

**Transfer Advisory Committee Meeting Minutes**  
**Friday, March 22, 2013**  
**Wake Tech Community College**  
**North Campus**  
**Building E, Room 414**

## **Meeting Minutes**

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### **Attendees**

Anthony Britt, Rick Swanson, Thomas Gould, David English, Precious Vines, Tenita Philyaw-Rogers, Wesley Beddard, Lisa Chapman, Sharon Morrissey, Marcia Conston, Pamela Hilbert, Ken Gurganus, Lou Ellen Riggans, Rita Jerman, and Jami Woods

TAC convened at 9:55 a.m.

### **Introductions**

Rita Jerman welcomed everyone and gave logistical information about the building and agenda.

Dr. Gayle Green welcomed the TAC members to campus and introduced the new building additions to the North Campus. She went over the departments that are housed on the campus, in addition to the focus the campus has on college transfer. The campus has received a bond to open two more buildings in 2015 and 2016. She thanked the group for the work done regarding the student transfer process.

### **TAC Vacancies from NCCCS**

Dr. Morrissey introduced the new co-chair and a committee member to the committee. The new co-chair replacing Rita Jerman will be Dr. Marcia Conston, the Vice President of Enrollment and Student Services, from Central Piedmont Community College. The new committee member replacing Dr. Pamela Hilbert will be Dr. Jami Woods, the Vice President of Curriculum Programs at Surry Community College. Wesley Beddard, the new Associate Vice President of Student Learning and Success at the NC Community College System office, will now replace Vann Wilson.

### **Update on Work on the CAA Review Team**

Dr. Lisa Chapman gave a review of the work on revision with the CAA. The goal is to have the general education courses and the student learning outcomes developed by the end of May 2013. The second 30-credit hour requirement, including the pre-major pathways, will be slated to start in the fall of 2013. An overview of the online tools that will be used to assist faculty and students will be developed and implemented during 2013-2014.

Dr. Chapman discussed the research development question as it pertains to the joint review steering committee. In reviewing the current courses offered, and the Transfer Navigator tool, there was feedback that there was little usage of the Transfer Navigator. Some reasons given were that there are no strategies in place to keep up with the changes that have been taking place with courses on campus. An update in regards to the information gathered will be presented at the CTPA conference at Wake Tech on April 19, 2013.

Meetings have started with the discipline teams, beginning on March 8, 2013, at the UNC Center for School Leadership Development in Chapel Hill, NC. The UNC system faculty met to discuss the first six

discipline courses that could be included in the general education component and potential student learning outcomes.

Additional discipline team meetings will also be held on April 8 and April 10 for the UNC System faculty. Dual sessions will be held on March 28, 2013, and April 26, 2013. From those meetings, there will be a finalized list of the first 30 credit hour component by May 31, 2013.

Dr. Chapman presented the issue of the language used in the discussion of the CAA revision. There is a question of the usage of “core”. There was concern that the changes will not allow the CAA to work like it did before, and also, the terminology will lead us to go in another direction that may not work as seamlessly as it should.

The policy goals have been revised from the original goals by the CAA Review Committee. Changes include the following: (Refer to [CAA Proposed Policies](#))

- The proposed transfer policies would include in item 3, the language of “equivalency course credit”. The student would receive course equivalency credit. Each university would still maintain their “core”.
- The CAA Review Committee has removed “first year” and “second year” language and references to pathways on March 13, 2014.

There was discussion regarding where the additional 30 hours would come from, and the second year pathway. There was additional concern regarding the current 44-credit hour core that satisfied the lower division general education core at the senior institutions. Dr. Morrissey discussed studies that have been done that show that transfer students in the 2006-2008 timeline were not finishing the 44-credit hour core and not completing Math and English before transferring. There should be some measure to build guarantees for students within their first two years of their undergraduate career. This will assist with completion and graduation rates.

The advising piece is essential to the CAA revision process. There needs to be a partnership advising tool in place to assist students with the transfer process. There are proposed strategies to support the success of the student in items 1-4. Item 3 does include a tuition scholarship option for students within the AA/AS holding and maintaining a 3.0 GPA. To date, this item has not been taken up by the legislature.

