

A COMMISSION OF  
THE  
WASHINGTON  
COUNCIL

for High School-College Relations, Inc.  
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## INTERCOLLEGE RELATIONS COMMISSION

Spring 2018 Meeting Minutes  
April 12-13, 2018

HOSTED BY: Everett Community College

### Thursday, April 12

#### Introduction/Opening Session

- Call to Order – Ariana Stafford at 1:03 p.m.
- Welcome – Dr. David Beyer, Everett CC President
- Housekeeping – Ariana Stafford
- Introduction of Members and Guests
- Review of Fall 2017 Minutes – Ariana Stafford
  - Cathy Shaffer moved to approve
  - Kathleen Duval seconded.
  - Motion passed unanimously.
- Treasury Report – Kathy Yackey
  - We are in balance; no negative findings from audit report
  - Income for fall meeting (covers fall and spring) was \$3,425 and expenses just under \$2,000 (we will also have some income from spring meeting). Increase of membership fees helped, can also suggest board look at scholarships for those.
- Circulation of Question Box – Ted Olsen
  - Also add ideas for professional development opportunities in future.
- Reminders and Announcements – Sindie Howland
  - Dinner sign up.
  - Electing at-large member from Public and Private BI.
    - Debbie Crouch asked about what position the Private BI rep would go into. Answer: Member-at-large/secretary is likely
  - Determine host campuses for next fall and spring.
  - Reminder to pay your ICRC dues.

## ICRC related Committee Reports

- *Executive Committee Update – Ariana Stafford*

- Discussed option of considering host campuses not necessarily serving full breakfast.
- Kathy Yackey: Is there a state rule about the amount? She will research to see. Cathy Shaffer: Not that I could recall.
- Will continue to offer full breakfast moving forward at this time.

- *Ongoing Articulation Review (OAR) Committee – Kirsten Clawson*

- Former OAR Chair Megan Daniels is now at CWU and can no longer serve.
- Julie Garver will be transitions OAR chair.
- Reviewed Skagit, Olympic, and Shoreline this year.
- Finding questionnaire may be in need of modifications. Plan is to hold off on doing reviews until after updating questionnaire this fall. Will notify schools that are next in line of timing, and also look at what schools are coming up and when we will be reviewing.
- Plan to review and update overall mission of OAR. Not sure when last updated; likely has been some time to review.
- Considering changes of catalogs and supplemental information; hoping to expand review to new technology that is being utilized by stakeholders.
- Would like to have a rep from the school being reviewed as part of the process. Has been useful in the past.
- Part of our current charge in reviewing the BIs. Process of course equivalency guides.
- Will also look at adding more Major Related Programs (MRPs) for questionnaire.
- New public BI board member will be on OAR.

- *Articulation and Transfer Council (ATC) – Kerrie Cavaness*

- Reviewing Smarter Balanced placement agreement.
- Jim Brady: SBAC—CTCs are trying to salvage items. Joyce Hammer: SBCTC has an agreement in place that will expire soon. Julie Garver: Would like FAQ-type documents prepared later this spring; will continue to honor agreement for 11<sup>th</sup> grade assessment. Honoring those who took prior to January 1, 2018. Working on finalizing policies for new assessment. SBAC draft reports indicates year took the test, which should help identifying. Our sector had small Ns (numbers of students). She will share out info; hope to have finalized signatures later this spring. Jim Brady: ATC may make recommendation in May and then have it move up the chain to IC; hopeful by end of the academic year. Joyce Hammer: Adds that SBCTC interest is that our policy aligns with BI policy.
- Kerrie: Working on brining accessibility into the classroom; workgroups also met.
- Voted on HS 21 reciprocity agreement; affect CTCs.
- Proposing changes to clean up AP equivalency documents.
- Spring meeting at WWCC on May 10-11.

