A COMMISSION OF THE WASHINGTON COUNCIL

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

A Commission of the Washington Council for High School-College Relations

Fall 2019 Meeting Agenda

October 10-11

HOSTED BY: Western Washington University

Thursday, October 10: Viking Union 565   *Friday, October 11: Viking Union 565*

Thursday, October 10

8:30 - 10:00 a.m. **ICRC Executive Board Meeting** – Viking Union 460 10:00 –

12:00 p.m. **Handbook Revision Workgroup** – Viking Union 460

10:00 – 12:00 p.m. **Ongoing Articulation Review Committee** – Viking Union 567 11:00

a.m. **Check-in and Registration Begins** – Viking Union 565

(The fees are $75 per year, per institution to cover fall and spring attendance of one rep; $25 per meeting for second and subsequent institutional rep(s); $25 per meeting for Agency reps)

11:30 – 12:00 p.m. **New Member Orientation** – Viking Union 565

12:00 – 12:50 p.m. **Lunch on your own** (Feel free to connect with colleagues) 1:00 p.m.

ICRC Meeting Begins – Viking Union 565

Introduction/Opening Session

- Call to Order – Waylon Safranski at 1:06 p.m.

- Welcome – Shelli Soto, Associate Vice President for Enrollment Management

- Housekeeping – Jeanne Gaffney

- Introduction of Members and Guests (name, institution and role, ICRC tenure)

- Approval of [Spring 2019 Minutes](#) – Waylon Safranski
  1:27pm – Waylon call for edits
  Motion to approve – Jeanne Gaffney
  Second Kirsten Clausen
  2019 Spring minutes approved 1:29pm

- Treasurer's Report – Kathy Yackey

  Report available at registration table

  Anticipate $4,000 of income from this meeting (incl primary members who have paid for full year with fall payment)

  Cost for fall meeting is $2,000, so remainder helps with spring meeting and for scholarships for attendees with difficulty obtaining home institution funding

  Dues structure changed a couple years ago (membership increase) and now we are breaking even each year instead of losing money

- Circulation of Question Box – Debbie Crouch (will place box in specified location)

  Index cards available on tables; write down questions as they come up and then drop them in the question box on registration table; questions can be from agenda or not

- Reminders and Announcements – Waylon Safranski

  -Two travel grant recipients this year ($250 each):

  Arne Reed, South Seattle College; and Diana Hermann, Walla Walla CC.

  $1,000 per year is set aside for the travel grants (Individual awards of up to $250). Please apply if some help will enable you to attend.

  -Rebecca Goss is Member at Large, but couldn't be here for this meeting.

  -For tomorrow please think about nominations for Exec Committee and OAR

  -Going to increase use of website to post info.

  -Working on a communication plan for CTCs to send new courses to BIs. Debbie is finalizing list of contacts with BIs and will post onto ICRC site. CTCs can send a class for review prior to putting course thru (when it is under consideration) or send as an FYI update after course has been approved.

  -A member suggested that it would be helpful to identify reps at CTCs to whom BIs can send program updates on a regular (annual?) basis. Debbie will also compile this list.

1:30- 2:15 p.m. **ICRC-Related Committee Reports**

• Executive Committee Update – Waylon Safranski
Will work to be more transparent by posting more on the site; all agency presentations are posted for this meeting
Membership roster needs updating; do we need to have a discussion on how we call out for members each fall; we have used a google form this year via SBCTC, ICW and COP and direct contact; is this document/request getting to the right people?; primary rep for each school must be appointed by member institution presidents/their designee according to current bylaws; per Julie Garver for COP it would be easiest for it to go to chief academic officers, but it gets to them now; SBCTC, ICW and COP are okay with how things are now;
Motion to amend bylaws to be inclusive of VPs of instruction, provosts and chief academic officers by Terri Standish-Kuon; seconded by Jamilyn Penn Motion unanimously approved.