Dr. Morrissey discussed the role of the TAC in the CAA revision process. The TAC should take the seven items listed in the proposed transfer policies and integrate those policies into the current CAA. The TAC now needs to start delving into the meaning of the seven items with changes within the CAA. The timeline for completion of these changes should be for February 2014, as it has to go through the two boards for approval, to ensure completion before registration for fall semester 2014. The TAC serves as the policy administrators of the CAA.

Dr. Morrissey also asked what the TAC wants their role to be in the future. She asked the TAC to consider the relevancy of the CAA in the future and what has to happen for the TAC to maintain this relevancy. The draft of the CAA revisions needs to go out to colleges for review in fall 2013. There was discussion of how to formulate a plan to ensure that the timeline regarding TAC takes place. The TAC will focus on the proposed transfer policies from the CAA Review Committee.

It is important to look at the role of Transfer Navigator within the process. Dr. Chapman stated that we needed something written in that states that universities have to participate as well.

TAC will receive an invitation with the information regarding the discipline team meetings to observe the process.

There was discussion of whether there is a guarantee of the second 30 credit hours as transferring seamlessly. The second pre-major course pathway will require a student to receive pre-major advising from the partnering university as to what the student will need to do for that major. In addition, there may be some discussion of removing courses from the CAA that may be more appropriate as upper level courses.

Dr. Chapman states that there has to be a mechanism built into the agreement regarding the maintenance of the CAA and notice of those changes to the public regarding those changes. In addition, tools to maintain the changes from the universities to the community colleges should be implemented as well.

### **Formal Approval of the December 14, 2012 Minutes**

Rita asked for approval of the minutes of the December 14, 2012, meeting. A formal vote was held. Hearing no corrections, co-chair Rita Jerman made a motion that the minutes be approved as presented. The motion was seconded and passed unanimously.

## **Old Business:**

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### **C-Grade Transfer within UNC**

Tenita polled 13 out of the 16 campuses that stated they would not take C- grades regarding transfer within UNC due to it is below a 2.0 GPA. This will need to be reviewed in regards to the CAA policy revisions.

### **Writing Intensive Designation**

Dr. Hilbert asked whether the TAC or the NC Community College System Office needed to give communication regarding the writing intensive designation and their compatibility with the CAA. There was a discussion of the need for all 16 universities to agree as to the writing intensive designation. This could include a question to the UNC-GA regarding this matter.

### **Previous CRC Information Items**

(See [TAC Meeting Agenda-032213](#))

**Items 1-5, Page 2:** Items 1-2 regarding BIO 285 and MAT 252 were accepted for information. Items 3-4 regarding ART 121 and ART 122 were brought for information and also need to be clarified for a potential vote regarding the necessity of updates to the CAA transfer list. Items 5 regarding BIO 280 was brought for information.

There was discussion regarding the communication of the changes of the courses and how the UNC-GA would handle receipt of the information to the universities. In addition, there was discussion regarding how the information would be presented from TAC to the community colleges.

There was discussion regarding the necessity of the information to the committee, and if a vote is necessary. Dr. Morrissey suggested that the TAC discuss the policies and decide how to proceed in the future with “information items”.

There was a motion for the acceptance of the information items, and also changes in the title requests for ART 121 and ART 122. The motion was seconded and passed unanimously. ART 121 and ART 122 will be updated by Precious on the transfer list.

### **Bilateral Agreements**

(See TAC Meeting Agenda-032213)

**Page 3:** There was discussion of bilateral agreements. It was decided to move this item to the time set aside for the TAC to discuss the entire CAA revision process.

## **New Business:**

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### **CRC Requests to TAC for Action**

(See TAC Meeting Agenda-032213)

**Items 1-3, Page 4:** The items for information (Items 1-3) regarding HIS 237, HIS 275, and POL 250 were sent as information items, and those courses were added to the transfer list. This information will be reflected received in minutes from today’s meeting.