- *Washington Council for High School-College Relations (WCHSCR) – Ariana Stafford*
- Meeting held in February. Dates for fall counselor workshops in September are available online.
- Transfer workshop at Green River Kent Station campus on Wednesday, August 22.
- Ensure schools have paid membership dues and to keep an eye out on new membership requests.
- *ICRC Handbook Committee – Ted Olsen*
- Member met this morning (Debbie Crouch, Keith Klauss, Cathy Shaffer, Gail Wootan, and Ted Olsen).
- Will adjust a few typos and also update constitution updates from fall meeting (treasury/tech position info).
- Waiting on membership regarding discussion about reciprocity for distribution for credit policy (4.5 quarter example). Will this be a policy issue for JTC and handbook or local (institutional) decision?
- Should we add an addendum to describe Common Course Numbering, particularly since career/technical course will be using it? More to come as the career/technical courses are reviewed for & usage.

### **Agency Reports with Time for Discussion**

- *Council of Presidents (COP) – Julie Garver*
- *Powerpoint link:*  
[https://www.washingtoncouncil.org/4.%202018 ICRC PPT details.CoP.pdf](https://www.washingtoncouncil.org/4.%202018%20ICRC%20PPT%20details.CoP.pdf)
- Shaping her message with Avenger/Marvel themes based on son's interest and relevance to the work being done.
- 2018 legislative session: A lot of players in higher ed really came together and did some great things.
- Huge investment in state need grant over the next few years; veteran funding; investment in key programs for BI programs; higher ed received good chunk of funding.
- Quite a few bills passed for supplemental session.
- Bills relevant: 2868: evaluate HS and beyond plan best practices; including BIs for "beyond" piece.
- Biggest one around dual credit (SB 5917).
- Transfer: Great example of how institutions have come together.
- Reviewing pre-nursing; looking to expand for allied health careers.
- JTC conducted first webinar in November 2017 with 150 attendees. Looking at doing some more on key topics based on success.
- All six BIs have reverse transfer articulation process in place.
- Dual credit: It's a great program and has taken a lot of time and energy on how to best communicate to stakeholders.
- Working on sector statement for concurrent enrollment and college preparatory programs with exams.

- Worked with WSAC on process of sharing equivalency data.
- Working on sector language for Cambridge A-Level exams.
- Also looking at reviewing running start info; have received a number of questions about it lately. Want to engage and myth-bust dual credit with stakeholders.
- SB 5917: This is setting up IB and Cambridge policy language. Requires that BIs post current policies; review AP/IB/Cambridge policies and report out why (evidence-based). IB/Cambridge for Nov. 1 2020; AP Nov. 1 2019. Will work to provide updated reports every six months. It is a focus of the sector.
- Keith Klauss: Question about requirements for BI and credit by exam scores. Julie Garver: AP scores of 3 required for elective at minimum; show why. IB: Demonstrate why we may or may not award for 4 on Higher Level or Standard Level exams.
- Institutions will share this info with COP, who will provide intermediate briefs to legislative bodies. Envision a comprehensive report going back to legislature. Policy makers want to know the why and evidence-based information.
- Gail Wootan: If not required to give credit for a 4 how would a school be out of compliance? Julie Garver: Out of compliance only if not providing evidence-based info for the why. There's a goal for clarity, not necessarily consistency, across the public BI sectors. Need to be clear and transparent to students and parents.
- We have AP and IB charts currently, and they often naturally move to a more consistent but not required.
- Joyce Hammer: For SBCTC sector we would have consistent policy across; we will bring in evidence to show why as well.
- Julie Garver: We have sector-wide minimums that we have guaranteed for credit. Joyce Hammer: We also do that, but an example is AP English now requires a 4 at all institutions (some used to award English 101 for 3s). Jeanne Gaffney: Who is currently awarding for Standard Level? Julie Garver: Evergreen and CWU in limited capacity. Joyce: Not many students in CTC sector have IB; we do have policies in place.
- COP director meeting with K-12 staff to talk about variety of issues; hope direct communication will help proactive solutions and progress. Working with CTCs about BAS degrees. In WSAC's Adult Student Re-engagement. Participate with Washington Council.

