing program information and transfer arrangements, which serves as a resource for prospective and enrolled students, as well as professionals working in the field of Adult Education. Linked to the BCCAT Web site, it can be viewed directly: www.c2t2.ca/bcadulted
2. **Biology Descriptive Pathways:**
a series of grids that identify how courses transfer from sending institutions to receiving institutions for ten subject areas in biology. The grids can be searched by specific courses at institutions and by subject area, allowing students to plan an educational pathway that is both advantageous and flexible. Educators can see how well their courses transfer to other institutions and identify potential areas for curriculum adjustments.

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3. **Biology Field Courses:**
a summary of field courses offered by, and in association with, B.C. post-secondary institutions, plus biology courses that aren't classified as field courses but have a significant field component. A transfer grid includes transfer recommendations for each field course to post-secondary institutions in B.C. and Alberta.
 4. **Business Course Equivalencies:**
an update to the Business Management college to college transfer section of the *B.C. Transfer Guide*. Agreement was reached by participating institutions that the courses listed as equivalent in the tables will be granted credit upon transfer. Since Business Management programs are second in size only to academic/university transfer programs in the colleges, university colleges and institutes, this project reflects a significant advance in facilitating transfer for students, and documents the importance of transfer in non-university programs.
 5. **Creative Writing Flexible Pre-Major Analysis:**
an in-depth analysis of how students can transfer to the three creative writing degree programs in B.C. It identifies the difficulties faced by colleges offering courses that satisfy the requirements of the programs, since each degree program is substantially different from the others. While a recommendation to proceed to a full pre-major project is included, the final report points out that there is little incentive for a system-wide creative writing pre-major agreement, since there are long waiting lists for direct entry students into the degree programs.
 6. **Forestry Descriptive Pathways:**
tables illustrating how students can progress through forestry courses and programs at a variety of institutions, in order to complete qualifications as a forest technician, registration as a professional forester or complete a forestry degree. Detailed analysis is included of current challenges in forestry articulation and transfer, as well as information for prospective students.
 7. **Geography Descriptive Pathways:**
a series of grids that illustrate the potential geography pathways leading from all sending institutions to all receiving institutions in B.C. The project gives students and advisors an easy reference for determining degree options, required courses, the gaps in lower-level course offerings at sending institutions and possible avenues for acquiring required lower-level courses at other sending institutions. It assists sending institutions to develop courses that meet student needs, helps receiving institutions develop requirements that consider sending institution offerings and requirements of other receiving institutions, and assists all institutions to create consistent and complementary course offerings and requirements.

Four Research Studies

- ◆ **Admission of Transfer Students in British Columbia Post-Secondary Institutions: Policies, Practices, & Capacity**

The purpose of this report was to study the admission of transfer students into baccalaureate degree programs in light of dramatic growth in degree-granting institutions over 10 years. It includes five key recommendations primarily with a system-wide focus, but having implications for individual institutions.

Web location: www.bccat.bc.ca/pubs/soles/pdf

- ◆ **Analysis of Applications, Admissions and Registration of B.C. College Transfer Applicants to B.C. Universities**

This report summarizes the multiple application, qualification, admission and registration patterns of the 6,804 college transfer students who applied for admission to at least one of four B.C. universities for fall 2000. The number and proportion of qualified applicants denied admission is also included, as is comparable data for students entering these universities directly from a B.C. high school.

Web location: www.bccat.bc.ca/pubs/beslop2001.pdf

- ◆ **Profile of B.C. College Transfer Students Admitted to B.C. Universities 1994–95 to 1998–99**

This report integrates the findings of numerous studies undertaken by B.C.'s four largest universities over the past several years and documents the flow of B.C. college transfer students to the universities and how well these students perform in comparison to students entering directly from high school. A condensed version of the report, in newsletter style, entitled "Research Results" was produced and distributed widely to over three thousand recipients. Highlights of this report are found elsewhere in this annual report.

Web location: www.bccat.bc.ca/pubs/bcprofile.pdf

- ◆ **Profile of B.C. College Transfer Students Admitted to the B.C. Open University completed in March 2002**

This report presents a profile of B.C. college transfer students. It includes information on "resident" students pursuing a BCOU degree (either registered in 1999 or else graduating in 1998 and 1999) and "non-resident" University Access and Transfer Students registered in BCOU courses in 1999. The completion of this report was expedited in light of the Ministry review of the future of the Open Learning Agency. Highlights of this report are found elsewhere in this annual report.

