

CSCU Transfer Council		Meeting Minutes: 2024	
DATE:	Friday: February 2 nd 2024		
TIME:	1:00 PM – 3:00 PM		
LOCATION:	Online via Teams		
Call to Order	1:02 PM		
Quorum? Y/N	Yes. 18 of 18 members present		

Attendance				
Voting Members	Name	Present	Name	Present
	Kevin Davis: SCSU Staff Rep: Co-Chair	X	Rebecca Rist-Brown: CT State S&BS: Co-Chair	X
	Peter Morano: CCSU Faculty Rep	X	Deborah Simmons: CT State A&H	X
	Justine Gamache: CCSU Staff Rep	X	Jim Wilkinson: CT State B&H	X
	Andrew Selig: COSC Staff Rep	X	Mehrdad Faezi: CT State E&T	X (late)
	Lindsay O’Grady: COSC Staff Rep	X	Vacant: CT State N&AH	Vacant
	Jeff Buskey: ECSU Staff Rep	X	Vandana Basu (Interim): CT State S&Math	X
	Vacant: ESCU Faculty Rep	Vacant	Brian Kapinos: CT State Advising	X (late)
	Kauther Badr: SCSU Faculty Rep	X (late)	Jeanette Rivera-Epps: CT State Admissions	X
	Katie Lever: WCSU Faculty Rep	X	Susan Winn: CT State Registrar	X
Debbie Zavatkay: WCSU Staff Rep	X	John-Paul Chaisson-Cardenas: CSCU Equity Council	X	
Non-Voting Members	Steve Marcelynas: CSCU	X	Linda Wilder: COSC CPL	X
	Michael Stefanowicz: CT State	X		
Guests	No guests for the meeting.			

Approval of Agenda	
Agenda Item	Approval of Agenda
Discussion	▪ No
Motion Text	Motion to approve agenda
Who Motioned?	John-Paul Chaisson-Cardenas
Who Seconded?	Katie Lever
Result of Vote	For: 14 Against: 0 Abstained: 0

Approval of Minutes	
Agenda Item	Approval of Meeting Minutes from: 12/01/23
Discussion	▪ Discussion about online voting: Minutes will go out one week after the meeting. There was discussion to determine when to make minutes official and post online - upon majority approval or once all have voted. The option of waiting for all to vote ensures accuracy and will not need to be reposted if a change is needed. Kauther B. advised that majority is the standard for other votes on the council, and if a change is needed, amendments can be made.
Motion Text	Motion to approve the 12/01/23 minutes and decision to post minutes online upon receiving majority vote.
Who Motioned?	Kauther Badr

