



System – Wide Transfer Agreement Implementation Update Second Edition – February, 2015

To: Heads of Business
From: Jeannine Cookson,
Senior Project Manager, HoB Transfer Agreements Implementation Project
Date: February 2, 2015

The following is the second update for 2015 on the status of the implementation of the four Heads of Business System-wide Transfer Agreements in Ontario. Our goal is provide a monthly update on the status of this initiative.

As the project moves forward, we will periodically require information from each of the colleges. Please note the action items listed below.

Introducing Hillary Watson

This is a second introduction to Hillary C. Watson who is now working with me on this project. She will be reaching out to you over the coming weeks/months as we work towards full implementation of the four Transfer Agreements. Her contact information is:

Hillary Watson
Email: hillaryclairewatson@gmail.com

Resource Site/Dropbox Invitation

If you have not already accepted your invitation to join the Transfer Agreement Dropbox folder, a second invitation will be sent with a request for you to join. This folder will be used until a more suitable electronic document storage location can be secured.

The **Dropbox** folder contains:

- the original agreements and final Curriculum Pathways Guides (CPG)
- **FAQ's** to assist in your college's implementation
- Transfer Agreement Communication Tools

Please accept the [Dropbox](#) invitation for quick access to this resource site.



[HoB-Transfer Agreement Implementation Files](#)

Transfer resource tools for Coordinators, Faculty, Registrars, Transfer Advisors, Pathway Coordinators, Student Success Advisors, etc.

Additional Dropbox Access

Attached to this email is a form where additional college stakeholders can be identified. Once the form is returned these individuals will be added to the Dropbox.

Curriculum Pathways Guide Progress (CPG)

- **Business** – complete and posted to the Dropbox folder.
- **Accounting** – Draft Curriculum Pathway Guide mailed to HoB members between January 14 and 21, 2015 for confirmation of curriculum
- **Human Resources** – Draft Curriculum Pathway Guide mailed to HoB members between January 14 and 21, 2015 for confirmation of curriculum
- **Marketing** – to be mailed to College HoB members within the week

PLEASE UPDATE ALL CURRICULUM PATHWAY GUIDES AS NECESSARY AND RETURN BY:

FRIDAY FEBRUARY 13, 2015

HillaryClaireWatson@gmail.com

JeannineCookson@rogers.com

ACCOUNTING TRANSFER AGREEMENT - COURSE SEQUENCING REVISION

At the recent HoB Transfer Steering Committee Workshop it was confirmed that the **Revised Appendix C** Course Sequencing (see attached), had been presented and accepted at the HoB General Meeting in the fall of 2012.

The current CPG that was recently mailed to you was mapped to the original agreement.

Please continue to make the necessary amendments to the Accounting Curriculum Pathways Guide spread sheet sent to you. We will remap each college's curriculum to the Revised Appendix C once returned.

We are very aware of pending changes to many Accounting programs due to potential Chartered Professional Accountants of Ontario (CPA) requirements and the still somewhat recent merger of the three accounting designations (CA, CMA and CGA). These will be addressed as the education program requirements for these designations are finalized and more formally at the proposed HoB Business Educators Conference for Coordinators (see more below).

Sustaining the Transfer Agreements

The Transfer Steering committee discussed the next steps needed for the four HoB Transfer Agreements' to achieve long term sustainability. Discussions have focused on;

- Establishing a process for maintaining currency of the Curriculum Pathway Guides
- Providing a mechanism for communicating curriculum changes
- Ensuring ongoing curriculum alignment with external professional associations and accrediting bodies
- Potential alignment of Core (Mandatory) Course Learning Outcomes

It was agreed that the success of these agreements will be dependent, in large part upon the faculty associated with these curricula. It has been suggested that a complete alignment of the first year of the curriculum would be a most logical and laudable objective in the short term. This would however take a significant amount of time to achieve. As a starting point, it would be very beneficial to bring Faculty Coordinators together to discuss, share and learn from one another's experiences around Transfer and Learning Outcomes.