Waylon would be happy to share the responsibility of web updates. Cathy Shaffer proposed that a 5 year tech position be created similar to how we do the 5 year treasurer position. Kathy Yackey has been treasurer for 5 years but her term ends after this meeting so we need new treasurer. At WCHSCR meeting in summer, they asked why treasurer isn't part of board; bylaws state it is 5 year non-voting member and we don't want it changed every year; it used to be the job of the secretary on the board, but it was too much (per Cathy Shaffer) so there was vote to split it out and make it 5 years and that made a lot of sense because of the amount of work; WCHSCR thought treasurer should be part of executive board discussion; Emily UWS – but if someone is also on board isn't that a bigger commitment than just the treasurer role without exec board; Kathy Yackey – I would have said no if there was also exec board responsibilities, she liked the treasurer responsibilities only; Waylon – the attrition in exec board has been challenging the past few years because we've had 5 people leave midterm; Debbie – it would sometimes be helpful to have the treasurer in the exec board meetings (in person when with regular meetings and on phone otherwise); we could look at this being 3 years instead of 5 if that makes more appealing; this year the new person would work with Kathy Yackey to learn and then they'd take it over next fall; Cathy Shaffer – will we vote on a change from 5 to 3 years and on person? Yes-from Waylon and we'd do that tomorrow; Kathy Yackey- bulk of work is right before meeting and right after meeting basically balancing a checkbook, it is not overly time consuming, money comes electronically, everything is online with bank, she's happy to answer questions about what it entails.

• Washington Council for High School-College Relations (WCHSCR) – Waylon Safranski

Met in June. Talked about treasurer role as shared above. Currently ICRC chair attends WCHSCR meetings; they would like more consistency in the rep; they have a meeting Oct 22-23 in Leavenworth and we will be sending them a report since no one can attend; transfer advisor fairs are in progress and there are 30 throughout the state; there is a charge to focus on diversity and inclusion in all commissions, so we need to think about whether it is part of executive board role or another stand-alone (though don't want a lot more stand- alone not on exec board)

• Handbook Committee – Debbie Crouch

We will talk about this tomorrow to keep things moving; there are a lot of clarifications and bylaws for OAR; there are a lot of other clarifications; we will share and vote tomorrow; On the make-up of committee we made bylaw language in spring 2017 (past chair, 1 CTC, 1 bi rep as minimum); it is really a work group and want as much input as possible; we are thinking that past chair will put out a call for interest before each meeting for RSVPs; past chair will have some agenda and the rest is open for conversation; past chair will also confirm minimum representation in bylaws is met; Julie Garver- is there a way to reconfigure timeslots on day 1 because OAR meets at same time and the matrix is governed by handbook, can there be at least a half hour when the committee meetings are not in conflict to allow someone from OAR to participate also? Yes, we'll figure this out.

- Articulation and Transfer Council (ATC) –Nancy from Shoreline

  Met last week at SVC; adopted 2 year work plan; Goals: around racial equity; equity in AP, IB and Cambridge, equity in pathways, equity in degrees, collaboration to reduce equity gaps in pathways, accessibility and affordability of DTA; 4 workgroups to address these things

- Ongoing Articulation Review (OAR) Committee Report and Presentation – Julie Garver & Kirsten Clawson

  OAR met this morning and talked with Edmonds; winter: North Seattle, CWU, Yakima Valley; constantly looking for ways to improve their processes; Waylon will update OAR website with schedule if needed – he thinks he does need to do that; there are openings for OAR and they need a public BI and a CTC. Commitment: meet before ICRC main meeting for 2-3 hours and conference calls 1-2 times per term for other reviews

  PowerPoint presentation shared at meeting that outlines OAR purpose is available on ICRC website.

  Question from Sheila Steiner at Saint Martin's – how did they decide the order for reviewing BIs? Answer: it's just alphabetical. For CTCs we just follow the past review cycle. Debbie asked what the hoped for outcome of the reviews is. Answer: it's a peer to peer review and it's up to the institution what they decided to do with the review. Some of suggestions may be taken and some could be disregarded. The hope is that people will go and clarify the issues. Looked at from a student perspective in determining if what students are reading is clear in meaning. Schools should forward their reports to the appropriate stakeholders and departments responsible for different areas. Sometimes there are multiple people participating in the calls based on all the roles involved with changes. For reviews at ICRC meetings, schools can always phone in or additional participants can call in.

2:15 – 3:15 p.m. **Agency Reports**

- Joint Transfer Council (JTC) – Keith Klauss

  OAR is focused on students but we are also communicating with our legislatures and people looking at higher ed and giving input. OAR is a good chance for us to look at ourselves for improvement.

