



To: Heads of Business
From: Jeannine Cookson,
Senior Project Manager, HoB Transfer Agreements Implementation Project
Date: January 13, 2015
Re: Update on System-Wide Transfer Agreements Implementation –January 2015

The following is to provide a brief update on the status of the implementation of the Four System-wide Transfer Agreements in Ontario and to prepare each of you for upcoming action items.

Introducing Hillary Watson

I would like to virtually introduce you to Hillary Watson. Hillary began working for me the first of December 2014 providing administrative support to the **HoB Transfer Agreements Implementation Project**. She has very quickly become familiar with this project and has been recently gathering the necessary data to create the remaining three Curriculum Guides for the diplomas and advanced diplomas in Accounting, Human Resources and Marketing.

She will be reaching out to you over the coming weeks/months as we work towards full implementation of these Pathways. Her contact information is:

Hillary Watson
Email: hillaryclairewatson@gmail.com

Colleges Approval on ONCAT Web site

As of November 24, 2015 all Ontario colleges have approved the OnTransfer pathways for the 4 Business System-wide Transfer Agreements applicable to their college. However, work continues towards full implementation.

Resource Site/Dropbox Invitation

As discussed in October 2014 at the fall HoB meeting, there is a need for a centralized, electronic storage space for the posting of the agreements and the curriculum guides. Currently, ONCAT is unable to assist with the posting of the underlying documentation needed to support these agreements.

You will receive an invitation to join a **Dropbox** folder where the original agreements and all completed Curriculum Pathways Guides will be stored until a more suitable arrangement can be made. ***Please accept this invitation for quick access to these folders.***

Additional College Access

For additional college stakeholders requiring access to these folders, a form will be provided and mailed to you. Please complete and return to.

Hillary Watson

Email: hillaryclairewatson@gmail.com

Curriculum Pathways Guide Progress

- **Business/Business Administration** –Curriculum Pathways Guide Complete and posted to the Dropbox folder
 - ☀ 16 colleges aligned and curriculum confirmed
 - ☀ 3 colleges aware of alignment challenges and will work with students to mitigate impact
 - ☀ 3 colleges with potential misalignment to the agreement
 - ☀ 2 colleges do not offer program
- **Accounting** – Draft Curriculum Pathways Guide complete - email to be sent by Monday January 19, 2015 to each college for confirmation and review of curriculum.
- **Human Resources** – Under Development – anticipate draft Curriculum Pathways for college review by Friday January 23, 2015
- **Marketing** – Under Development – anticipate draft Curriculum Pathways for college review by February 2015

Implementation Issues and Questions - FAQs

For your assistance, FAQs have been posted to the Dropbox folder. The FAQs will continue to evolve as colleges now receiving transfer students work through the implementation of these agreements.

Please continue to contact me or one of the HoB Transfer Agreement Steering Committee should you require additional consultation when working with students. It will assist us in ensuring the FAQs are current and of value to everyone.

Transfer Agreement Implementation Communication Tools

An additional folder can be found in the Dropbox with Communication Tools for your use. Currently a number of items can be found:

1. An Internal Email Communication. A draft email is enclosed for you to modify and use for sharing the HoB Transfer Agreements within your college community. Thank you to Co-Chair Helene Vukovich for providing this draft.
2. System-Wide Transfer Agreement Implementation – Power Point (*previously mailed*)
3. System-Wide Transfer Agreement- Word Document (*previously mailed*)

Sustainability of the Agreements

The Steering committee will be meeting January 27th 2015. A number of items are on the agenda with two primary goals:

- Work through potential implementation issues to provide guidance for all colleges
- Create a plan for long term sustainability of these agreements

For more information or consultation, please contact either myself or a Steering Committee member:

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