Who Seconded?	Jeff Buskey
Result of Vote	For: 15 Against: 0 Abstained: 0

Report Outs

Team	Report
Welcome	<p>Steve:</p> <ul style="list-style-type: none"> ▪ Welcome to two new members: Brian Kapinos and Vanda Basu ▪ Vandana Basu teaches Chemistry at CT State Community College-Three Rivers and has been appointed to serve as interim representative for CT State Science & Math while Sarah Selke is on sabbatical. ▪ Brian Kapinos works for CT State, formerly as the Regional Advising Director, and will share his new title upon confirmation. He will replace Kat Ahern’s role on the council as the CT State advisory representative.
Great Things Going on in Transfer	<ul style="list-style-type: none"> ▪ CSCU General Education Transfer Credit Alignment: Steve M. provided an update on the draft. It is still under review and going through edits based upon feedback by the institutions, with the intention to distribute fully for a longer feedback period. The provosts would be in communication with leadership at the campuses to determine best practices for feedback distribution. The May Board Meeting is the target for moving this forward. Kauther B. commented that longer periods of time for review at the institution level will aid in its adoption and advocacy on campus. ▪ STEP Update Steve M. shared an update on STEP. STEP is an acronym for ‘Strategic Transfer Engagement Plan’. This is an initiative to identify CT State students early that have an intention to transfer and share the information with the receiving institutions sooner. Similar processes are done at George Mason Univ. and Northern Virginia Community College. This initiative will be piloted in the spring and initial campuses have been identified. This will use the work done with NASH to start small and grow over time. This initiative will try to automate the process of sharing records with the FERPA waiver included in the form. Additionally, the intent is that by at least the 30-credit mark, the four-year institution can work alongside CT State as the students complete their AS degree, leading to positive outcomes for students and the faculty and staff working with them. The Assistant Director of Transfer at the System Office was just hired, and they will assist through this process. Kauther B. inquired about which schools are a part of the pilot and agreed this will lead to excellent outcomes. Steve M. confirmed the institutions that are testing this as a ‘soft’ launch are the same working with NASH, COSC and CCSU, however, if a student expresses interest in another institution, they will reach out to them. As this test grows, more institutions will be brought in. The focus for CT State will be at the Tunxis campus. ▪ John-Paul Chaisson-Cardenas shared that several students have come to CT State to complete their English requirement as they obtain a lower tuition rate for this but have not had success in transferring over. He is bringing this to the council as a conversation, as work is done to develop pathways. ▪ COSC Presentation at Asnuntuck Jim W. shared that Andrew S. with COSC did a presentation about COSC at ACC. ACC is doing a test to explore outcome of the presentation. It was shared on blackboard to Jim W.’s classes, where students can answer a questionnaire. The questionnaire is to determine how many students’ express interest to explore COSC upon viewing the presentation. If this works well, the idea is to share on blackboard across the campus. Students at ACC generally show interest in ECSU and CCSU. Jim W. will share feedback as it progresses. Students have already indicated they feel as though new knowledge about COSC has been obtained.
Course Review and Articulation Workgroup	<p>Course Review and Articulation Workgroup</p> <ul style="list-style-type: none"> ▪ Draft Recommendation Review Schedule Steve M. provided an update. The course review and articulation workgroup were one of the first sub-committees as of November 2022. The review schedule recommendation is in the final stages. The concept is to keep this format for the other workgroups as they present recommendations. Following the national best practices (AACRO), the intention is to create a guideline for looking at course comparability for the skills and knowledge of students. This levels playing field, as it is an equity issue. The guideline ensures that regardless of who is reviewing, as chairs often change over time, that the focus is on course outcomes rather than course number. Further, the guidelines provide consistency as once a course is reviewed, it will be reviewed by the academic area every three years. Jeanette R. added that at CT State, anything below a C- does not transfer in, so language may be needed. Mehrdad F. inquired on what happens if a student has an AS and a D., Jeanette R. answered that it would not transfer over (only C- or above will) in the situation of a 4-year student transferring into the CT State. Kevin D. added that a D- or above will transfer into the 4-year institutions from CT State if the student has an AS. Jeff B. commented to confirm with Jeanette R. that Ds from the CSU’s would not transfer back to CT State. Deborah S. commented in regard to course content, as when CT State merged, there were two years of aligning course content. She inquired if the CSUs are similarly aligning course content. Steve M.

	confirmed that they are not, however, this is why the development of a guideline and standard is important, and that a universal transfer explorer tool can show options students may have.
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Action Items

Agenda Item	Verify Interim Appointment for Sarah Selke: Vandana Basu (Interim): CT State Science & Math
Discussion	<ul style="list-style-type: none"> ▪ Welcome remarks
Motion Text	Motion to verify interim appointment for Vandana Basu to the Transfer Council in place of Sarah Selke (CT State Science and Math Rep).
Who Motioned?	Kauther Badr
Who Seconded?	Katie Lever
Result of Vote	For: 16 Against: 0 Abstained: 0

Agenda Item	Verify Brian Kapinos to Transfer Council.
Discussion	<ul style="list-style-type: none"> ▪ Welcome remarks
Motion Text	Motion to verify appointment for Brian Kapinos to the Transfer Council as CT State Advising Representative.
Who Motioned?	Katie Lever
Who Seconded?	Kauther Badr
Result of Vote	For: 17 Against: 0 Abstained: 0