  Co-chair change. Michelle Andreas from SPSCC is staying, and Mary Wack from WSU will become co-chair.

  Terminology came up and whose role is what. Culminated in a nice resource document that Julie Garver was part of putting together. JTC site is on the SBCTC site and there is a ton of documentation there about history, role, purpose and process.

  Reverse articulation/transfer – as a state we are still trying to systemize this. It is still really the conversation between us and the students directly that generates this. Still not huge numbers of students that tell us they are doing it. We will continue trying to systemize it through work with National Student Clearinghouse

  JTC officially eliminated the Engineering Tech AST2 MRP

  Engineering – there is a workgroup coming together to look at WACERTI and the equivalent Computer Science group to look at these MRPs; those groups are the decision makers but they inform the decisions; our agencies help bring these groups together to get that input

  Conversations around Biology. Is it really AST 1 or is it DTA; more work coming on that

  Washington 45. So much confusion; many outside higher education transfer arena think the WA 45 is a

certificate.

Dual credit programs/tests being pushed further and further (AP, IB, CHS, etc.) and OSPI is hoping for students to get out of high school with 45 credits. We are going to talk more about this tomorrow.

Accreditation (regional, national). There's a work group called ACPL with a 25% rule for portfolio development. NWCCU is removing the 25% limit on prior learning for accreditation purposes. (Julie Garver read the language from the NWCCU site) That is changing what transfer is. 85%+ of first-year college students entered EWU with an average of 26 credits. As there are more and more students coming in with credit, what does that mean for our general education courses and curriculum? That will naturally change what the DTA is.

- Independent Colleges of Washington (ICW) – Terri Standish-Kuon

    PowerPoint presentation available on ICRC web page.

Break began: 2:55pm

Session resumed: 3:20pm

- State Board for Community and Technical Colleges (SBCTC) – Jamilyn Penn

    PowerPoint presentation available on ICRC web page

- Washington Student Achievement Council (WSAC) – Gail Wootan

    PowerPoint presentation available on ICRC web page

    Engineering MRP changing to four pathways instead of three

    JTC is going to begin talking about an Allied Health MRP that will be in addition to the Pre-Nursing DTA/MRP not a replacement of it

- Adult Reengagement – Rachelle Sharpe, WSAC
    PowerPoint available on the ICRC web page
    For CTCs most information on the tools presented went to the VPIs; for the BIs it varies
    We would need to do reporting to WSAC on whether students come from these tools; need to add a referral field for this tool to CRMs
    Microgrants being piloted now with Spokane. Ex. Microgrant can cover an unpaid parking fee or small outstanding tuition amount that is stopping student from getting their transcript
    In November 2019 they will be showcasing the tool with institutions; launch will be December and January

- Council of Presidents (COP) – Julie Garver

    Report/Presentation available on ICRC web page

    Email is now jgarver@councilofpresidents.org

Meeting adjourned at 4:37pm to resume the following day at 8:30.

Call to Order— Waylon Safranski at 8:39 a.m.
- Housekeeping— Jeanne Gaffney
- Question box update — Debbie Crouch
  - Waylon – reminders that we will be voting for a CTC Vice Chair and a public BI to be secretary and