- *State Board for Community & Technical Colleges (SBCTC) – Joyce Hammer*

- *Presentation link:*  
<https://www.washingtoncouncil.org/2018%20ICRC%20Spring%20Meeting%20SBCTC-2.pdf>
- Role of transfer report (based on 2016 graduating class) will be posted soon.
- Working on getting final data for 2016-17 CTC transfers.
- WGU is picking up where University of Phoenix has dropped (relative to transfer numbers).
- Degree charts: AS-T degrees are moving up steadily. Chart shows all completions; so lower numbers for those that just started. Business-DTA/MRP is a good example of a solid MRP that is working really well. Pre-Nursing and Nursing are

going up. Will be looking at the engineering tech MRPs that are not being utilized.

- Hot topics: AP chart; will work to clarify the language. Colleges can vary number of credits only; adamant about minimum score. Dual credit: Joyce thinks legislation is coming for college-level distribution credit (direct equivalencies) for all scores of 3. Engineering MRPs (WACERTE): Meeting in a couple weeks; this 2-4 year group really helped get MRPs going. They want to stipulate what elective credits are specified in MRP; will have to go through JTC. Also want to drop the word "pre." Don't want student to think it is a "less-than" path. Starting talks about another MRP in material science and engineering composition. Hope to have something in writing to show next fall.
- Guided pathways: Going ahead full bore; 12 colleges now have some funding for it. For transfer we need to be mindful of the MRPs and getting data to show effectiveness. Way to make transfer-ready. Dream world: college meta majors match MRPs that are in existence. It will take time because data for guided pathways shows up in about five years. Those doing it now are showing great progress in closing equity gap.
- Reverse articulation: Speaker tomorrow from National Clearinghouse; they have beefed up ability to help us with this. Share info to make this more seamless.
- New agreement are for direct transfer agreements; not workforce degrees. Benefit is for our students, and the CTC system also benefits from awarding these degrees.
- Interstate Passport: It's the DTA and broken down into outcomes; other states have used this as a passport to transfer to schools in other states. Looking a pilot program at Walla Walla CC (they have students going to other states). WSU is also in talks about partnering on this.
- Have groups that are working on math pathways; continuing process.
- Transfer and applicability issues group: Looking at data that shows the last math courses taken at CTC and what first class was taking at BI: how did they do and what happens with subsequent courses? Getting data to understand math-taking patterns.
- Post-transfer institute: Action plan to minimize barriers. Challenge is we often have to look back on students who earned bachelor's degree and see where they came from. Doesn't tell us if students got into program they wanted to. Hope we can do that sometime. A question Joyce would like addressed someday.
- Role of transfer report: Trends are staying pretty steady; looked at more than 23k bachelor degree earners and looked backwards at where they came from. Did not separate running start students out of this. Psychology and business still pre-dominantly transfer majors. Great to see AS-T degrees go into STEM degree programs. Still doing well in credit comparison of transfer to native students (citing median credits to degree). Keith Klauss: This is a reminder to all of us we are doing well as a state.
- Still working to continue on areas to improve transfer.
- Question: Issues or barriers to transfer: Jim Brady: 50% of SFCC transfer degrees earn bachelor's. Non-associate degrees only 20%.
- Jennifer Coogan: Being pushed to award ACPL, but it's limited to 15 credits in

transfer. Debbie Crouch: The handbook shows what the BIs agreed to at that time. Joyce Hammer: Been very clear that 25% NWCCU standard is only portfolio review. Jerad Sorber: Advisors running into their role for running start students trying to meet high school requirements. Trying to navigate HS grad requirements that may conflict with intended transfer major requirements. Julie Garver: Example of rapid push toward dual credit hasn't allowed time for these types of policy documents (OSPI, etc.). Ariana Stafford: We do have K-12 reps coming tomorrow and will continue to plan to invite them to provide standing updates.

- Joyce Hammer: Looking at ways to get students in learning communities and intermediate algebra prep. Getting them to college-level in a year.
  - *Joint Transfer Council (JTC) – Keith Klauss*
  - Met in November; preparing for legislation.
  - Dual credit was a big topic; got to meet with College Board.
  - Meeting April 23 and looking at MRPs; also what to do if an institution wants out of an agreement.
  - Dual credit: pushing to have NACEP accreditation which would forego yearly update for college in the high school review committee.

