

CSCU Transfer Council Principles and Guidelines

Charge:

The CSCU Transfer Council is a systemwide body consisting of faculty and staff tasked with providing recommendations regarding the elimination of transfer barriers within CSCU and other concerns related to transfer within CSCU, recommending new or updated concepts regarding CSCU transfer policies, and acting as the systemwide body for review of the implementation of all BOR/System-delegated transfer initiatives. The Council will lead the effort in shifting the culture of transfer within the CSCU System to a natural and seamless continuation between institutions embracing student success as a collaborative effort. The Council is charged by, reports to, and makes recommendations to the CSCU Provost for approval.

The Council will be tasked to provide transfer-related recommendations to the CSCU Provost regarding but not limited to the following:

- 1. Systemic practices and procedures for transfer student success***
- 2. Programmatic pathways with aligned high-quality instruction***
- 3. The student experience including planning, cross campus guidance, and seamless transition***

Principles

Equity Statement:

This Council commits CSCU institutions to ensuring that all policies, practices, and procedures related to transferring from one CSCU institution to another are designed to be anti-racist, eliminate structural inequities, recognize and address implicit bias, and promote equitable course completion. All business conducted by the CSCU Transfer Council will be executed in accordance with the Board of Regents' dual goals of improving student success and eliminating achievement disparities among different racial, ethnic, economic, and gender groups.

Premise:

Research shows that nationally 80% of students starting at two-year institutions intend to transfer to a four-year institution to complete a baccalaureate degree. Research also demonstrates that only 31% of these students actually transfer. Additionally, only 15% will succeed in reaching their academic goals within six years. Data collected by the CSCU Office of Research and System Effectiveness demonstrates that 58% of Community College students who transfer to a four-year institution choose a school outside of the CSCU System. The creation of the CSCU Transfer Council provides a formal process to address systemwide transfer barriers and put forth recommendations needed to improve retention and success rates of the transfer student population.

Mission:

The CSCU Transfer Council (CSCU-TC) uses data and accepted best practices to develop equitable recommendations to prioritize and eliminate transfer barriers. CSCU-TC utilizes systemwide

communications to enhance an institutional culture that includes transfer in all facets of academic and student affairs by applying these four guiding principles to curriculum and policy discussions:

1. **Acknowledge:** our students, their goals, and the various paths that they take to reach success.
2. **Accept:** the potential for learning outside of the classroom and provide credit assessment for such experiences.
3. **Apply:** transfer credit based on content and outcomes with the intent to maximize the application of previous credit earned to degree requirements.
4. **Advocate:** for the elimination of transfer barriers, creation of equitable solutions, and overall transfer student success.

Guidelines

Membership:

Council membership will include 21 voting members. Each member should have prior experience, be currently involved with, or passionate about transfer and student success. Membership will be as follows:

Voting Members:

- 7 CC Faculty Representatives (one from each CT State Academic School/Area of Study and COT):
 - The School of Arts and Humanities
 - The School of Business and Hospitality
 - The School of Engineering and Technology
 - The School of Nursing and Allied Health
 - The School of Sciences and Mathematics
 - The School of Social and Behavioral Sciences
 - College of Technology
- 3 CC Staff Representatives (one representing Advising, Admissions, and the Registrar's Office)
- 5 CSU/COSC Faculty Representatives (one from each institution/COSC may provide an additional staff member based on the limited number of COSC full-time Faculty)
- 5 CSU/COSC Staff Representatives (one from each institution)
- 1 Diversity, Equity, and Inclusion Representative: (selected by the CSCU Equity Council)

Additional Non-Voting Members:

- Additional membership to be determined by the council.
- Guests may be invited either at the discretion of the provost, or by the council with the approval of the provost. This will ensure representation from relevant stakeholders.
- Student participation to be determined by the council
- Director of the CSCU Office of Transfer and Articulation: Non-voting Facilitator
- CPL Subject Matter Expert
- CT State AVP of Academic Programs (added 3/3/2023)

Council Leadership:

- Faculty Co-Chair: (selected from membership above; one Co-Chair must be from a 2yr institution and the other from a 4yr institution)
- Staff Co-Chair: (selected from membership above; one Co-Chair must be from a 2yr institution and the other from a 4yr institution)

Areas of responsibility (dictated by the charge) with examples:

1. Systemic Practices and Procedures for Transfer Student Success

- System and institutional-level infrastructure and practice, including but not limited to communication practices, standard operating procedures for transfer related matters, and data reporting

2. Programmatic Pathways with Aligned High-quality Instruction

- Collaborative discussions, including general education and course equivalencies, transfer pathways, and programmatic pathways

3. Focus on the Student experience to include planning, cross campus guidance, and seamless transition

- Transfer process
 - Pre and post associate degree award
 - Application and fees
 - Transfer of records and student information
 - Financial aid
- Transfer services available through in-person and online resources

Term of Service:

Faculty Council Members:

- Will be nominated and elected through the appropriate governing body at their institution
- Will serve a three-year term (In order to avoid all Faculty members rotating off the council at the same time, three CC Faculty and two 4yr Faculty from the original membership will be asked to volunteer or picked at random to serve a two-year term during the first year of the Council. Co-Chairs will be excluded from this process).
- Can only serve two consecutive terms.

Staff Council Members:

- Will be nominated by institutional leadership and approved by the CSCU-TC
- Will serve three-year terms and are not subject to term limits
- May be removed from the CSCU-TC if a change in job title/responsibilities takes place and the new role is not applicable to transfer

Temporary Appointment:

If a member is unable to serve for a prolonged period of time (e.g., sabbatical, extended illness), a replacement representative will be nominated. The absent council member may nominate a temporary replacement with suitable experience and expertise for the given role. The council will review and approve the nominee. If the candidate is not approved, the council may seek a temporary alternative for the period of absence. The absent council member may regain full council membership upon return.

