

# Pan-Canadian Consortium on Admissions & Transfer

## Third Annual General Meeting

June 16-18, 2008  
Delta Chelsea Hotel,  
Toronto, ON

### Summary/Minutes

NOTE: List of Attendees is provided in a separate document at [www.pccat.ca](http://www.pccat.ca))

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#### SUMMARY:

##### Reception (June 16; 7-9pm)

The opening reception for the 2008 Annual PCCAT meeting was hosted by the Government of Ontario at a venue provided by Ryerson University (The Peter Bronfman Learning Centre). The event began with a message of welcome by the Co-Chairs, David Hinton and Frank Gelin. Robin Armstrong (Chair, College & University Consortium Council) introduced Sheldon Levy (President, Ryerson University) and expressed appreciation for the reception facilities. Special thanks were extended to the Government of Ontario for sponsoring the reception. The Honourable John Milloy, Minister of Training, Colleges & Universities, was introduced. The Co-Chairs welcomed all to Ontario and spoke about the important work this group was addressing and thanked all participants.

##### Meeting (June 17 – 18)

#### 1. Introductions and Jurisdictional Reports

The meeting was opened by the two co-chairs, David Hinton (University of New Brunswick) and Frank Gelin (BCCAT), and introductions were made by all participants.

The following representatives presented jurisdictional reports:

- Janet Mason (Ontario)
- John Macleod (Nova Scotia)
- Brenda McCavour (New Brunswick)
- Kathleen Massey (Quebec) - *presented in her absence by Finola Finlay*
- Josh Watt (Manitoba)
- Catherine Stewart (Maritime Provinces Higher Education Commission)
- Philip Cameron (Saskatchewan)
- Anne Ryton (Alberta)
- Finola Finlay (BC)

Copies of jurisdictional reports are available online at [www.pccat.ca](http://www.pccat.ca).

#### 2. Report on CMEC Quality Assurance Symposium (May 2008)

Frank Gelin reported on the CMEC Quality Assurance Symposium held in Quebec in May 2008, and reviewed the agenda topics. Frank invited PCCAT attendees who had also attended this event to provide comments regarding their impressions of the discussions and an apparent relation between the roles and mandates of PCCAT and CMEC. In addition to the following comments, all agreed that the topic of credit transfer had been a focus of discussion at the symposium.

- *Ron Woodward: this is the optimal time and conditions are ripe for beginning work together to facilitate credit transfer in Canada.*
- *Anne-Louise Hachey: it is important to begin by identifying the existing barriers to intra-provincial transfer.*
- *Philip Cameron: discussions at the event served to reinforce the importance of trust and respect as a basis for transfer relationships.*

Symposium presentations are expected to be posted shortly to the web at [www.cmec.ca](http://www.cmec.ca).

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**SUMMARY  
(cont'd):**

**3. Presentations (Tuesday)**

The following participants presented on these topics:

- **Research on Transfer & Mobility in Ontario**  
*Fiona Deller (Research Director, Higher Education Quality Council of Ontario-HEQCO)*
- **Alberta: Responding to a Changing Transfer Landscape**  
*Ron Woodward (Chair) and Anne Ryton (Manager, Post-Secondary Transition), Alberta Council on Admissions & Transfer, and Marg Leathem (Director, Admissions, Alberta Ministry of Advanced Education).*
- **York University: Profile of Transfer Students**  
*Sheila Embleton, VP Academic, York University*
- **Inter-Provincial Mobility of the College-Age Cohort**  
*Stephanie Oldford, Policy Analyst, Canadian Council on Learning*

*(Copies of presentations are available at [www.pccat.ca](http://www.pccat.ca).)*

**4. General Discussion on Research Agenda** - THIS ITEM IS MINUTED; SEE (A) BELOW.

**5. Business Meeting** - THIS ITEM IS MINUTED; SEE (B) BELOW.

**6. Presentations (Wednesday)**

- **College/University Collaborations in Ontario**
  - *McMaster/Mohawk: Diane Barrafato, Coordinator, Medical Radiation & Rehabilitation Science & Ishwar Singh, Associate Director, Bachelor of Technology Partnership.*
  - *Guelph-Humber: John Walsh, Vice-Provost, and Elaine Popp, Associate Dean & Program Head (Kinesiology).*
  - *Trent/Fleming: Karen Maki, Director, Distance & Continuing Education & College Partnerships, Trent University & Linda Skilton, Dean, School of Environmental & Natural Resource Sciences, Fleming College.*
- **Transfer Credit Issues for Armed Forces Personnel: A Pan-Canadian Issue**  
*Janet Lang, Canadian Defense Academy (Discussion)*
- **Resources to Support an Effective Transfer Environment**  
*Finola Finlay, Associate Director, BC Council on Admissions & Transfer*

*(Copies of presentations are available at [www.pccat.ca](http://www.pccat.ca).)*

**7. Feedback & Discussion for the 2009 PCCAT Meeting**

- THIS ITEM IS MINUTED; SEE (C) BELOW.

