

CSCU Transfer Council		Meeting Minutes	
DATE:	Friday: Dec 1 st 2023		
TIME:	1:00 PM – 3:00 PM		
LOCATION:	Online via Teams		
Call to Order	1:04 PM		
Quorum? Y/N	Yes. 16 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
	Lindsay O’Grady: COSC Staff Rep	X	Vacant: CT State N&AH	Vacant
	Jeff Buskey: ECSU Staff Rep	X	Sarah Selke: CT State S&Math	Absent
	Vacant: ESCU Faculty Rep	Vacant	Kat Ahern: CT State Advising	Absent
	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	▪ None
Motion Text	Motion to approve 12/1/23 agenda
Who Motioned?	Mehrdad Faezi
Who Seconded?	Lindsay O’Grady
Result of Vote	For: 15 Against: 0 Abstained: 0

Approval of Minutes	
Agenda Item	Approval of Meeting Minutes from: November 3 rd , 2023
Discussion	<ul style="list-style-type: none"> ▪ Updates needed to correct spelling of Mehrdad Faezi’s last name. ▪ Updates needed to Jeanette Rivera-Epps’s institution, minutes list as Gateway CC, it should be CT State. ▪ Steve Marcelynas’ s institution updated from CCSU to CSCU.
Motion Text	Motion to approve minutes from November 3 rd meeting with updates.
Who Motioned?	Mehrdad Faezi
Who Seconded?	Katie Lever
Result of Vote	For: 15 Against: 0 Abstained: 0

Great Things Going on in Transfer (GTGT)

Who	Great Thing
Jim Wilkinson	<ul style="list-style-type: none"> ▪ Andrew Selig shared at ACC in Jim's class about transfer to Charter Oak.
Deborah Simmons	<ul style="list-style-type: none"> ▪ Shared details regarding a recently attended conference.
Steve Marcelynas	<ul style="list-style-type: none"> ▪ Job announcement posted. The position will help coordinate the STEP project, develop the manual/script for transfer advising, work on the transfer intent form, and training of the program. The position is temporary for 1 year (in the future, may extend) and reports to Steve M. at System Office.

Work Group Report Outs

Team	Report
Course Review & Articulation	<p>Steve Marcelynas shared an update from the Course Review and Articulation Work Group. Following the ACCRAO policy regarding comparability, the group went further to develop standards to set through the system for articulation. This is to ensure that we are giving accurate information for students, faculty, and staff as they make decisions. A draft recommendation will be created and will go to the work group for review and edits. Following this, a vote will go through the Transfer Council, and move forward to Provost Kathuria. There is the question on how to educate and inform folks when this is ready for socialization, such as a video, presentation, etc. With that, there is the hope that informal discussions are brought back to colleagues. Apart from socialization, discussion continued regarding recommendation details. The current policy is that the four-year institutions would need to transfer a community college course with a c- (without an associate degree) and a d- or better with one. The new recommendation levels the playing field, making courses comparable, and eliminating barriers for vertical transfer.</p> <p>Questions and Discussion: Jeff Buskey questioned 'how' it would transfer, using the example that in a major course, it may not count because a c or better is needed. It was confirmed that it would be comparable to grades required at the receiving institution, adding that general education courses transfer. Mike Stefanowicz inquired on the current policy between universities. It was confirmed that university to university is comparable, however, a D at a community college is not. Peter Morano questioned if this is for all four-year institutions, or just the CSU's. It was confirmed that this is just within the CSCU system. Jeanette Rivera-Epps discussed reverse transfer, inquiring on the process when/if a student transfers to CT state from a CSU. It was confirmed that this was not yet discussed, but is a great question to look further into. Justine Gamache advised that students can earn their degree and get a D, but plenty of students transfer back to the community colleges to build a better foundation before furthering to the four-year institutions. Jeanette Rivera-Epps added that with the merger of CT state, it was found that different locations entered grades differently. Now, all enter grades of c- or above, like SCSU. Lindsay O'Grady added for consideration a further look into academic forgiveness policies. If a student has a low grade and they do not want it to follow them, a student may self-select academic forgiveness. It was confirmed that the other institutions 'zero out' in this case. Steve Marcelynas advised that the work group would like to invite financial aid folks to a meeting to further discuss FA impact. Please send information for contacts.</p>