- *Michael Meotti, Executive Director of WSAC*

- Policy agenda for WSAC: It is all about state higher education policy; not all about one entity's policy.
- Council (WSAC) has done a lot of work with partners on goal for education attainment for 25-40 year olds at 70% credential attainment. Current right around 52%, so about an 18% gap.
- Message that society needs to shift its vision that we need to get to much higher levels of participation in education. Closing gap is an equity challenge.
- Success is achieved on the ground; regional frames must be identified. Policy needs to understand those unique differences. Alignment opportunity and issues: understanding the population that will get us to 70% is aligning with resources that are in place to support those with challenges outside of academic ones.
- Returning adults will be a huge part of this goal. The core of state higher ed policy is it is a societal challenge and the best investment a community can make in its future. Need more partners outside of educational sphere to make this work.

**Break at 3:31 p.m.**

**Meeting resumed at 3:47 p.m.**

- *Agency Report: Washington Student Achievement Council (WSAC) – Gail Wootan*
- *Presentation link: <https://www.washingtoncouncil.org/04.12.18.ICRC.WSAC.pdf>*
- HB 1079 students get state need grant and will be eligible for college bound scholarship. More support for DACA and expired DACA students.
- Working on student loan info and a formalized complaint portal for all students

- (workforce included).
- Looking at getting web portal built to identify students to re-engage and connect them to relevant resources (other state models: Indiana, Tennessee).
  - Transfer: DTA/MRP reviews; we help convene workgroup. Business DTA was updated; very quick meeting with only one significant update in general elective area.
  - Pre-Nursing MRP up next; will be more complex. Sectors giving feedback. Working to identify what degrees this prepares students for. Could have several tracks within it. Computer Science and Nursing MRP also upcoming.
  - Kerrie Cavaness: Asked if dental hygiene, radiological science program, others at table? Joyce Hammer: Pre-nursing is still a transfer degree, so it will align with those health academic fields. Cindy Mowry: The degree can help students take prereqs and be eligible for financial aid grants. Debbie Crouch: Hope this update can help students identify other tracks beyond nursing. Gail Wootan: Hope this helps students with that. Cathy Shaffer: Thankful this degree exists, use it for students to pursue a number of pathways.
  - Computer Science provisos will be reviewed; understand there are a number of them.
  - WSAC writes report every two years to legislature and it is meant to measure how our MRPs are doing. How are these students doing relative to DTA and direct-entry as related to earning a bachelor's degree.
  - Hoping to drill down on median credits earned for each MRP and relative to bachelor degree earned. Also look at student who intended to transfer; did they? What % of students got a bachelor's in same major area as two-year degree?
  - Still trying to figure out which indicator is the best one to define a student's intent. If they say they want to transfer to a 4-year degree, did they end up doing so. Jerad Sorber: A lot of pre-nursing students are intended to get an RN and using that degree for prereqs. Would be good to look at including that as a successful transfer as well. Continued discussion about intent codes on admissions applications.
  - WSAC working to get data from ICW schools in addition to public schools. May have some data to share by next fall's ICRC meeting.

***Academic Credit for Prior Learning Discussion – Gail Wootan Washington Student Achievement Council***

- Presentation Link: <https://www.washingtoncouncil.org/2018.04.10.ACPL.WSAC.pdf>
- ACPL Handout Link: <https://www.washingtoncouncil.org/2018.04.09.ACPL.Handout.WSAC.pdf>
- Gail is current point of contact for ACPL. There is a workgroup that meets a couple times of year; not sure when next meeting is. Waiting to get full team again for plans on next meetings and workshops.
- ACPL is not referencing AP/IB/Cambridge on WSAC's definition.
- 25% credit limit only applies to portfolio-based learning.
- CTCs must denote source credit. Debbie Crouch: If automated electronic transcript you may have to look at back.

