Transfer Credit Advisory Group Notes
May 13, 2013

• Review of previous meeting’s notes

• New transfer credit team
  o A new transfer credit team has been formed reporting under the Registrar’s office with Garrett Moriguchi as the supervisor beginning June 3.
  o The new team will be comprised of 3 staff members, and a new alpha breakdown will be established and communicated to the campus. The staff will be relocated beside the graduation evaluators.
  o Wendy, Eileen and Garrett will discuss the details of transitioning the existing AARC tickets to the new staff.
  o Communication will be developed to new transfer students to be sent at the beginning of their first term.
  o Angela will open a ticket for new work flow reports including a column for SB 1440 students.
  o Discussion about who will post test credit (Clep, etc). Angela will report back to confirm at next meeting.

• Finalize the “Policy Application for Student Degrees (PASD)” document
  • Discuss the rollout of the document to advisors on campus.
    a. The group confirmed the document is final.
    b. Angela will have the document posted on the PEMSA Intranet, and prepare an email message and send out to the group for edits before being sent to PAC and UUAC listserves alerting staff and faculty of the new document and where it’s located.
  • How suggested edits and questions should be handled.
    a. Angela will handle all edits after consulting with the committee.
    b. Group members will bring new/revised policies (from Senate, etc.) to the meeting so they can be incorporated into the document.

• Sue reported about new program for students in the CSU to take an online class at another CSU
  a. The purpose is to deal with bottlenecks at other campuses.
  b. Beginning Fall 2013, students may enroll in one online class at another CSU.
  c. East Bay will host MUS 1006 for Fall 2013.
  d. Enrollment will occur under the Concurrent student program, and they will receive residence credit for classes taken at another CSU under this program.
  e. Campuses will hold seats in these courses.
  f. All courses will be stateside, not self support.

• Review of Joanna’s list of reported issues related to the CAAR. Discussion items to consider:
  o Joanna provided a list of issues, to be reviewed at the next meeting in June.
  1. Is the CAAR given to a student considered binding and official? Will CSUEB will stand by it no matter what?
  2. 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*

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