Web location: www.bccat.bc.ca/pus/profileBCOU.pdf

Policies Regarding Associate Degrees

This year transfer policies for holders of the Associate Degree were agreed to by all of the university colleges. Now they, along with all research universities, will grant 60 transfer credits for an associate degree, even if all the courses taken towards the associate degree do not transfer individually to that institution. Royal Roads University will accept students into the third year of its baccalaureate degree programs assuming they have successfully completed appropriate lower level courses as part of their associate degree. Two universities, Simon Fraser University and the University of Northern B.C., will continue to grant priority admission to holders of the Associate Degree over all other transfer students. Check the Web site for specific policies at each institution. www.bccat.bc.ca/block/assoc.htm

The Council responded to a query regarding the inconsistent application of allowing computer science courses to satisfy the laboratory science requirement for the Associate Degree. Following a consultation process, the Council recommended to all institutions that the current definition of a laboratory science required for the Associate Degree remain unchanged and that Computer Science courses not be deemed to satisfy that requirement.

Projects in Progress

Transfer Innovations Projects

Transfer Innovations Projects are undertaken by articulation committees with funding provided by BCCAT. Projects focus on a particular program or discipline and are designed to improve transfer, recommend innovative approaches to transfer, or provide better information on transfer options and pathways within that subject area. The following Transfer Innovations Projects are currently underway.

1. Child & Youth Care (Block Transfer)
2. Earth Sciences (Descriptive Pathways)
3. Earth Sciences (Flexible Pre-Major)
4. English (AIMS document)
5. Environmental Programs (Block Transfer)
6. Hospitality Management (Block Transfer)
7. Mathematics/Statistics (Core Curriculum for First Year Calculus)
8. Physical Education & Kinesiology (Block Transfer)
9. Theatre (Flexible Program Transfer)

TAP Fund Projects

The Transfer & Articulation Project (TAP) Fund provides small amounts of money for articulation and transfer-related projects (such as brochure and Web site design) that do not fit the criteria for Transfer Innovations Projects. The following TAP Fund Projects are currently underway:

1. Forestry (brochure)
2. Geography (Web site)
3. Paramedic (articulation agreements)
4. Women's Studies (brochure and Web site)

Research Studies

- ◆ A study on the **Educational and Occupational Participation and Completion Patterns of the Class of '88: A Ten Year Perspective** is near completion. Undertaken by Lesley Andres of UBC, this is part of a larger Paths on Life's Way longitudinal study conducted of students in the B.C. Grade 12 graduating class of 1988. It is expected that the report for BCCAT will be published in summer 2002.
- ◆ The Office of Analytical Studies at SFU is coordinating a study that will attempt to determine to what degree any observed differences in academic performance at university between B.C. college transfer students and those entering directly from high school can be attributed to *differences in high school grades* obtained by these two groups.

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- ◆ **A Study of University Colleges as Transfer Receiving Institutions** is a four-year undertaking. A preliminary report exploring the available data, recommending ways to proceed with an analysis, and exploring a reporting format was completed this year. A report on university college graduates based on at least three years worth of data is expected this summer. The final report including an additional three years worth of comparative data is due in summer 2005.

Joint Committee to Review TUPC Private Institution Evaluation Policy

BCCAT requested the University Presidents' Council (TUPC) to review its policy for the evaluation of private institutions wishing to be considered for articulation with the universities, with the inclusion of subsequent agreements in the *B.C. Transfer Guide*. TUPC agreed to form a joint committee to review the policy and recommend changes, and to include a representative of the University Colleges of B.C. consortium on the committee. Final recommendations of the committee have gone to each participating organization for discussion. The proposal calls for the establishment of a "Quality Assurance Committee" comprised of representatives of The University Presidents' Council (TUPC), the University Colleges of British Columbia (UCBC), the Council of Presidents (CoP) and a representative of the private institutions currently in the transfer system. The committee's main task will be the assessment of any institution that wishes to articulate with degree-track programs in public institutions. BCCAT will serve this process in an advisory capacity.