    treasurer and OAR BI and CTC

8:45 – 9:30 a.m. **Unfinished Business**

- CTC catalog digest of curriculum updates
  - A formalized process where CTCs send a digest of course change updates to identified BI reps listed on the ICRC website. The reps will send to evaluation teams for updates. New courses can also be sent before approved by CTCs for review/feedback from BIs if wanted. The BIs would rather receive too much info than nothing. No specific form or format is needed, CTCs can send whatever tracking form they each use now for tracking curriculum changes. Even a list of courses that changed in the year with no details about what changed would be okay; this would allow universities to only look at specific courses not at every course in every catalog every year. COP will look at an upload option instead of colleges sending by email to designated reps. CTCs can send it in late spring/early summer as curriculum changes wrap for the year. Gail Wootan question: do we have any data to show how many students arrive at a BI and their evaluation is held up by tracking down new courses/catalog. BI response: end result is that all CTC catalogs change every year. Emily L.: prospective students are also looking at equivalencies to make decisions so we want everything to be as accurate as possible. Anne White: reminder of the Arizona system with the open equivalency database. Mike Singletary: If a change has been made based on what CTCs have sent to BIs, then the CTC wants to know if an equivalency has changed. Bill Rambo: We are creating a list for the BIs, but shouldn't we have the point of contact for each CTC as well? Answer: Yes, Debbie Crouch will send out call for point person on listserv. **Action item: We will aim to have this process in place in time for 20-21 catalog round. Julie Garver and Jamilyn Penn will work with two BIs (one public, one private) and a CTC to create a proposal to share at the spring 2020 meeting.**
- CTC process for identifying repeat courses on the transcript; BI repeat policies
  BIs want to make sure they understand how CTCs show repeats on transcripts.
  Issue from Jeanne Gaffney – they got some transcripts with same course counting three times toward DTA because no repeats had been excluded.
  Per Shawn Miller, identifying repeated courses takes a couple weeks, but the student shouldn't be graduating with the same course counted repeatedly, so that is an error. CTClink should help with this.
  Anne White – please just tell us (CTCs) when you see something like this so we can look into it.
  BI repeat policies regarding grades: WWU uses last class/last grade, same at CWU, EWU, Gonzaga. If last grade is a W, then will use the last non-W grade.
  Shawn Miller- it's an SBCTC policy for CTCs to accept highest grade
  WSU-if you get a C then you can't repeat the class for graded credit. Transfer grades matter for admission to major because they don't want to disadvantage native students (because they can't repeat a C). The exception at WSU is nursing where they will take a repeat for admission purposes.
  Julie Garver says she will work with public BIs to get a centralized list of what the course repeat policies are at all BIs. Julie will also gather the grade forgiveness policies so they are documented in a central location.
  Cindy Mowry- students can repeat a course twice after initial attempt per SBCTC policy
- ACPL definitions, transcript coding, and 15 credit gray area limit
  Waylon –we want to make sure we are all onboard with how we accept, transcribe and interpret the ICRC handbook as it relates to prior learning. We looking at page 38 of the ICRC Handbook and is

addressed in Julie Garver's COP update. Handbook 2nd paragraph: Waylon read this to the group. Question from Waylon: Are we following this? We (BIs) see outliers. Gail Wootan: I don't think a policy should be hidden at the top of a list of courses, so it needs to move to a location that is clearer. Shawn Miller: And this conflicts with the legislature. Cindy Mowry: The CTCs has a coding manual that tells us how to take it and how we have to count them. When CTCs are told exactly what we have to do and then the BIs don't take the credits then that puts the CTCs and the students in a difficult spot. Julie Garver: the legislation isn't necessarily a mandate around ACPL, so that is some level of interpretation. Request from one of the semester school reps (didn't catch who) to clarify that the 15 credits are quarter credits, so let's add semester equivalencies in parenthesis after each quarter credit reference. Waylon: mention to NWCCU that 25% cap is removed but institutions still have jurisdiction to set own policies. Waylon: how do we proceed because we have the chart that Julie put together and vetted. Gail Wootan: Suggestion, considering ACPL is a hot topic, things have changed and we need to make sure Handbook lines with current policies. Debbie: we need to go back to a cross-sector conversation and agreement to look at structure of degree with landscape change to ACPL. We've become very responsive to outside forces (legislation) that sets minimum scores. Bellevue College rep (name) has some confusion about the changes to how AP scores are being transcribed. Anne White: SBCTC has coding handbook that tells CTCs how to transcribe AP credit and then the crosswalks from ATC. Shawn Miller: if there is equivalent course then it will be transcribed as course in quarter course was taken but then there is a note at the end of the quarter that indicates the source of the credit (AP, IB). Jeanne Gaffney: can OAR add a spot to look for credit by exam in catalogs as well because sometimes those are very hard to find (Yes – per Julie). Jim Brady: this entire section about the grey list in the Handbook seems obsolete, so Appendix B should be updated to current realities AP, IB, Cambridge, ACPL, etc. Emily L.: Getting back to original paragraph under discussion in Handbook, all the credits we are talking about are not course credits from any institution so each institution makes their own policies and that is why they are problematic here, but bottom line is that these extra-institutional credits are the purview of each institution's policies. Julie Garver: instead of trying to shoehorn new policies into old language, let's just rewrite the section to meet current needs and to take into account where we think things will go in the future. She is happy to work with a team of folks to make this happen. **Action Item: BIs and CTCs will do environmental scan of their current policies and gather those then workgroup will synthesize. Info will be compiled at sector level by end of December 2019. In January-February, the workgroup will rewrite and then they will bring this to spring meeting.** Clarification from Debbie: is JTC involved? Keith: This is an ICRC Handbook, we are not changing a degree, so we should keep JTC updated and have them view what we put together. Emily: The ICRC work happens first and, depending on what happens, if it changes the degree then it's a JTC thing, but not before then. Debbie: She wants to clarify that this isn't the BIs saying the CTCs are doing something wrong, it's about the environment that we are living in now with outside influences and the pressure to be aggregators of credit versus institutions of learning. Mike S.: The DTA is supposed to allow for those minor variations in requirements without punishing the student. Waylon: This is really about what we agreed to being pushed and asked to expand by outside influences. Cathy Shaffer: In this, I would like us to add how we look at international transcripts and get on the same page. Carla from Whatcom CC: We want to make sure that whatever we do that we are moving with equity in mind and we don't continue to advantage specific populations that have historically been advantaged.