Agenda Item	Workgroups: Data, Communication, Engagement:
Discussion	<ul style="list-style-type: none"> ▪ Scope of work for each group. ▪ Verify Membership of each group. ▪ Follow up: Group set 1st meeting dates. <p>Disaggregated Data Workgroup:</p> <ul style="list-style-type: none"> ▪ Members: Justine G., Debbie Z., Susan W., Mike S., Steve M., John-Paul Chaisson-Cardenas ▪ Scope: Using nationally recognized best practices and focused on equity, this work group will set definitions, metrics, and guidelines for reporting standards related to transfer student data within the CSCU system. ▪ Guiding Question: What data does the transfer council need? ▪ Discussion opened regarding membership updates, scope, guiding question feedback, and future plans. Each workgroup will include one of the Co-Chairs of the Transfer Council as a member to ensure there are no redundancies. Future meeting dates and summaries from each meeting are provided on the workgroup form. A separate meeting within the workgroup will decide the workgroup lead. <p>Communication Workgroup:</p> <ul style="list-style-type: none"> ▪ Members: Rebecca R., Deborah S. Katie L., Jeanette R., Peter M. ▪ Scope: ▪ Guiding Question: How does the transfer council get information out and information in? ▪ Discussion opened for feedback. A suggestion for the scope is the dissemination of information relevant to stakeholders. Another suggestion was to emphasize this for the campus levels, however, further feedback advised to keep this broad, as limiting the scope may limit work. Where emphasis is needed can be worked on as the group identifies. <p>Engagement Workgroup:</p> <ul style="list-style-type: none"> ▪ Members: Kevin D., Andrew S., Jim W., Mehrdad F., Brian K. ▪ Scope: This work group will be responsible for determining CSCU system collaboration transfer events, best practices on how to promote transfer within the CSCU system and discuss new transfer initiatives. This work will not be limited to strictly recruitment and retention of students, but also include methods of promoting transfer awareness for CSCU Faculty and Staff. The members will address annual programs and events, a process for determining new opportunities, and identify ownership of the work. ▪ Guiding Question: How can we work together to organize events and promotion transfer within the CSCU system? ▪ Discussion opened to feedback on the guiding question, scope, and membership. No immediate feedback. Future meeting dates and lead will be discussed in upcoming workgroup meeting. <p>Vandana B. inquired on the workgroup that Sarah S. was a part of, as she would like to join that one to keep in alignment of continuation of that work. She will join course review and articulation group.</p>

	Kevin D., Rebecca R., and Steve M. will reach out to schedule the first subgroup meetings.
Motion Text	
Who Motioned?	
Who Seconded?	
Result of Vote	For: Against: 0 Abstained: 0

Parking Lot

- **Transfer Council Format:**
Steve M. advised that the current format of the meetings is following the intended format for the council.
- **Leadership:**
Kauther B., inquired on leadership changes and the impact it may have on the council and work groups. Steve M. advised that this council is boots on the ground and stays focused on the workgroup and charges.
- **Potential New Member:**
John-Paul Chaisson-Cardenas advised that a new director is incoming, and he will be replacing him on the council. He and Rebecca R. will email regarding this potential change.
- **CT State Articulations:**
Lindsay O. discussed that COSC is looking to renew the CCMP articulation agreement, but as CT State has now merged, they are not sure who to contact for sign off. This was previously approved through the individual nursing programs, and the corresponding president signed the agreements. It is not a TAP agreement. Mike S. advised that she can connect with him on this, and he will work with Paula Dowd, who will connect with Nursing Directors on campuses, with final sign off coming from CT State's Provost and President. Lindsay O. inquired on process for other articulation agreements in other subject/school areas. Mike S. advised that they are honoring all previous agreements until there are new ones.
- **Document Sharing:**
Kevin D., inquired on the possibility of health forms being shared similarly to the FERPA waiver on the CT State Application. Jeanette R. advised she will connect with VP Tamika Davis on this.
- **Legacy Transcript Issues:**
Kevin D. advised of issues with legacy transcripts from CT State, and inquired if any others have the same experience. Mike S. and Jeanette R. advised they will connect with enrollment services on this.
- **Music Accreditation at CT State:**
Deborah S. celebrated that the Manchester campus has successfully transferred their music accreditation to the one CT State. This is exciting and has been worked on for some time. The chairs are eager to work with students.
- **Course Exclusion procedures:**
Jeanette R. advised that CT State is looking at the exclusion procedures when transferring in courses, and the point at which they are excluded. She asked if anyone has insight or information to please share, as they are exploring options at CT State. Jeff B. advised that at ECSU they allow course exclusions from students via email if it is coming from their student email account. Lindsay O. advised that they follow a similar process. Adding that COSC's policy is to take the highest grade within the transfer and exclude the others.

Meeting Adjourned

Motion Text	Motion to adjourn.
Who Motioned?	Kauther Badr
Who Seconded?	Jim Wilkinson
Result of Vote	For: 18 Against: 0 Abstained: 0
Time:	2:06 P.M.
Next Meetings	<ul style="list-style-type: none"> ▪ March 1st, 2024 ▪ April 5th, 2023 ▪ May 3rd, 2023