Regular and Ongoing Activities

Institutional Contact Persons (ICPs)

The annual meeting of the Institutional Contact Persons (ICPs) is held each year in May. This Committee is composed of two representatives (primary and secondary) from each post-secondary institution listed as a “sending” or “receiving” institution in the *B.C. Transfer Guide* and serves as the main point of contact between BCCAT and the post-secondary institutions which make up the transfer system. The main role of ICPs is to oversee the administration of transfer credit arrangements that are subsequently recorded in the *B.C. Transfer Guide*. As such, ICPs tend to be registrars or staff who work in the Registrar’s or Admissions’ Office at their respective institutions.

Considerable time at the May 2001 ICP meeting was spent demonstrating the Web-based transfer credit evaluation form, hearing feedback on the software from institutional representatives, and planning for further testing and implementation.

B.C. Transfer Guide & Online Version of the Guide

One of the key functions of the ICPs is to proof the annual edition of the *B.C. Transfer Guide*. Twenty-three hundred copies of the Guide were printed in July and distributed throughout the post-secondary system, as well as to senior secondary schools and public libraries. The online version of the Guide has proved to be most successful, with close to 260,000 “hits” occurring to the main transfer guide menu in 2001–2002. The Online Guide is updated every two weeks.

In November 2001, the Transfer Guide Coordinator instituted an automated off-site backup routine for key BCCAT-related files, including files related to the Transfer Guide databases, the most recent print version of the *B.C. Transfer Guide*, and a variety of “background files” relating to the BCCAT Online Web site. This backup system is in addition to tape backup, which has been in practice for some time.

BCCAT Online – www.bccat.bc.ca

The Web site is the most important communication tool of the Council. A “What’s New” section on the home page highlights additions made in the preceding three months. All publications, Council meeting minutes and other relevant publications are posted on the site. One of the indications of its usefulness is the number of queries received by the webmaster. Approximately one hundred such queries, mostly from students, were received and responded to this year.

B.C. Transfer TIPS (Transfer Information for Post-secondary Success)

B.C. Transfer TIPS is a practical resource targeted at first year post-secondary students, which explains how the credit transfer process works in British Columbia. This publication has been distributed annually since 1999 to all post-secondary institutions listed in the *B.C. Transfer Guide*. In August 2001, 1500 copies of *Transfer TIPS* were mailed to senior secondary school principals with a request that they be made available to senior Career and Personal Planning teachers and to senior counselors. School superintendents and the Executive Director of the B.C. School Superintendents Association were informed of this mailing with a single copy provided.

In November 2001, 500 copies of *TIPS* were distributed at the conference of the Career Education Society (CES) whose members include primarily secondary teachers involved in Career Development in B.C., as well as community career practitioners from across the province. The limited distribution to the secondary school system was made in response to numerous requests from that sector to provide copies. Electronic versions are available at www.bccat.bc.ca/tips/

Transfer TIPS is referenced in a number of B.C. educational resources. In February this year, a reference to *TIPS* was added to the “Life After Graduation” section of the Ministry of Education’s Web site, and to its “Guide for Graduates” targeted at secondary school students. Interest in *Transfer TIPS* has extended beyond B.C. At their request, BCCAT has given permission to Washington State University to use parts of *Transfer TIPS* as a foundation for their own “tips” booklet, with the understanding that the B.C. publication be appropriately acknowledged. With BCCAT permission, parts of *Transfer TIPS* are included in the official guide for transfer in Minnesota Higher Education found at: www.mntransfer.org/Tips/tipsindex.html.

Articulation Committees

Reporting to the Transfer & Articulation Committee, BCCAT staff members maintain liaison with all recognized articulation committees, receiving and responding to minutes, noting contact information for chair/co-chairs and system liaison persons, and noting date and location of upcoming meetings. They attend as many meetings of the committees as reasonable.

At the end of 2001–2002, the number of articulation committees is 71. This includes a recently approved new committee, First Nations Studies, that will hold its initial meeting in the spring of 2002. The TAC has given approval in principle to a committee currently called Communications and Media Studies. It will hold its initial meeting in June to finalize its name and mandate. The status of two committees is under review, since they have not met for some time. The TAC has determined that lack of activity may result in removal of an articulation committee from the approved list of committees.