**THE THIRD ANNUAL GENERAL PCCAT MEETING WAS ADJOURNED.**

*[end of summary]*

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**MINUTED  
ITEMS:**

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**Agenda Item (A) General Discussion on Research Agenda**

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Members were presented with two proposed research projects for consideration:

- a) Interprovincial Transfer Student Profile Reports
- b) Interprovincial Transfer Student Experience Project

**Discussion:** Members discussed the significant value of research for raising awareness of transfer issues and underlining the potential benefits of facilitating intra-provincial transfer. There was some discussion regarding other studies and resources which might be utilized in ascertaining the needs and aspirations of prospective transfer students. Following discussion, it was proposed that a Research Subcommittee should be established to organize and oversee PCCAT research projects.

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- Conclusions:**
- 1. Members agreed that option (a) was the preferable route for its simplicity and appropriateness as an initial project.
  - 2. The following members volunteered to stand on the proposed research subcommittee:
    - Ursula McCloy (Ontario)
    - Catherine Stewart (Maritimes)
    - Philip Cameron (Saskatchewan)
    - Harvey King (Saskatchewan)
    - Henry Decock (Ontario)
    - Devron Gaber (BCCAT)
    - Frank Gelin (BCCAT)
    - Anne Ryton (ACAT)
    - David Hinton (UNB)
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| <b>Action items:</b>   | <b>Person responsible</b> | <b>Deadline</b> |
|--|---------------------------|-----------------|
| ✓ The subcommittee was charged with the task of deciding on the structure and organization of this group, and will explore various options regarding sponsorship and project coordination. | Subcommittee members      | 2008-09         |
| ✓ The subcommittee will report back at the 2009 PCCAT meeting on the decisions and progress made throughout the year.  | Subcommittee members      | June 2009       |

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**MINUTED  
ITEMS (cont'd)**

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**Agenda Item (B) Business Meeting**

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**Discussion &  
Motions:**

Members considered two proposed options for the executive structure of PCCAT:

*Option 1: Minimal – roles related to functions assumed by co-chairs and meeting coordinator. In addition to 2 Co-Chairs, executive members would include 1 Co-Chair, 1 Designate, and 1 Meeting Coordinator (normally based near locale of next annual meeting).*

*Option 2: Expanded – membership would include those outlined in Option 1, but also 1 Communications Coordinator, Sub-Committee Chair(s), and Member-at-large*

It was also recommended that at least one executive member should have access to administrative support for the purposes of PCCAT administration (both meeting planning and ongoing tasks). Members raised the following points:

- There needs to be a link established between the Executive Committee and the Research Subcommittee (and any other subsequent subcommittees). One Co-Chair should sit on the subcommittee (but not necessarily as Chair.)
- Most felt it important to allow for a slow evolution, and to proceed to next steps on the basis of what is found to work best.

**MOTION:** To adopt Option 1 for the PCCAT Executive Structure, as outlined.

*Finola Finlay moved; Anne-Louise Hachey seconded.*

**THE MOTION WAS CARRIED, with none opposed and no abstentions.**

Philip Cameron was nominated as the Co-Chair (West) to replace Frank Gelin. Karen Maki was nominated as the Co-Chair (East) Designate to replace David Hinton on completion of his term as Chair. No further nominations were forwarded.

**MOTION:** To approve the election of Philip Cameron as Co-Chair (West) and Karen Maki as Co-Chair (East) Designate.

*Frank Gelin moved; Barbara MacPherson seconded.*

**THE MOTION WAS CARRIED, with none opposed and no abstentions.**

The new executive team for 2008-09 was confirmed as follows:

- David Hinton (Co-Chair/East)
- Philip Cameron (Co-Chair/West)
- Karen Maki (Co-Chair Designate/East)

It was clarified that Philip Cameron and Jodie Hills would work together with the UNB contact to act as Meeting Coordinator (when identified) to begin plans for the 2009 meeting, and to undertake ongoing administrative tasks.

David Hinton expressed appreciation to the following members for their contributions:

- Frank Gelin, for his leadership and vision throughout the evolution of PCCAT.
- Robin Armstrong, for his significant efforts in his role as Meeting Coordinator for the 2008 Annual Meeting.
- Finola Finlay and Valerie Yorkston, for their facilitation and support in organizing the 2008 Annual Meeting.