- Thankful for all data submitted by institutions for 2017 ACPL report. Most of credit comes from Joint Services Transcript (military credit).
- Question: DTA guidelines in ICRC handbook list 15 credits of ACPL (as defined in the Handbook) for the DTA degree.
- Jeanne Gaffney: Gave policy example of WWU not awarding for CLEP and transfers with a DTA and 30 quarter credits. WWU doesn't accept CLEP.
- Emily Leggio: UW would apply own military credit policy.
- Discussion regarding varying credit CTC/BI policies for awarding/accepting ACPL. Need to revisit 15 credits of restricted for ACPL toward DTA (pg. 36 of handbook) and that would need to be addressed by appropriate parties.
- Definition of ACPL (posted on WSAC website LINK) comes from legislation. More collaboration likely needed with ACPL workgroup.

### **Friday, April 13**

- Ariana Stafford called meeting to order at 8:33 a.m.
- Introduction of Dion Yahoudy, Newport H.S. Bellevue district principal. Serve as KINGCO 4A principal. NHS does a lot with Bellevue College, wants to be proactive in identifying solutions. Wants to learn more from this system to take back to the schools and partners.
- Housekeeping— Ariana Stafford
- Circulate Question Box— Ted Olsen
- Announcements—Sindie Howland
  - Will be voting on board members from private and public BIs and identifying hosts from next fall and spring session.

#### **Call for Unfinished Business**

- Covered update on K-12 representation with ICRC in the introduction.
- *ICRC Handbook Proviso updates*
- Continuing business. Goal of handbook committee is to make call for provisos at spring meeting each year. Get these to Cathy/Gail and then handbook group will review and get them published by next spring in the handbook.
  - *Common Course Numbering progress*
- Where are we at with prof/tech process? Joyce Hammer: We don't have any that have come forward at this time. Working with ATC and workforce council. There are some already in early childhood education and aviation as examples. Those were approved through ATC.
- Ted Olsen: The process is in motion and will be some time before it plays out; Joyce concurs.



- *Distribution Requirements*
- Debbie Crouch: Conversation about 3 semester credit transferring into 4.5 quarter credits to fulfill a distribution area; how does it count toward broader 60 credit distribution area? Group discussion: The understanding has been always been a local control, but don't want student caught in the middle without knowing for sure. One thought was if ok if the 60 credit area is met. Cathy Shaffer: Talked about adding a note to ICRC handbook as a note for guidance. Want to maintain historical perspective, especially for new people. Ted Olsen: Adding more as an appendix for guidance. Emily Leggio: Suggested having an FAQ area on the website. Ted Olsen: If we solidify it, would need to go through JTC. Jerad Sorber: See this quite a bit because of Oregon 4 quarter credit classes, and with students reverse transferring from WSU (semester-based). If we can't write it into DTA requirements, would like to see it potentially go through policy (JTC, etc.) so it doesn't continue to rear its head. Keith Klaus: Concern we have is may be challenging to find precise policy language because of variables. Could be challenging to make a policy for all. Doing handshake agreement now. Gail Wootan: There is an FAQ created in 2009; we will work to post online. Jerad Sorber: We may end up in some weird areas but we really need to do something because this is a continuing issues. Ted Olsen: If we are arriving at solutions even if it is uncomfortable, are we in need of hammering out a specific policy? Gail Wootan: Think it falls under check with your school. Waylon Safranski: WSU has policies in place to accommodate for quarter transfer courses (below 5 credits) and application toward satisfaction of our general education requirements provided a baseline total is met. With th reverse transfer emphasis across the state, this issue will not slow down for the CTCs. Ted Olsen: Are we at a place where we should vote? Jennifer Coogan: Would like best practices on this; deans are asking. Ted Olsen: Suggest to work to put together best practices in the next year. Joyce Hammer: Please loop ARC in that is what we refer to when we get these types of questions. Waylon Safranski: How do 300-level gen ed courses transfer from BI to CTC for DTA distribution? WSU has numerous gen ed courses at that level. Joyce Hammer: This is an exception to local decision; we want it to be fair to Joyce: There is policy to share 300-level courses from CTC to be used on DTA. Ariana Stafford: We (EvCC) won't use 300-level equivalents. (Ammended in 8/18 to say EvCC will use 300-level BI gen ed course for DTA distribution. Waylon Safranski: We will work to get the BI reciprocity agreement Joyce Hammer has shared with me posted online for all to see.
- *The Academic Credit for Prior Learning and DTA Restricted List topic was covered Thursday afternoon.*

