Transfer Credit Advisory Group (TCAG) Meeting Notes
January 14, 2013

Present:
India Christman Rodriguez
Larry Bliss
Angela Schneider
Sue Opp
Joanna Cady Aguilar
Jim Murray
Greg Smith
Karen Mucci
Maria Serrano for Nancy
Sally Murphy
Michelle Lacentra
Jimenez
Claire Abshire
Glen Perry
Eileen Samuelu for Manuel
Annie Chandler
Lynn Perry
Saldanha

Absent:
Nancy Jimenez
Manuel Saldanha

- Review of previous meeting’s notes
- Finalize using current catalog year at term of entry as default for CAAR.
  1. Review existing reference text on Catalog Rights
     a. The group agreed the new procedure is in alignment with catalog text and the Miscellaneous Notes and Policies (MNP) document.
  2. Review/edit draft CAAR and CAAR cover letter text
     a. The group edited the text. India will send out one last time for edits before moving forward with putting this into production.
     b. Maria Serrano will send Lynn Perry a copy of the CAAR cover letter currently being used by the Office of Admission so the International Admission Office can also use.
  3. Review/edit draft email for PAC/UUAC
     a. The group edited the text. India will send out one last time for edits before sending to PAC, UUAC and also now department chairs. Sally indicated she would discuss Catalog Rights at the next department chair’s meeting.
  4. Catalog text change needed?
     a. It was decide that there is not a need to add this procedural change to the catalog. However, Sally and Sue discussed the need to make other edits to the Catalog Rights section which they will coordinate.

- Review Miscellaneous Notes and Policy document
  1. Review draft for merging policy and procedural items into a chart.
     a. The group agreed the format of the chart is appropriate as a starting point.
     b. The chart will serve as a “going forward” document maintained by the TCAG group. The meeting chair will make the edits each week.
     c. Edits were made to the Catalog Rights section. India will make the edits prior to the next meeting.
     d. The Miscellaneous Notes and Policies (MNP) document will remain as a historical policy tracking document. The Registrar’s Office will assume ownership of keeping the most up-to-date version. As needed, key people from TCAG will meet to discuss subtle policy interpretation details and report back to TCAG as appropriate.
     e. A sub-group will meet prior to the next meeting to do a first draft of dropping a few more MNP items and related procedures into the chart. Subgroup will be Angela Schneider, Karen Mucci, Nancy Jimenez, Maria Serrano and Garrett Moriguchi.
2. Determine what is a policy and what is a procedure in MNP.
   a. Will be determined as we go through the document.
3. Determine who is the “keeper” of the new spreadsheet and will draft edits for the group’s review.
   a. For now, the chair of the committee will oversee the chart.
4. As we review, does Nancy’s procedural chart content match up?
   a. Will be determined as we go through the document.

- Discussion Item:
  1. Is the CAAR given to a student considered binding and official? Will CSUEB will stand by it no matter what? Factors to consider are:
     a. university policy changes
     b. an error is caught – depends on the kind of error, when the error is identified, and if the error was on the CAAR sent to the student by email.
     c. catalog rights change
     d. SB1440 student changes major – Sue indicated we should maintain even if they change their major.
     e. If different interpretation at graduation evaluation review
     f. student breaks enrollment – no, since catalog rights broken

The group agreed it would be most efficient to have a sub-group pull together a situational list of errors, problems, or interpretation discrepancies for discussion at the next meeting. Joanna Cady-Aguilar will bring the group together. Others in the group will include Sally Murphy, Juanita Higares, Maria Serrano, Nancy Jimenez, Lynn Perry, Lynn Clement, and Eileen Samuelu.