Transfer Credit Advisory Group - MEETING NOTES
December 17, 2012

Present:
India Christman Rodriguez
Sue Opp
Nancy Jimenez
Greg Smith
Sally Murphy
Claire Abshire
Annie Chandler
Larry Bliss
Joanna Cady Aguilar
Karen Mucci
Michelle Lacentra

Absent:
Glen Perry
Manuel Saldanha
Lynn Perry
Angela Schneider

Discussion

• Review of previous meeting’s notes
  1. We continue to remember our goals/charge.
  2. When we do proceed with the /transfercredit site, we likely will need to break it up into audience groups (student, staff/faculty, external audiences) based on topic area.
  3. We will continue to discuss the approach of ensuring everyone has all the information they need to do their job but also understands students are not to know internal procedural items to avoid policy.

• Review of feedback from Dec. 2012 UUAC. Group agreed this was a good starting point for types of content for the new site.
  1. New transfer credit policies and procedures – Group discussed the usefulness of a document that indicates each year’s catalog modification since many don't have time to read the whole catalog each year to look for changes.
  2. Transfer courses that meet CGW
  3. Error on the CAAR – What are the student’s rights?
  4. SB1440 procedures (mentioned twice)- Group discussed this is likely how it is related to transfer credit
  5. GE Certification (mentioned twice) – Group discussed we need to differentiate between the community college certification and the AACE certification.
  6. Transfer students using discipline or major for lower division GE
  7. Excessive units – Info on who can petition through major and under what circumstances
  8. Checklist for transfer students on what they need to take at a community college – code, 2nd comp, Area F, etc. – Group discussed much of this is on ASSIST but students and advisors are unaware. Rather than duplicating the content, we may just want to point to ASSIST.
  9. Info on catalog rights for GE/major
  10. GPA requirement for majors – Example CRJA changed to “C” or better for all major classes while all other majors have a 2.0 average for major – group discussed we may want to add “pass” to it too.
  11. WST requirement and steps to fulfill
  12. Pre-BUAD must submit their application to BUAD
  13. Double major where one majors is BS and second major is BA
  14. 2nd bachelor’s in Nursing GE requirements – Sue is going to call a pre-meeting to discuss things that should be reviewed with Nursing in general since this info should live on the Nursing website in addition to some other items.
15. **Updates on major requirements**  
16. **AB540/Dream Act**  
17. **Other programs available like EOP/Excel**

- Review of the proposed Policy/Procedure changes from the previous meeting to decide if we could move forward with them without further discussion.

1. Who is the “keeper” of the policy/procedure quick reference?  
   a. We will decide at next meeting.

2. Is the CAAR given to a student after transfer credit review is completed considered binding and CSUEB will stand by it no matter what?  
   a. We will continue discussion at next meeting. Factors to consider are:  
      - university policy changes  
      - 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.  
      - student breaks enrollment – no, since catalog rights broken  
      - catalog rights change  
      - student starts as SB1440 and changes major – Sue indicated we should maintain even if they change their major.  
      - If different interpretation at graduation evaluation review

   b. The group determined there needs to be review of how different evaluators (transfer credit and graduation) review courses for fulfilling requirements that require individual interpretation. There also needs to be discussion of what decisions fall under the authority of the transfer credit evaluator, graduation evaluator, and GE Office and who should be overriding another area’s decision. (It doesn’t make sense for one department to do work if another department is going to un-do the work.)  
      - Karen will meet with the graduation evaluators to determine areas where different interpretation is taking place.  
      - Karen, Joanna, Nancy and Sally will compile their own list of “errors” they have seen – either individual staff errors or PeopleSoft automated errors so a central repository can be created and things systematically addressed.  
      - Karen will call a meeting with Nancy, Sally and Joanna, to review the above documents.

3. Do we still agree on starting to use current catalog year at term of entry into CSUEB as the catalog year for CAAR?  
   a. The group determined this is a procedural change we should move forward with and finalize at next meeting. The tentative plan is:  
      - Effective with Fall 2012 term of entry students  
      - We would update language for the CAAR / email that goes with it:  
         - Your credit was reviewed under catalog at term of entry (i.e. FA 2012).  
         - You may have the right to change your catalog; consult an advisor.  
         - Ensure advisors know protocol for how a student updates catalog rights.

   b. India will draft the following for review, edits and finalization at the next meeting.  
      - procedural change for distribution to staff/advisors  
      - CAAR text change  
      - CAAR cover letter change
Everyone received a copy of the Miscellaneous Notes and Policy Document.

1. We will all try to review before next meeting. Sally suggests paying special attention to the effective date. We need to ensure history is maintained in the new spreadsheet version.

2. When we review next time we will determine what is a policy and what is a procedure. The goal is to break this document into a spreadsheet with the following columns:
   a. Policy
   b. Procedure
   c. Effective date (including history of past changes)
   d. Overseeing office
   e. Who needs to have access to the information (student, transfer credit evaluator, graduation evaluator, AACE advisor, etc.)

Tabled Items we did not have time to cover

1. Review Policy and Procedure Document – Nancy has compiled a chart of procedural items related to Transfer Credit
2. Planning for content on the /transfercredit site – India
3. Planning for the “understanding transfer credit in PS and MyCSUEB workshop” – India
4. GE Certifications – Angela
5. GE subcommittee to examine awarding credit for military coursework – India

Next Meeting’s Agenda - January 14 at 10 a.m.

Review of previous meeting’s notes

Finalize using current catalog year at term of entry as default for CAAR. Review, edit and move forward:
   1. procedural change e-mail for distribution to staff/advisors
   2. CAAR text change
   3. CAAR cover letter change
   4. catalog text change

Review Miscellaneous Notes and Policy document

1. Determine what is a policy and what is a procedure.
2. Determine who is the “keeper” of the new spreadsheet breaking down the content for sharing with others? Draft template provided as starting point.
3. As we review, does Nancy’s procedural chart content match up?

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. student breaks enrollment – no, since catalog rights broken
d. catalog rights change

e. SB1440 student changes major – Sue indicated we should maintain even if they change their major.

f. If different interpretation at graduation evaluation review

- **Updates if available...**
  1. Update on pre-meeting to prepare for meeting with Nursing department.
  2. Update on meeting to discuss decision making authority / interpretation consistency between transfer credit evaluators, graduation evaluators, and GE Office

- **Discussion if time allows...**
  1. Content assembly for the /transfercredit site – India
  2. Planning for the “understanding transfer credit in PS and MyCSUEB workshop” – India
  3. GE certifications – Angela
  4. GE subcommittee to examine awarding credit for military coursework – India