In February 2002 the regular forum of the chairs and system liaison persons of Articulation Committees was held with 117 participants, including additional invitees from receiving institutions. This meeting is the annual opportunity for those providing leadership to the articulation committees to learn of new developments and exchange experiences. The report is located at: www.bccat.bc.ca/artic/feb2002.pdf

Task Force on Standards and Processes

The Task Force on Standards and Processes, a standing committee of Council, was established to investigate and recommend solutions to problems caused by those institutional administrative processes that constitute barriers to smooth and efficient transfer. Council member Greg Link chairs the task force and members are drawn mainly from the student services areas of post-secondary institutions.

The task force produced a significant report in 1998–1999 and approved an implementation plan for forwarding the recommendations to institutions and other appropriate agencies over a three-year period (both were endorsed by Council). It continues to meet to follow-up on outstanding issues arising from these original recommendations, to discuss newly emerging issues and possible recommended action, as well to be kept informed of aspects of the Council's work.

Transfer Liaison Network (TLN)

The Transfer Liaison Network (TLN) began communication via an electronic listserv in the spring of 2000. The purpose of the Network is to encourage the development of collegial working relationships among Transfer Liaison Persons (TLPs) and to facilitate inter-institutional communication and the sharing of information which can be used to analyze, refine or improve the transfer system *from the advising or the student's point of view*. The TLP selected by each institution is one who, in his/her current position, functions as a knowledgeable resource or contact person for students or for other personnel dealing with transfer issues, or whose job description already encompasses some aspects of the TLP role. The position the TLP holds may vary from institution to institution. To date a number of issues have been brought to the attention of the TLN, and their responses have provided valuable assistance to the Council.

Research and Publications

Working with both the Research Committee and the Publications Committee, Council staff dedicate a considerable amount of its time to the development, publication and dissemination of a significant number of publications which are made available free of charge across the B.C. post-secondary system. Involvement includes writing, reviewing and editing, coordinating peer review processes, arranging for printing and final distribution, and Web publishing. The range of publications, in addition to the flagship *B.C. Transfer Guide*, includes newsletters of a general update nature as well as "Advisors", discussion papers on specific topics pertaining to admissions and transfer initiatives, and lengthy research reports.

(See the Appendix, page 31 which lists all BCCAT publications during the fiscal year.)

Support to the System

In 2001–2002 Council staff responded to many requests for assistance from individual institutions as well as mediated disputes as and when requested. The following contacts were made:

- ◆ **British Columbia Institute of Technology**, to attend their Admissions & Educational Standards Committee to discuss transfer credit policy issues; to respond to an issue of transfer of credit for specific courses with SFU.
- ◆ **Camosun College**, regarding advice on establishing block transfer agreements.
- ◆ **Capilano College**, regarding the minimum grade for transfer; to provide advice regarding an out of province transfer agreement.
- ◆ **Columbia College**, to discuss several issues related to the participation of private institutions in the transfer system.
- ◆ **Corpus Christi College**, to discuss admissions and transfer issues and associate degrees.
- ◆ **Douglas College**, to respond to inquiries regarding negotiating transfer agreements with private post-secondary institutions.
- ◆ **Emily Carr Institute of Art and Design**, in response to a query regarding outcomes for courses at different levels.
- ◆ **Justice Institute**, regarding recording of transfer agreements.
- ◆ **Kwantlen University College**, to discuss the interpretation of “Arts” courses for associate degrees, and to respond regarding private institutions and international articulation agreements.
- ◆ **Langara College**, to assist with a transcribing issue; to attend the Aboriginal Post-Secondary Symposium in May; to provide clarification of minimum cumulative grade point average requirements for associate degrees; to provide information on articulation with private and with out of province institutions.
- ◆ **Northern Lights College**, to provide clarification of requirements of the Associate of Arts degree re: business management courses; to clarify an issue regarding course credits; to respond to a query regarding transfer of a diploma program.
- ◆ **Nicola Valley Institute of Technology**, to provide advice regarding transfer of business courses.
- ◆ **Okanagan University College**, to respond to a query regarding “retired” courses.
- ◆ **Open Learning Agency**, to meet with the President and Vice-President, Education & Provost.
- ◆ **Technical University of British Columbia**, regarding provision of transfer information for TechBC courses; to respond to queries regarding their transfer credit guidelines, and evaluating international degrees; regarding transfer of students to non-SFU institutions after take-over.
- ◆ **Trinity Western University**, to help develop a transfer credit policy for holders of associate degrees; to offer advice on updating admission policy on the Adult Graduation Diploma.
- ◆ **University of British Columbia**, to discuss admissions issues, and to conduct a seminar for a Higher Education course.
- ◆ **University College of the Cariboo**, in response to a query regarding out of province transfer credit assessment.
- ◆ **University College of the Fraser Valley**, regarding block transfer credit.
- ◆ **University of Northern British Columbia**, to discuss the use of PLA-like assessments for admissions eligibility to post-graduate degree programs.