## **New Business**

- *Select new ICRC Executive Board member-at-large from public and private BIs*
  - Cindy Mowry moved to nominate Debbie Crouch (SPU) as 2-year private BI ICRC board member with the role of Chair for 2018-19 and Past President for 2019-20.
  - Jennifer Coogan seconded.
  - Motion passed unanimously.
  - Cathy Shaffer moved to nominate Carlos Cavillo (EWU) as public BI ICRC board member-at-large.
  - Julie Garver seconded
  - Motion passed unanimously.
  
- *Washington 45 course review*
  - Joyce Hammer: It is a list of courses that transfer to all schools. It is not really updated a lot, but it is used a lot by the high school counselors. Worries me because there are a lot of great classes on it, but it needs to be reviewed to ensure transferability across the distribution for general education. Would like to discuss the list. Jeanne Gaffney: If you (CTCs) have a list of courses you can send out to BIs. Jerad Sorber described that process. Julie Garver: Would like to take this to dual credit conversations. Washington 45s can ensure these courses will transfer. Waylon Safranski: Very hard to advise just from the list because it does not align with specific gen ed patterns and/or major requirements. Joyce Hammer: We are aware of the list and how it is used and think to add clarity to message in how they transfer to intended pathways. Jim Brady: Need clarity for the package. CCN is designed for CTC to CTC transfer. In Spokane we did not buy in fully. Clarifying note for WA 45 list: Could update BIs by distribution area? Joyce Hammer: Can get the spreadsheet of courses updated.
  
- *Share out of how ASL is accepted at BIs*
  - Gonzaga doesn't accept as foreign language; gives elective credit. WWU accepts as elective but they do not have a foreign language requirement.
  
- *Emerging issues/topics for future meetings*
  - Jennifer Coogan would like to see more ACPL discussion and progress on policy. Gail Wootan: QSR part of DTA, intermediate algebra. How are people interpreting that? Ariana Stafford: You can also send these to us for fall.
  
- *Select fall and spring meeting location and dates*
  - October 11-12: Clark College; UW Tacoma as backup.
  - April 11-12: Central Washington University.

## **BI Updates and Q/A**

- Rose Spodobalski-Brower: CWU is changing general education list drastically. Will still accept DTA of course and most WA 45. Michael Blankenship: WSU Vancouver: Data Analytics degree offered in fall; will be adding life sciences. Debbie Crouch: SPU

will have a new mechanical engineering and other related degree programs. Jeanne Gaffney: WWU offer bachelor's in business and sustainability. Keith Klaus (EWU): Initiatives alternate route for education for teacher. Catalyst program partnership with Avista Corporation. Moving programs to Spokane building engineering and computer science, visual communication. Very excited about the programs. Emily Leggio: UW changes in admissions to engineering area; biggest change is freshman admission. Don't see much of an effect on transfer. Some deadlines are moving. Goal to get transfer student admissions by department to earlier in the process (before summer). Kathy Yackey: City Univ: Working to move from college math to QSR-type requirement. Ted Olsen (UW Tacoma): Programs moving to a schools model. Some new permanent leadership recently. Waylon Safranski (WSU): New WSU Everett Organic Ag degree program. A few new programs at WSU Global Campus (online). Had NWCCU accreditation visit earlier this week. College of Business looking to update curriculum; nothing finalized yet, timing of earlier certification and direct transfer guarantees being looked at.