Debbie C. retirement announcements: Gloria from Olympic College and Emily L. from UW-S are retiring and this is their last meeting.

Break began at 10:07 (will end at 10:20)

Session Resumed at 10:27

New Business

- Understanding processes for new subjects areas in distribution and generally accepted in transfer lists:
  Waylon: We want to make sure we are all understanding that we aren't adding to restricted list, but we do need to review the Generally Accepted in Transfer List. We have brought this up to ATC but want to follow up on. Want to make sure we are all aware of workflows. Sometimes it is hard for BIs to identify which classes are the Intro/Survey courses in CTC catalogs (ex. This happens frequently with Early Childhood Ed). Emily L.: There should only be one introductory/survey course in a discipline. Even if there is more than 1 in a single discipline, UWS would only take 1 of them as the intro/survey. Debbie C.: As ATC identifies new courses that are intro courses/subjects, it would be helpful to notify BIs or ICRC to share what subject these fall under. Waylon: It would be helpful if everyone called the categories in their DTAs the same things as the ICRC Handbook. Waylon: there are instances where a BI may accept a restricted class as a transfer elective.

- Documenting and understanding transfer workflows

- Washington 45 clarification and updates

  History: Created in May 2012. Legislature asked that schools in state put together a list of 45 classes that transfer to all schools in the region. A JTC/JAOG work group gathered the list. All schools publish specific WA 45 language. JTC wants to know how we can enhance this list to avoid assumptions that this is a credential. Question to group for consideration, do we need to update this list and how do we ensure that we are communicating with students and their parents well about this list and what it is and what it isn't. Shoreline _____(name, Dean), is there any evidence that the list has created positive outcomes? Julie Garver: The list has re-risen in the area of dual credit. The intent of the list is not in how the list is being used now. We want students to make intentional decisions around dual credit. When we update the list, we not only need to double check the classes, but to figure out what wrap around communication and tools needs to come with this list to help students and advisors and high schools to make good decisions around these courses and how they fit into their long-term degrees and goals. Gloria (Olympic): When the list was created, we published it but didn't promote it because we didn't want to create confusion and misunderstanding about this being a credential. Gail Wootan: is the name the issue? Should it just say 'transferable courses?' Debbie C: I don't know it's the title, so much as the necessary education to surrounds it and creates context. **Action item: We will talk about this more in the spring.**

- Handbook Updates Share-out and Decisions.

  - Page 7: Language updated to state that ICRC membership must align with WCHSCR membership guidelines in their bylaws. **No opposition to this edit.**

  - Page 13: Language clarifying that grades below D (1.0) generally not accepted in transfer. **Discussion: some schools do take D- (0.7), though the D- is not part of the DTA. Some CTCs eliminated the D-, but others have kept it. Per Big Bend, we need to clarify the language because it could be interpreted that a D/1.0 is also not acceptable. We will collect a list of which schools do/don't accept below D and include that in this section. The highlighted language in the draft is not sufficient in its current version. Part of this is that students frequently take more than 90 credits to get their DTA and it is not immediately obvious to the BIs which classes were included in DTA awarding process.**

  - Page 20: Language clarifying more than one performance and language course. **Edits needed: change to "is allowed" on both and make these clarifications a new bullet point for each of the edits.**

- Proviso updates shared with group, but those updates are not subject to vote and are simply for information.