Private Post-Secondary Institutions

The Council continues to liaise with the Ministry and the post-secondary system to determine policy direction with respect to issues of private to public articulation. As well, the Executive Director met on several occasions with his counterpart at the Private Post-Secondary Education Commission. Advice has been given to both private and public post-secondary institutions regarding transfer and articulation issues.

The process by which a private institution is included in the B.C. Transfer System is under review and revision. See the project described elsewhere, under the heading “Joint Committee to Review TUPC Private Institution Evaluation Policy.”

Collaboration with Other Groups

Ministries, Agencies, Groups & Organizations in B.C.

During this fiscal year Council staff members interacted with the following:

- ◆ **Academic & Career/Technical Deans & Directors (AC/TDeans)** – attending all of the meetings of this group.
- ◆ **Advanced Education Council of British Columbia (AECBC)** – meeting on several occasions with the President to discuss items of significance to the college, university college and institute system and attending the final AGM. AECBC ceased operations at the end of October 2001.
- ◆ **B.C. Institutional Researchers & Planners (BCIRP)** – meeting with the Planning Group.
- ◆ **B.C. Registrars’ Association (BCRA)** – attending all BCRA meetings.
- ◆ **B.C. School Superintendents’ Association (BCSSA)** – meeting with the Executive Director in relation to the review of the initiative of placing secondary school representatives on post-secondary articulation committees.
- ◆ **Canadian Federation of Students, B.C. Component (CFS)** – facilitating a focus group at their general meeting to obtain feedback as part of the review of TIPS (Transfer Information for Post-Secondary Success.)
- ◆ **Centre for Curriculum, Transfer & Technology (C2T2)** – being involved in various initiatives, including the placing of secondary school representatives on post-secondary articulation committees, the Emerge and BCcampus initiatives, and providing advice on issues related to Prior Learning Assessment and in particular on the discussion paper “Sustaining Prior Learning Assessment in British Columbia.”
- ◆ **Centre for Education Information (CEISS)** – serving on the Provincial Application Service (PASBC) Steering Committee, and on the steering committee of the “Opening Doors” Project as well as various meetings regarding the status of the data warehouse project.

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- ◆ **Centre for Policy Studies in Higher Education & Training (CHET)** – attending various meetings, including one featuring Deputy Minister Gerry Armstrong.
 - ◆ **Certified Management Accountants (CMAs)** – meeting to discuss linking the CMA transfer guide to the business management transfer section of the *B.C. Transfer Guide*.
 - ◆ **Deans & Directors of Human Service Programs (DDHSP)** – meeting to discuss issues relating to accreditation requirements of the Canadian Association of Schools of Social Work and the impact upon block transfer agreements for several Human Service Diploma programs.
 - ◆ **Industry Training & Apprenticeship Commission (ITAC)** – meeting with the Director of Operations regarding various concerns. ITAC ceased operations in December 2001.
 - ◆ **Ministry of Advanced Education (MAVED)** – preparing a briefing note for the new Assistant Deputy Minister, meeting with the Director of the new Private Institutions and Sector Initiatives branch, providing advice in the preparation of a briefing note to the Council of Ministers of Education, Canada (CMEC) on British Columbia’s position pertaining to the state of credit transfer at the post-secondary level in Canada, as well as regular meetings with various staff members.
 - ◆ **Ministry of Education (MoE)** – participating in the Provincial Design Symposium to review potential changes to current high school graduation requirements; arranging for meetings with Washington State to explore their “Running Start” program (which allows secondary school students to concurrently enroll in post-secondary institutions) and its potential application in British Columbia.
 - ◆ **Outcomes Working Group (OWG)** – participating in the discussions on future directions for the annual OWG student outcomes survey and in particular in the preparation of new questions for the spring, 2002 survey to students who wanted to continue their post-secondary studies but did not do so.
 - ◆ **Select Standing Committee on Education** (Legislative Committee of the Provincial Government) – making a presentation entitled “The B.C. Post-Secondary System: What’s Working Well, What Needs Improvement?” Web version is located at: www.bccat.bc.ca/pubs/whatsworking.pdf
 - ◆ **Senior Educational Services Officers Committee (SESOC)** – attending many of the regular meetings.
 - ◆ **Senior Instructional Officers Committee (SIOC)** – attending all of the regular meetings.
 - ◆ **The University Presidents’ Council (TUPC)** – meeting regarding the process for approving the inclusion in the *Transfer Guide* of private post-secondary institutions, and meeting to discuss university admission requirements and enrolment projections for fall 2002.
 - ◆ **University Colleges of British Columbia (UCBC)** – liaising with their representatives on matters pertaining to transfer to and from the university colleges, as well as related issues.
 - ◆ **Vice Presidents (Academic) Committee (VPAC)** – attending the July meeting.

