# Meeting Notes – January 12, 2015 10:00 – 11:00, SA 3200A
Transfer Credit Advisory Group (TCAG)

**Attendees**

**Guests**

## Agenda Item

### 1. Transfer Credit Team Update – Garrett Moriguchi

**Discussion**
- 594 evaluations left to complete for fall enrolled transfer students (domestic), estimated to complete all fall evaluations at the end of the winter term. There are approximately 800 new transfer students for winter 2015, estimate to complete all evaluations mid to late July. Have hired two new evaluators beginning January 26, the estimates for completing evaluations will be adjusted depending on their training progress and skill levels.

**Conclusions**

### 2. CAAR Updates – Wendy Chen

**Discussion**
- Wendy reported that she consulted with ITS, and the label for updating the ‘degree requirement’ title in pull down menu for students in self service can be changed, but would need to be changed every time there is an update to the system that affected this page. Angela reported that an IO consultant is being hired to work on various aspects of the CAAR including UWSR status, unit totals, etc. She will find out what options there are for displaying degree audit information in self service (including status of initial degree audit) before any decisions are made about how to proceed.

**Conclusions**
- Angela will report back about the IO consultant’s recommendations, timeline and scope.

### 3. Articulation Update – Kyle Burch

**Discussion**
- Kyle has been attending monthly articulation meetings with the Chancellor’s Office, and reported on the following in terms of articulation:
  1. First, Kyle is updating all TES permissions for staff as they previously did not have access to equivalency reports. It was recommended he offer a training session so staff/advisors are aware of the functionality. He has also added all the labels for GE courses in TES so it displays which area is approved for each course (i.e. B3). All the CSU’s are working on this, with every quarter school already complete. The goal is to get the community colleges to do the same. The information is public facing so there is transparency in how each course can be applied at each campus, and this will also reduce the time needed by staff to research course equivalencies.
  2. The Chancellor’s Office provided positive feedback on how our campus has handled course match, and they are happy with our course offerings.
  3. Kyle’s office has a new staff member to assist with articulation.
  4. Next Gen Assist is on hold until 2016, but the current Assist has been updated, and Kyle updates all course approvals immediately.

### 4. Advisor Notes in the EAB SSC Platform

**Discussion**
- Sue is now working with ITS to get the process established for a nightly feed of advisor notes in EAB into PeopleSoft. The group discussed issues that will need to be addressed including whether the student is notified of the notes, and whether they are public to all users or private.

**Conclusions**
## 5. Review of Goals for 2014-15

**DISCUSSION**
The group reviewed the goals set out for the year to ensure all items are being addressed. Angela reported that a consultant is being hired to handle issues and enhancements related to the degree audit system, in conjunction with the pilot project to add the Business major. The group also agreed to review the two consultant reports from last year to determine if there are recommendations that can be implemented. Angela reported that her office will provide training in early February to the college service center staff on records, graduation, and transfer credit policies and procedures. Kyle is going to proceed with entering all course approvals from out of state/private into the TES system, and do this on an ongoing basis so that the same course does not have to be requested for approval more than once.

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## 6. Other updates

**DISCUSSION**
Angela announced the dates for the two graduation and commencement workshops this year: February 26 from 10-11 am, and April 15 from 3-4 pm.

Sue informed the group about a project to implement a curriculum tracking software that will replace the current email system. This will allow users to see the progress of all requests.

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