

Transfer Advisory Committee Meeting
UNC-General Administration
Friday, September 27, 2013
9:30 a.m.-2:30 p.m.

Meeting Minutes

Attendees

Anthony Britt, Rick Swanson, Thomas Gould, Precious Vines, Tenita Philyaw-Rogers, Marcia Conston, Ken Gurganus, Lou Ellen Riggans, Wesley Beddard, Jami Woods, Sharon Morrissey, Lisa Chapman, Karrie Dixon

TAC convened at 9:37 a.m.

Introductions

Ken Gurganus welcomed everyone and gave logistical information about the building and agenda. The agenda (*Attachment A*) will be modified to include additional discussion items under reports from NCCCS and UNC-GA.

Formal Approval of the Minutes

The minutes (*Attachment B*) were reviewed by the committee from the last meeting on August 23, 2013. The minutes were approved as submitted in the draft agenda.

Reports (NCCCS, UNC-GA)

CAA Revision Next Steps and Timeline

There was general discussion by the committee in regards to the next steps, a potential timeline, and the presentation to both system boards.

The committee noted that Dr. Lisa Chapman, from the CAA Review Steering Committee was invited to the meeting today. She will give the recommended draft of the CAA from today's meeting to the CAA Review Steering Committee for review at their next meeting. The CAA Review Steering Committee will meet on October 21, 2013. Both system boards will have a joint review meeting on February 21, 2014 in Chapel Hill, NC. A draft of the final CAA revisions should be ready to go to both boards in January.

The drafts should be ready for vetting soon after the October 21, 2013 meeting. The committee noted that there will be continued revision work as additional discipline teams will meet regarding pre-majors. Co-chair Marcia Conston suggested a comprehensive draft of a timeline for the next steps in the process. This timeline should include potentially disseminating the draft of revisions out to the colleges and universities before Thanksgiving. The timeline includes the following potential dates:

Potential Timeline for CAA Revisions

<i>October 9, 2013</i>	TAC receives draft of CAA draft
<i>October 16, 2013</i>	TAC Conference Call (time TBA)
<i>October 21, 2013</i>	CAA Steering Committee Meeting
<i>October 22, 2013</i>	Vetting Process starts (potential date option)
<i>October 23, 2013</i>	Vetting Process starts (potential date option)
<i>November 22, 2013</i>	Vetting Process Ends
<i>December 12, 2013</i>	TAC and Steering Committee Joint Meeting (Chapel Hill, NC)
<i>February 21, 2013</i>	Joint Board Meeting

The committee noted that there may be modifications to the draft that goes to the board in February 2014, pending additional meetings and feedback.

Discussion Regarding Previous Meeting

Ken Gurganus presented an item for discussion regarding outside agencies, and the policy surrounding committee communication to outside agencies. The committee decided that the response to outside agencies should be to contact the appropriate public information officer at that particular system office. Dr. Morrissey noted that the legal affairs offices at both systems have been contacted regarding the policy of communication with outside agencies. Dr. Morrissey and Dr. Dixon both noted that transparency is held in highest regard by the committee, as all meeting minutes are made public, via the NCCCS website.

Additional questions were brought forth in regards to communication received by the co-chairs related to the CAA revision process. The committee agreed that the appropriate transfer manager or director at each system office may be the best point of contact for certain questions that may be outside the scope of the committee.

Revision of the CAA Document

The committee reviewed the working CAA draft from the last meeting. There was discussion surrounding the proposed revisions. The committee noted that additional clarification is needed regarding AP course credit transfer and the policy regarding veterans. Both Dr. Dixon and Co-chair Marcia Conston noted that the concerns regarding veteran students are being reviewed by both systems. The protection of veteran students and how they are able to move through the college process is a current topic that is being discussed by administration in both systems.

Additional information was provided by UNC General Administration regarding the policy entitled “Military Student Success.” (*Attachment C*) The committee agreed to continue to gather information in regards to this topic to ensure accuracy in the language included in the revised CAA.

The proposed CAA revisions will be reviewed for further clarification at the next TAC meeting on October 16, 2013. The committee will then present those proposed revisions to the CAA Steering Committee at their next meeting.

Independent Colleges and Universities

Wesley Beddard noted that he will give an update to the independent colleges and universities in October.

Transfer Course List

Wesley Beddard discussed the current transfer course list. He discussed courses on the transfer course list with total enrollment of less than 25 students, and no enrollment system wide. In research on these courses, he did contact the chief academic officer at the community colleges. This research reflects whether the removal of these transfer courses from the transfer course list would impact additional degrees, like the Associates in Fine Arts, etc.. The research also notes if the courses are used only in a technical program, the percentage of colleges that would like to keep the course on the CAA transfer list, and those with no response.

He will bring a future recommendation to the committee regarding potential removal and archiving of these courses from the CAA transfer course list. The committee noted that new courses recommended to the CAA transfer list will have a potentially revised method for approval. The revised method of approval will be discussed in future meetings.

Next Meeting(s)

The next meeting will be held via teleconference call on October 16, 2013. This meeting time and logistics will be announced within the next couple of weeks.

Having no other business, the meeting was adjourned at 2:54 p.m.