Direction/next steps:

- Course Outlines of the identified “**Core Courses**” from all colleges delivering the programs associated with the Transfer Agreements will be collected for comparative purposes.
- In conjunction with ONCAT, begin to plan a Faculty Coordinators Conference for some time in May/June 2015
- Names and contact information of all Faculty Coordinators associated with the four HoB Transfer Agreements to be collected from all participating colleges

SAVE THE DATE – Coordinators Learning Outcomes Conference

Business Educators – Learning Outcomes Conference for Coordinators

May/June TBA 2015

This first annual event co-hosted by ONCAT and The Heads of Business Ontario will be an opportunity for Faculty Coordinators of the four Business Transfer Agreements to meet, learn, discuss and share best practices. It will be an opportunity for faculty to explore the issues around student transfer and explore potential alignment of Learning Outcomes from college to college.

ACTION ITEMS FOR : Heads of Business Ontario

Listed below are the numerous Action Items discussed in this update. Please email the following items to Hillary Claire Watson. hillaryclairewatson@gmail.com

1. Update and forward the Curriculum Pathway Guide spreadsheets for:
 - o Accounting
 - o Human Resources
 - o Marketing to be mailed to all HoB members within the week.
2. Accept Dropbox Invitation
3. Provide list of additional individuals requiring access to the Dropbox(*see attached or within Dropbox Folder*)
4. Provide a list of Coordinators of Business, Accounting, Human Resources and Marketing diploma programs (*see attached*)
5. Send Course Outlines for all Core Courses. (*See Core Courses listed below*)

BUSINESS Human Resources MTCU# 50223 and 60223		BUSINESS Marketing MTCU# 52900 & 62900		REVISED APPENDIX C BUSINESS Accounting MTCU# 50100 & 60100		Business/Business Administration MTCU# 50200 & 60200	
Admission Requirements		Admission Requirements		Admission Requirements		Admission Requirements	
TRANSFER AGREEMENT		TRANSFER AGREEMENT		TRANSFER AGREEMENT		TRANSFER AGREEMENT	
YEAR ONE		YEAR ONE		YEAR ONE		YEAR ONE CORE COURSES	
CORE COURSES	Introductory Accounting	Introductory Accounting	Introductory Accounting	Financial Accounting I	Accounting - Introductory	Accounting - Introductory	Accounting - Introductory
	Business Writing	Business Writing	Business Writing	English Communications I	Communications - Effective	Communications - Effective	Communications - Effective
	College Communications	Business Computer Applications	Business Computer Applications	Math	Business Computer Applications	Business Computer Applications	Business Computer Applications
	Business Computer Applications	Introduction to Marketing	Introduction to Marketing	Microeconomics	Business Math	Business Math	Business Math
	Human Resources Management	Business Math	Business Math		Marketing - Introductory	Marketing - Introductory	Marketing - Introductory
	Business Math						
YEAR TWO		YEAR TWO		YEAR TWO		YEAR TWO CORE COURSES	
ADDITIONAL CORE COURSES	Microeconomics	Microeconomics	Microeconomics	Financial Accounting II	Management Accounting	Management Accounting	Management Accounting
	Macroeconomics	Macroeconomics	Macroeconomics	English Communications II	Business Writing	Business Writing	Business Writing
	Training and Development	Communications	Communications	Macro Economics	Micro	Micro	Micro
	Organizational Behaviour	Organizational Behaviour	Organizational Behaviour	Intermediate Accounting I	/Macro Economics	/Macro Economics	/Macro Economics
	Compensation	Advertising/Integrated Marketing Comms	Advertising/Integrated Marketing Comms	Accounting Information Systems I	Marketing Customer Relations	Marketing Customer Relations	Marketing Customer Relations
	Occupational Health and Safety	Sales/Selling	Sales/Selling	Management Accounting I	Operations Management	Operations Management	Operations Management
	Recruitment and Selection	Marketing Research	Marketing Research	Organizational Behaviour	Human Resources	Human Resources	Human Resources
	GenEd	GenEd	GenEd		Business Law	Business Law	Business Law
					Organizational Behaviour	Organizational Behaviour	Organizational Behaviour

The Transfer Agreement Steering Committee

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

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 HoB System-Wide Transfer Agreement Implementation