- Page 29: DTA names at a couple institutions updated for accuracy. Changes not subject to vote and are informational.

- Page 31 Changes to clarify that a DTA/MRP will still be accepted as a general DTA if the receiving DTA participating institution hasn't signed the MRP agreement. **Change accepted by membership with the one edit to use full wording "Major Related Program" instead of abbreviating to MRP.**

- Page 32 generally accepted list, we added Research course, but don't have details about what it may be called or subject area from ATC, so we referenced it with the language we had for now. Also added footnote to indicate when these courses become effective as Generally Accepted for Transfer. **No concerns listed from membership on this edit.**

- Page 38 Updated sentence to clarify that AP, IB, Cambridge credits are viewed as originating somewhere other than another college. **Requests to add clarifying language referencing the need for the original score report/transcript. Maybe this language needs to move to a different location.**

Action Item: We will only publish the Research course, provisos and corrected degree titles for DTAs at CTCs.

Debbie: We would like to make the Handbook Committee into a Handbook Workgroup and it's an open meeting and anyone who wants to attend can with no term limits. This group only meets on Thursday mornings before the meetings. Past Chair will ensure that there are at least one BI rep and one CTC rep at any meeting. **Motion: The handbook committee will be an open workgroup with no participating limits. Moved by Becky Seaman, seconded by Cathy Shaffer. Motion passed.**

Election of New Treasurer. Proposal: Position be 3 year term (modified from current 5 years in Handbook) and they would sit on Executive Board. Anne Moved to approve these changes. Bill Rambo seconded this motion. **Motion passes unanimously.**

Call for volunteers/nominees: Cathy Shaffer will take this role for spring 2020 ONLY with election in spring, since no other volunteers/nominees. Unanimously elected for spring only.

Select new ICRC Executive Board vice chair (CTC) member-at-large (public BI) and OAR reps.

CTC vice chair call for nominees: Kirsten Clawson nominated. Unanimously elected.

BI secretary call for nominees: David Sundine nominated. Unanimously elected.

OAR committee two CTCs needed if Kirsten Clawson moves to Vice Chair on Executive Board: Kathleen Duvall (Big Bend) and Becky Seaman volunteered to serve. Unanimously elected.

Question Box

1) What role might pathways play in our transfer work? What involvement, if any, does ICRC have co-curricular transcripting, undergrad research, study abroad or portfolio/narrative transcripting?

   Answer: 15 credit limit for portfolio. No one in room has a co-curricular transcripting process at this point.

2) When credit for extra-institutional learning/credit by examination is part of a completed DTA, will that credit be accepted? Or accepted, applied to elective? Is there a central place for all 4-years' policies?

   Answer: For AP, IB and Cambridge, there is a site on WSAC's website – the Dual Credit look up tool that shows that. The workgroup identified earlier will locate a location around the other policies we have, but leave it at 15 credits for now.

3) As we talk about CTCs updating courses to BIs, how about alerting CTCs to program changes at the BIs? Not just courses… Trying to improve student experience in transfer planning.

   Answer: Great point. Especially as CTCs are building pathways. Going beyond MRPs. Per Julie there is a statewide entity that already tracks that in the public institutions and she will share out the link. This tracking also shows when a program is moved to a new location (ex. From WSU Pullman to Tri-Cities).

4) Guided Pathways Challenge. As a CTC, we have 4 top transfer schools in state. BIs have different pre-req courses for the same major and courses transfer differently to different schools. It's a challenge to create efficient plans that allow a student to prepare for options in transferring. (Elementary Ed is very challenging). It's more a statement than a question, but it is a major challenge.

   Answer: It's true. The DTA is a one-size fits most. Students should always look at the websites and catalogs of their intended transfer destinations. We need to remember who this is impacting the most from an equity perspective. Maybe this is an opportunity for collaboration to streamline more subjects. Centralized and visible locations for the information is critical.

Spring meeting will be at Columbia Basin College in Pasco.

Fall meeting adjourned at 12:01 p.m.