Out-of-Province & National Organizations

It is important to facilitate the improvement of student friendly policies and practices that will enhance student mobility and transfer between institutions across the country.

During this fiscal year the Council was involved in the following activities:

- ◆ Assisting the Executive of the **Association of Registrars of the Universities and Colleges of Canada (ARUCC)** and Human Resources Development Canada (HRDC) to facilitate the develop-

ment of national transcript and record standards including development of a formal proposal to HRDC for funding such a project.

- ◆ Attending the annual meeting of the **Association of Canadian Community Colleges (ACCC)**. Assisting in motivating B.C. post-secondary institutions to formally sign the ACCC Pan-Canadian Protocol on the Transferability of Learning as well as providing advice to ACCC on how best to advance the implementation of the protocol.
- ◆ Presenting to the joint conference of the **Canadian Institutional Research and Planning Association (CIRPA)** and **Pacific Northwest Association of Institutional Researchers and Planners (PNAIRP)** in Victoria two papers – “What Transfers? What Doesn’t? The Use of Transcript Analysis to Measure Student Success” & “Admissions and Transfer Experiences of Students Continuing their Studies in British Columbia.”
- ◆ Maintaining contact with related agencies in other jurisdictions (including relevant Web site links) and in particular with the **Alberta Council on Admissions and Transfer (ACAT)**.
- ◆ Undertaking discussions with Athabasca University on their potential inclusion in the *B.C. Transfer Guide*.
- ◆ Presenting to the annual meeting of the **Canadian Alliance of Education and Training Organizations (CAETO)** in Ottawa, a paper on the critical success factors that resulted in a successful transfer system in B.C. and their potential application in other jurisdictions. The panel is entitled “Articulation: A Seamless Web or Interlocking Puzzle?”
- ◆ Providing advice to **George Brown College** in Toronto on exploring the development of collaborative degrees with degree granting institutions in British Columbia.
- ◆ Attending a meeting of the **College-University Consortium Council** in Toronto to inform participants of the work of BCCAT and to assist in their development of a strategic plan to develop and implement improved transfer policies and practices in Ontario.
- ◆ Making a presentation to the **Association of Canadian College Schools of Business** in Victoria on transfer and articulation issues for Business Programs.

International Contacts

- ◆ Attending the annual conference of the **American Association of Collegiate Registrars and Admissions Officers (AACRAO)**.
- ◆ Presenting at the annual conference of the **National Academic Advising Association (NACADA)** in Ottawa in October a paper entitled “Improving Transferability: Ask the Students and Advisors.”
- ◆ Attending the **Pacific Northwest Higher Education Assessment Conference** in Spokane, Washington and participating in a panel discussion on “Transfer and Transition Research” as well as presenting a paper entitled “Student Perceptions of Their Admissions and Transfer Experience.”
- ◆ Providing information to the Office of the Provost at the **University of Washington** to assist them in improving their transfer policies with other institutions; granting copyright permission to **Washington State University** to use parts of BCCAT’s *Transfer TIPS* publication; and maintaining contact with Washington State’s Inter-College Relations Council.
- ◆ Making a presentation at the meeting of the **Pacific Northwest Higher Education Assessment Conference** in Spokane, Washington.