**Break at 9:40 a.m.**

**Meeting resumed at 10:01 a.m.**

**National Student Clearinghouse (NSC) – Dannette Sullivan and Michelle Blackwell.**

- Presentation link:

<https://www.washingtoncouncil.org/ReverseTransfer.ICRC.Blackwell.418.pdf>

- Every school in this room is a member of NSC; send us enrollment data to comply and Title IV aid. Started out to help report info, through years helped schools with other needs. Recently schools came to us regarding issue of reverse transfer. Michelle has worked with many other states in setting this up. Did reverse transfer in North Carolina statewide (58 CCs and 16 universities)
- Student mobility: Cited student data regarding many students attending more than one school. 66% of students transfer before earning an associate's degree nationally.
- States data to show effect of reverse transfer: Retention and bachelor's degree completion went up across the states. Seeing in research that reverse transfer is making a difference. UTEP & El Paso CC had 84% completed bachelor's degrees.
- Incentivizes students, provides a milestone, goal achievement, feeling of accomplishment, and positive moment toward bachelor's.
- Research showed students who get the associate's degree increased income.
- Clearinghouse can work on solutions that may even cross state lines in transfer. Looking at national solutions. 25% of transfer students move between state lines. Really think this can make a big difference for military population.
- Potential completers in Washington: 84% of 73,000 who started in Washington stayed in WA. Showed other states in the west where students go and multi-state was next highest. Also showed 8,000 students who transferred into Washington and had potential for reverse transfer.
- How does NSC process work: 4-year gets FERPA release, 4-years pull file of all eligible students, what credits earned, where they attended and send to NCH. Then send to two-year schools to determine applicability toward degree requirements.

- When 4-years give us data we send it to every institution in the country. Ex. Univ. of Alabama students getting reverse transfer degrees in Iowa. Very broad reach.
- File process is a pipe delimited file, working on EDI and XML files soon.
  - Includes central location to store, crosses public/private and state lines, free and unlimited course and grade data exchange, ability for host to send all reverse transfer data in one file submission. Degree-granting institution ability to download their data from host institution in one place.
  - Increase data quality, current student contact information ensure diplomas for two-year sent to right address, searchable by student, reports for both sides to track number of degree, identification of courses as core/gen ed courses. Also filter for associate degrees before sending to 2 year institutions. Download data when the 2 year is ready to evaluate for the semester and receive student data when based on a threshold of total earned hours. Institutions can set hours so two-year can filter by amount of credits when ready to evaluate for two-year degree (timing).
  - Ability to send/receive at state/system level; robust implementation guide included.
  - Data fields based on advisory board that are required and optional. Encourage 4-year institutions to submit as much as possible.
  - File submission validation occurs and reports are sent to assist institutions with the process.
  - Questions: FERPA release in state of Washington? Best practices; recommend 4-year institution gets that release. Most effective way to get the release is on the admissions application. Don't like to use opt-in or opt-out. Can put the information on the application, say yes or no, could default to yes and students can update to no. Would need to put it on freshman apps for those with dual credit. Another way is a "pop up" in student portal; can add as a FERPA release if they have transfer credit via a CC. Some may also use third-party CRM. The more automated the FERPA release is the higher your return will be. There is some legislation at national level for reverse transfer; could potentially change need for FERPA release and then have 2-year institution notify student of eligibility for the degree. Will likely take a while before any movement. Reverse Transfer Efficiency Act. National AACRAO is spearheading.
  - Joyce Hammer: SBCTC has signed on to that. Question if students attended more than CTC which one gets the data to award degree. Dannette Sullivan: That is decided by the host in telling us what school they have attended. Have some that are sent to multiple schools. Recommend that they filter for 25% residency. Question from members: Send to most recent or all? Dannette Sullivan: Recommend filter for 25% credit. Question: Where can student choose where they want the degree from? Would a student potentially receive more than one degree? Answer: Ask FERPA release to say all institutions. Discussion around which two year would evaluate and award degree if residency met at multiple institutions.
  - Joyce Hammer: The four year directs the student to contact the SBCTC and they give them a contact at the two-year institution and they work individually with the student; typically the most recent. Right now we don't have enough students taking advantage of the process. Four year notifies student via email that you qualify for this; contact the state board, the state board then gives contact information of most applicable degree-granting institution. Wanted to ensure students going to right contact at schools, want to streamline the process for four-years students, and CTCs