**Item 4, Page 4-**The item regarding FVP 240 was sent for a request to add to the CAA with a pre-major/elective status. There was discussion regarding the necessity of this course being added to the CAA as a pre-major versus an elective. In addition, there was discussion regarding the FVP 240 course being added solely as an elective course. Dr. Morrissey stated that there may need to be caution in adding additional courses to the CAA, as this course is for a two-year terminal degree. There was discussion that this be handled as a course for a bilateral agreement. There was a motion to deny adding the FVP 240 course to the transfer course list, with the addition of the advice regarding handling this course as a course for a bilateral agreement. The motion was seconded and passed unanimously.

### **Additional Information Items:**

(See TAC Meeting Agenda-032213)

**Item 1-4, Page 5:-** Precious is currently working on solidifying the accuracy of the combined Course Library, the transfer list in the CAA, and the pre-majors, as it relates to the course titles and prefix numbers. The additional items of the pre-majors will be re-forwarded to Tenita Philyaw-Rogers for clarification as to the receipt of information to the UNC Board of Governors. The item regarding out of state agreements have been forwarded to Wesley Beddard and Attorney Q. Shante Martin for review. There was additional discussion regarding the termination of the bilateral agreements with proprietary schools. Dr. Morrissey will issue the termination letters for schools that currently have agreements that require notice and a termination letter.

**Item 5, Page 5:** The format would include the chart provided on page 4 of the agenda. The chart should include the analysis and the request from each college.

**Item 6, Page 5:** There was discussion of how to handle the communication of the information from the TAC to the CTPA. The timeline would be thirty days from the last meeting to be reported, including the minutes. Precious and Tenita would correspond and collaborate on this process to ensure a timely turn around for all items from the TAC, moving forward.

### **CRC Information Items to TAC**

(See TAC Meeting Agenda-032213)

**Page 8:** The item regarding CHM 263 was sent for an information item only. This information will be reflected received in minutes from today's meeting.

### **Revision of CAA Document**

Wesley Beddard stated that Dr. Chapman did an excellent presentation on the CAA revision process. Wesley also gave additional comments on the reverse transfer process.

The reverse transfer process will work on the issue of the transfer students that transfer without a degree. The process would involve notification to the community college for a student at a university that could qualify for a degree. The reverse transfer project currently has a grant and is working on a two year timeline for completion. Central Piedmont Community College will be the leading community college on the project, along with eleven other community colleges that are partnered with universities.

Wesley noted that Michelle Blackwell will be the Director of Reverse Transfer at UNC-GA and is the central contact person on the project. A more in-depth update will be given at the next meeting as the project develops.

### **Reports from NCCCS and UNC-GA**

Tenita will send out all invitations of the sessions and dual meetings to TAC, along with the discipline team lists.

### **CTPA Meeting**

The TAC representatives for the CTPA meeting will be Thomas Gould and possibly Ken Gurganus or David English. The meeting will be held on April 19, 2013, at Wake Tech Community College. Dr. Chapman will be there presenting on the CAA revision.

### **Next Meeting:**

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The parameters of the next meeting should include sending out a draft of the CAA revisions for comment. There will need to be a working meeting before June to start on these revisions. The next meeting will be on May 30, 2013, tentatively in Chapel Hill, NC. The meeting will be set for 9:30 a.m. to 2:30 p.m. A draft of the CAA with potential revisions will be sent out to the committee before the May 30<sup>th</sup> meeting.

### **Departure of TAC Members:**

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Dr. Morrissey thanked Rita Jerman, Senior Vice President for Student Services at Wake Tech Community College, and Dr. Pamela Hilbert, Vice President for Academic Affairs at Pitt Community College, for their service to the TAC. The committee also thanked both individuals for service and contributions to the Comprehensive Articulation Agreement, and as members of the Transfer Advisory Committee. Finally, the committee wished both of Rita Jerman and Dr. Pamela Hilbert the best in their future endeavors.

Having no other business, the meeting was adjourned at 1:40 p.m.