Appendix – BCCAT Publications

This appendix lists all of the documents produced by BCCAT during the fiscal year 2001–2002, including their location on the BCCAT Web site. All such documents are included in the package sent to the Ministry of Advanced Education.

BCCAT Publications: April 1, 2001–March 31, 2002				
<i>Number and Date</i>	<i>Publication Type and Title</i>	<i>Number of copies</i>	<i>Distribution List</i>	<i>Web Site Location</i>
#1 April 2001	Report: Annual Report for 2000–2001 to the Ministry of Advanced Education, Training & Technology	350	MAVED, institutional presidents, VPs Academic, VPs Student Services, Ed council & Senate Chairs, IR Offices, Council and its committees, Agencies, etc.	www.bccat.bc.ca/pubs/ar00-01.pdf
#2 May 2001	Handbook: B.C. Transfer TIPS (Transfer Information for Post-Secondary Success)	36,000	Post-secondary institutions, and 1,500 to senior secondary schools	www.bccat.bc.ca/tips/index.html
#3 July 2001	Guide: B.C. Transfer Guide	2300	Post-secondary institutions, senior secondary schools, public libraries, career training centres etc.	www.bccat.bc.ca/tgnew/index.htm
#4 July 2001	Report: Admission of Transfer Students in British Columbia Post-Secondary Institutions: Policies, Practices & Capacity	230	Institutional Presidents, VPs Academic, VPs Student Services, I.R. Offices, MAVED, System organizations	www.bccat.bc.ca/pubs/soles.pdf
#5 July 2001	Report: Analysis of Applications, Admissions and Registrations of B.C. College Transfer Applicants to B.C. Universities, Fall 2000	230	Institutional Presidents, VPs Academic, VPs Student Services, I.R. Offices, MAVED, System organizations	www.bccat.bc.ca/pubs/heslop2001.pdf
#6 Oct. 2001	Report: Profile of B.C. College Transfer Students Admitted to B.C. Universities, 1994–95 to 1998–99	180	Same as above	www.bccat.bc.ca/pubs/bcprofile.pdf
#7 Nov. 2001	Research Results: Profile of B.C. College Transfer Students (summary of report #6)	3300	MAVED, post-secondary institutions, system organizations, “friends of BCCAT”	www.bccat.bc.ca/pubs/rr_dec01.pdf
#8 Nov. 2001	Newsletter: General	3100	Same as above	www.bccat.bc.ca/pubs/nl_nov01.pdf
#9 Nov. 2001	Guide: TIPS Facilitation Guide	500	CES Career Education Society	www.bccat.bc.ca/pubs/tipsfg.pdf

BCCAT Publications: April 1, 2001–March 31, 2002

<i>Number and Date</i>	<i>Publication Type and Title</i>	<i>Number of copies</i>	<i>Distribution List</i>	<i>Web Site Location</i>
#10 Nov. 2001	Advisor: New Routes to Transfer	3100	MAVED, post-secondary institutions, system organizations, “friends of BCCAT”	www.bccat.bc.ca/pubs/advisor11-01.pdf
#11 Dec. 2001	Presentation: “What’s Working Well, What Needs Improvement?”	30	Select Standing Committee on Education, MAVED, Council members	www.bccat.bc.ca/pubs/whatsworking.pdf
#12 Jan. 2002	Report: Survey of the Initiative of Placing Secondary School Representatives on Post-Secondary Articulation Committees	30 – full 400 – brief	Full – MoE, MAVED, C2T2, BCTF, CES, TAC, BCSSA, BCP&VPA Brief – all sec reps, chairs, SLPs, Deans, SIOC, BCATTA, etc.	www.bccat.bc.ca/pubs/SecSchoolReps.pdf
#13 Mar. 2002	Report: Profile of B.C. College Transfer Students Admitted to the B.C. Open University	40	MAVED, Council Members, BCCAT Research Committee, Author	www.bccat.bc.ca/pubs/profileBCOU.pdf
#14 Mar. 2002	Report: Report of the February 15th Annual Meeting of Articulation Committee Chairs/Co-chairs and System Liaison Persons	Online only	By email notice to all chairs/co-chairs and SLPs of its availability on the Web	www.bccat.bc.ca/artic/feb2002.pdf