Attendance:

Members are expected to attend the retreat and all meetings. The retreat will be held in person and all meetings thereafter will be conducted remotely via Teams. If needed, the co-chairs have the option to request in-person meetings. Members shall inform the co-chairs in advance of any anticipated absences from meetings.

Council Roles:**Co-Chairs**

The Co-Chairs will be elected by the members of the CSCU Transfer Council.

Responsibilities:

- Meet with the facilitator to prepare an agenda that will foster engagement
- Solicit agenda items and discussion topics from council members
- Report on the status of action items
- Be fully informed and inform fully – ensure all members have the information they need to make educated decisions and take part in discussions
- Request materials and/or presenters in advance for items on the agenda

Required Time Commitment:

- One-year appointment
- Commitment of 6-10 hours per month

Council Members**Responsibilities**

- Provide input on the strategic direction of the system.
- Keep informed and promote transparency as to the activities of the system and the wider issues that affect its work
- Express personal opinions and perspectives.
- Attend meetings, prepared to participate, and provide feedback from any constituent groups.
- Read the agenda and the materials thoroughly in advance of the meeting
- Report back to constituent groups the information discussed, and actions taken by the council
- Listen respectfully to all participants during committee meetings and actively engage in meeting topics

Required Time Commitment:

- Three-year appointment.
- The role generally requires a commitment of 3-5 hours per month, but may fluctuate depending on reading and/or discussions

Facilitator

The CSCU Transfer Council will be assigned a facilitator. The facilitator will be CSCU System Office employees and be an active contributor to the council discussions, but will not vote, nor chair the council.

Responsibilities

- The facilitator will meet with the elected co-chairs and provide support
- In partnership with co-chairs, the facilitator will schedule and convene meetings
- In partnership with co-chairs, the facilitator will plan and develop the agenda and identify needed resources for each meeting.
- The facilitator will manage the meeting clock

Time Commitment Required

- Commitment of 6-10 hours per month

Meeting Scribe:

- Will be responsible for taking meeting notes and providing notes to the Co-chairs and facilitator
- Will keep the record of attendance for meeting
- One year appointment

Time Commitment Required

- Commitment of 5-7 hours per month

Meeting procedures:

1. CSCU-TC meetings will take place on the *first Friday of the month* during the Fall and Spring semesters. Additional meetings may be convened at the request of the Co-Chairs
2. A quorum will consist of 11 members in attendance.
3. Meetings will be held not less than once a month during the academic year.
4. Virtual meetings will be via TEAMS
5. When a quorum is present, decisions of the committee require a majority vote.
6. Guests may be invited to discuss items on the agenda
7. Robert Rules will apply
8. Courteous and professional discussion is expected

Amendments to Principles and Guidelines:

1. The Principles and/or Guidelines sections may be amended if:
 - a. The amendment is on the agenda, and
 - b. The amendment is approved by three-quarters of council voting members

Request for replacement:

1. Process to request the replacement of a member based on attendance:
 - a. If a member has missed 2 consecutive meetings, or a total of three meetings within an academic year (without nominating a temporary replacement) the council will add a voting item to the next meeting agenda calling for the removal of said council member.
 - b. The vote is approved by three-quarters of council voting members
 - c. Temporary appointment protocol will then be followed.

Selecting work to be addressed:

1. CSCU Transfer Council Co-Chairs will meet with the CSCU Director of Transfer and Articulation at least one week prior to the CSCU Transfer Council meeting to set the agenda for the upcoming CSCU Transfer Council meeting (move to co-chair section)
2. The Co-Chairs may select work to be addressed from the CSCU Transfer Concepts list or from initiatives to be vetted from the System Office and include these items on the agenda for the next meeting to be discussed by the CSCU Transfer Council
3. After discussion, the Co-Chairs will determine if a work group is needed
4. If a work group is to be convened, the CSCU Transfer Council will draft a charge, assign up to two Leads (Leads must be CSCU Transfer Council members), and determine initial membership.

Work Groups:

1. Work groups can be created and charged by the CSCU Transfer Council to address transfer related matters by the CSCU Transfer Council
2. Work groups will be assigned up to two CSCU Transfer Council member Leads and an initial group of members determined by the Transfer Council.
3. Work group Leads will be responsible to determine meeting times, set meeting agendas, facilitate discussions, and provide monthly updates to the CSCU Transfer Council
4. Membership for each work group will be directed by the charge. An initial group will be determined by the CSCU Transfer Council and may consist of non-council members. The priority for participation will rely on understanding of or connection to the topic being addressed. The initial group of members will have the option to bring in additional work group members as needed to complete their task.
5. When directed by the charge, work groups will be responsible for producing a draft recommendation. Work group Leads will produce the draft document and determine when the recommendation is ready to be brought to a vote to be sent back to the CSCU Transfer Council.
6. Work group Leads will notify the CSCU Transfer Council Co-Chairs when the draft recommendation has been voted out of the work group
7. CSCU Transfer Council Co-Chairs will include the draft recommendation with the upcoming meeting agenda for council member review prior to the next meeting and add the draft recommendation to the agenda for a discussion and vote
8. The CSCU Transfer Council will vote to send the recommendation back to the work group with feedback or for the CSCU Transfer Council Co-Chairs to submit the recommendation to the CSCU Provost.

9. The work group will remain active until the CSCU Transfer Council votes to dissolve the work group.