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**Discussion & Motions (cont'd):**

Finally, members discussed the importance of focusing on communications across the national post-secondary sector, and on potential alliances and collaboration with a range of post-secondary bodies throughout the country, including the following:

- Association of Registrars of Universities and Colleges of Canada (ARUCC)
- Council of Ministers of Education, Canada (CMEC)
- Western Association of Registrars of Universities and Colleges in Canada (WARUCC)
- Association of Canadian Community Colleges (ACCC)
- Association of Universities and Colleges of Canada (AUCC)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO) and Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO)
- Polytechnics Canada
- A national student organization (e.g. Canadian Federation of Students)
- Biennial Conference on Transfer & Articulation
- Atlantic Provinces Community Colleges Consortium

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**Conclusions:**

2008 PCCAT Meeting Details:

DATE: June 15-17, 2009 (*tentative, subject to confirmation*)

LOCATION: University of New Brunswick – Fredericton Campus (*venue to be confirmed*)

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| <b>Action items</b>   | <b>Person responsible</b>                            | <b>Deadline</b>               |
|---|--|-------------------------------|
| ✓ Inform provincial/territorial government contacts of PCCAT mandate and activities.  | Co-Chairs  | ongoing                       |
| ✓ Communicate with own relevant contacts the existence, mandate and activities of PCCAT.  | PCCAT Members  | ongoing                       |
| ✓ Focus on improving PCCAT communications across provinces, and explore ways to strengthen connections with key post-secondary bodies who share similar mandates.               | PCCAT Executive                                      | ongoing                       |
| ✓ Investigate the possibility of scheduling the 2010 Annual Meeting in connection with the ARUCC conference to allow for appropriate networking and to strengthen shared focus. | David Hinton   | 2008-09                       |
| ✓ Brenda McCavour will identify a NB contact who will undertake the role of Meeting Coordinator.  | Brenda McCavour                                      | Summer 08                     |
| ✓ Philip Cameron and Jodie Hills will liaise with the Meeting Coordinator (once identified) to begin preliminary planning for the 2009 meeting.                                 | Philip Cameron<br>Jodie Hills                        | Summer/<br>Fall 08<br>ongoing |
| ✓ Valerie Yorkston and Finola Finlay will provide assistance as appropriate in the handover of administration to Philip Cameron and Jodie Hills.                                | Valerie Yorkston<br>Finola Finlay                    | Summer/Fall<br>08             |
| ✓ Finola will send a notice to PCCAT members regarding the next scheduling of the Biennial Conference on Admissions & Transfer  | Finola Finlay  | When<br>posted                |
| ✓ Marg Leathem (CMEC Transfer Credit Working Group Chair) will ensure that the possibility of a connection with PCCAT is discussed at their next meeting.                       | Marg Leathem   | Next CMEC<br>TGNG<br>meeting  |
| ✓ Distinguish which post-secondary bodies to invite for representation at the 2009 Annual Meeting.  | PCCAT Executive and<br>2009 Meeting Planning<br>Team | 2008-09                       |

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**MINUTED  
ITEMS (cont'd)**

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**Agenda Item (C)      Feedback & Discussion for the 2009 Annual PCCAT Meeting**

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**Discussion:**      Members were invited to offer feedback on the 2008 Annual Meeting, and suggestions for the coming year and meeting in 2009.

The following points were raised in discussion:

- Provide more opportunity for dialogue and networking (e.g. break-out sessions).
- Strengthen communications and recruitment
- Look at comparisons/contrasts between provinces, and not just similarities.
- Develop a matrix identifying benchmarks, rules and regulations in each province/territory.
- Clarify the articulation and transfer components of the PCCAT mandate, and consider appropriate focus in this light.
- Make range of issues on agenda less broad, more focused in direction, definition.
- Cluster agenda topics around a theme or vision for each meeting.
- Move to holding a larger event every two years (e.g. in tandem with ARUCC conferences?)
- Regional groups (e.g. BCCAT/ACAT/SASKCAT) meet together at the end of the larger meetings, to discuss issues of similar concern.
- Revise format to accommodate larger groups (i.e. plenary and break-out sessions, round tables, etc.)
- Commission “think-pieces” for members to review before meeting to engage and encourage discussion at the event.
- Explore using web technology to support meetings (e.g. webcasts?) to allow for more participants.
- Focus more on projects and activities throughout the year, not just the annual meeting (research, communications, etc.)

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**Conclusions:**      To be ascertained by the PCCAT Executive (see below).

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| <b>Action items</b>   | <b>Person responsible</b>                    | <b>Deadline</b> |
|---|--|-----------------|
| ✓ Take the feedback itemized above into account when convening the research subcommittee and planning 2009 meeting. | PCCAT Executive & 2009 Meeting Planning Team | 2008-09         |

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