Action Items

Agenda Item	Meetings Notes a. New template b. Online approval
Discussion	A new template for meeting notes was proposed and shared. The meeting minutes are to be completed within one week of the meeting. Further discussion included the proposal to approve online.
Motion Text	Motion to approve new template and approve online.
Who Motioned?	Jeanette Rivera-Epps
Who Seconded?	Jim Wilkinson
Result of Vote	For: 15 Against: 0 Abstained: 0

Agenda Item	Formation of Work Groups
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	<p>a. Divide and Conquer</p> <p>b. Goals for Spring 2024 Semester</p> <p>c. Individual Workgroups</p>
Discussion	<p>To divide and conquer the concept list, the creation of work groups for 4 areas was proposed. The work groups include the following categories: Data, Communication, Engagement, and Course Review and Articulation (already developed). The concept list shared in the Teams folder provides information on which item would meet each category/work group. Each group will need a lead. By the next meeting on February 2nd, 2024, the groups will identify goals and tasks. The recommendations that are created by the work groups will be shared at meetings but can be put forward earlier if it is time-sensitive and needs discussion prior to.</p> <p>Data Work Group: The group will determine the metrics to be assessed, definition of terms, report uniformity, and dashboard. Members – Steve M., Mike S., Susan W., John-Paul CC., Debra Z. Justine G.</p> <p>Communication Work Group: This group will cover the flow of information, practices for reporting out council information, identify campus barriers, and review communication with all stakeholders (faculty, staff, and students). Members – Rebecca RB., Katie L., Jeanette RE., Deborah S. (lead), Peter M</p> <p>Engagement Work Group: This group will cover approval processes, partnerships, and events. Members – Kevin D., Andrew S., Mehrdad F. Jim W, Kapinos B.</p> <p>Course Review and Articulation Work Group: This group is already established. Jeff B. will be added.</p>
Motion Text	Motion to create Data, Communication, and Engagement work groups for the Spring 2024 semester.
Who Motioned?	Kauther Badr
Who Seconded?	Lindsay O' Grady
Result of Vote	For: 16 Against: 0 Abstained: 0

Parking Lot	
	<ul style="list-style-type: none"> ▪ Sarah Selke will be going on sabbatical and a substitute will be needed for the CT State S & Math representative. In alignment with policy, Sarah can suggest a substitute and the council can vote on nomination. ▪ Kauther Badr asked for an update on the Safe Course Recommendation for category alignments. Steve M. confirmed that this was circulated to the provost and groups that work closely in this area. The Provost Reports received indicated that WCSU approves and did not provide feedback, COSC approved with feedback, ECSU reported that their general education is being revamped and is not ready to map based on their current work, CCSU report was not shared at this point, SCSU advised that they were not given a sufficient amount of time to review. We are currently developing a procedure for policy processes, with that, the timeline for this was as follows; recommendation was created by the council, went to the provost and chancellor, went to all provosts, received feedback from campus stakeholders, which is then used to draft policy and return to the institutions for a formal socialization period before moving to the board. Kauther Badr inquired about the sub committee to oversee compliance of transfer alignment. Steve M. confirmed that if changes take place, it does not impact alignment and more detailed language will be included regarding sub-committee. The key stone of the policy is category alignment, ensuring conversations are taking place between all institutions, and transfer from one institution to the next is smooth, leading students to achieve their academic goals. ▪ Jeff Buskey discussed articulations and duplications, adding that department chairs as content experts can best determine/communicate categories. Steve M. confirmed intent to build connections with involved stakeholders, and that the course review and articulation schedule planned will be more manageable at 2 schools per year over a 3-year period.

Meeting Adjourned	
Motion Text	Motion to adjourn.
Who Motioned?	▪ Deborah Simmons
Who Seconded?	▪ Mehrdad Faezi
Result of Vote	▪ For: 16 Against: 0 Abstained: 0
Time:	2:28 P.M.