- are willing to do the work on getting degree awarded. The higher ed act may not pass so looking for options. NSC: Again, the highest yield is when FERPA is automated. Keith Klauss: EWU does not have auto FERPA release yet (no other BIs do either). NSC: Sending emails multiple times can lead to higher return on student action. Students have said needed reminders about.
- Joyce Hammer: ICRC can review for JTC and BI Registrars/Admissions group can discuss. Debbie Crouch: Work toward a hybrid of what we currently do, and have some info on app to determine what school to send to. Joyce Hammer: CTCs could sign up; Green River example of one that has joined already. NSC: Student originated in Washington could sign up and outside institutions can send info for GRC.
  - Question: In the data that two-year schools get does it show the other two-year schools the students attended? They need to know the other schools because of degree/residency agreements. NSC: That's a process to be worked on.

### Answers to the Question Box – Ted Olsen

- Professional development suggestions:
  - Serving undocumented students (Gail Wootan offered WSAC services). Potential of ASPEN transfer institute folks presenting in the future.
- Question: Can students still graduate with more than one associate degree? And, have other institutions seen a trend of students trying to graduate with more than one associate's degree?
  - Yes, that is happening. Intent code roulette? Yes, this is another scenario CTCs are happening.
  - CWU question: Multiple degrees how do you code and why do students do it? WSU: We code all degree and have degree audit reports coded for automation of gen ed fulfillment.
  - Cathy Shaffer: Sees DTA students often then work toward the AS-T. Students also have the right to earn them both.
  - Jerad Sorber: Will see it with running start student who may take gen eds for HS, and then more math/science for intended major preparation.
  - Jennifer Coogan: Should consider this in reports for students who earn more than applied sciences.
- Question: What do you do with College in the High School classes that were also an AP class? If the students gets a 3 on the AP exam for that class, can they get credit for both?
  - BI consensus is to not duplicate credit. More discussion and example to come.
  - Discussion regarding courses that can be College in high school and also AP Joyce Hammer: Our guidance is to earn the college credit because equivalency is guaranteed (may not earn high enough score on AP exam).
- Question: Is it ok to cross list a CCN course with a non-CCN course?
  - Joyce Hammer: SBCTC tries to discourage that cross-listing if possible.
- Question: What is the best way to confirm that courses are or are not restricted in transfer?
  - Group answer: It is up to the receiving institution. Keith Klauss: We wish those restricted subject list would updated more often. WWU and others agree.
  - Joyce Hammer: Need to follow the restricted list subjects in catalog. Julie Garver:

- Public BIs follow.
- Additional advice is to call. Jeanne Gaffney: We'd like to loop SBCTC into the conversation if we say courses that may be restricted and unrestricted.
  - Discussion: The suggested list is open to much interpretation. Cathy Shaffer: Is ATC going to look at the list? Jim Brady: It's something we need to talk about. Joyce Hammer: A significant example is computer science. Jennifer Coogan: Who's charge is it to review that list. Group discussion: It is ATC's job is to look at that list.
- Question: To the BIs. You referred to accepting DTAs with less than 90 credit but with gen ed met. Can transferred Academic Credit for Prior Learning meet distribution requirements?
- Jennifer Coogan: We (Shoreline) have course challenge exam for English 101 and other distributions.
  - Bruce Hattendorf: Peninsula also has course challenges for English 101, and he shared an example of a former journalist earning credit that way.
  - Jerad Sorber: Are crosswalks included in this? We have faculty reviewing these.
  - Julie Garver: We need to be mindful of awarding more credit as it may not always be in the best interest of the student.
  - Debbie Crouch: ICRC handbook states limit of 15 credits for DTA, and we (ICRC) have to evaluate the coursework.
  - Discussion continued around these scenarios and how to best assess at CTC and BI level since policies seem to vary.
  - Recommendation to review and have further discussion about ACPL including application to DTA and info about how it transfers from CTC to BIs.
- Executive Board presented Ariana Stafford with a thank you gift for hosting and a thanks from the members present at the meeting.
- Meeting adjourned at 11:43 a.m. by Ariana Stafford.