

A COMMISSION OF
THE
WASHINGTON
COUNCIL

for High School-College Relations, Inc.

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

<https://www.wa-council.org/icrc/>

Fall 2024 Meeting Agenda
October 10th & October 11th
UW Tacoma

Location: University Y Student Center

Thursday, October 10th, 2024

University Y Student Center - Student Assembly (UWY 303-304 - Third Floor)

9:30 – 11:00 - ICRC Executive Board Meeting

11:00 – 12:00 - New Member Orientation - Welcome!

12:00 – 12:50 - Check-in and Registration

BYO-Lunch and connect with new and returning ICRC members.

1:00 - Opening Session

- Call to Order – *Audrey Minton*; Time: 1:05 pm
- Announcements
 - This is a good place to bring up questions/issues for discussion with the group - be prepared! We'll do our best to stick to the agenda, may need to make adjustments based on discussion/presentation times.
 - New Anonymous Questions Form - open the following link in an INCOGNITO BROWSER: <https://docs.google.com/document/d/1q0VCrU95YBQh2mq-DVN3B89YUdsU1jhz9KQZcG8ran4/edit?usp=sharing>
- Welcome Message - *Shannon Carr*
 - Rousing message to members
- Housekeeping – *Myria*
 - Location of important places: elevators, stairs, restrooms, etc.
- Introduction of Members and Guests

- Enrollment sharing, trends, new programs?
- Approval of Spring 2024 Minutes – *Audrey Minton*
 - Proposed revisions: None
 - Motion to Approve Spring 2024 Minutes: Rose - CWU
 - Second: Ashley - SFCC
 - Discussion: None
 - Approved: Yes, Unanimous approval.
- Treasurer’s Report – *Jeanne Gaffney*
 - Balance before 24-25 membership dues collections and meeting expenses is **\$4,777.52**.
 - Anticipate **\$3,000** of income from this meeting (includes primary members who have paid \$75 annual dues with fall meeting registration and payment + Secondary attendees + Agency Reps).
 - Anticipated expenses for the fall meeting are **\$2,000.00**, the net revenue will assist with spring meeting expenses.
 - Will be invoicing if annual membership dues are past due. Typically collect membership dues (\$75) in fall for primary members with additional funds coming in for guests/secondary members (\$30 each additional guest) who attend meetings.

2:00 - ICRC Committee Reports and Discussion

- Executive Board Report – *Audrey Minton*
 - See slides for more detailed info
 - Spring issues:
 - CTC transcripts not identifying origin of ACPL credit - difficult for BIs to award credit; burden on students to provide additional materials; drafted statement and presented to SBCTC to look at CTC link
 - The Washington Council has an outdated website still out there; people are accidentally accessing it - causing confusion; any way to take it down? Not really until domain name expires; bookmark current site to make sure you are accessing updated material.
 - Washington Council: Changes in ICRC handbook that had to do with WA Council bylaws - made recommendations to change language so it reflects what is actually occurring.
 - August: Laura Welch was voted in as new Member-At-Large.
 - Anticipated changes for 2024-25:
 - Website updates (see website review from Dave, below).
 - Constitution review/refinement; address issues that have come up since COVID, i.e. addressing unplanned vacancies on the board.
 - Continued involvement with JTC groups regarding DTA revisions.
 - Website Review - *Dave Sundine*

- Has been working on archiving information in the Meeting and Minutes section of the ICRC website; improving organizational structure; consolidated most information in Meetings tab within the site; can see upcoming meetings and previous meetings with links to minutes and presentations; presentations in order of when they occurred in the agenda; working in reverse chronological order to add more recent information first.
 - ICRC Google Drive owned by Executive Board - Archiving meeting materials on the drive; transition materials for better knowledge transfer; have archived documents in drive going back to 1972; reach out to us if you have policy questions from back in the day; trying to find info from 2002-2006.
- Ongoing Articulation Review (OAR) Committee – *Melissa Sitzenstock*
 - OAR tab on ICRC site: Has contact information for committee members.
 - Will need two new members to replace Melissa and Julie; need one new CTC and public BI member; will hopefully vote in new members tomorrow.
 - In the process of selecting new chair/co-chairs.
 - Institutions to be reviewed: Pierce, Highline, Shoreline, Edmonds, Saint Martin’s - questionnaires have been sent; waiting for information to be sent back before scheduling review meetings.
 - Spring schools: Will hear from the committee in January.
 - Review of OAR Committee work: Questionnaires include information from the handbook about what should be in the catalog for degree requirements; schools being reviewed send information about where to find information in catalogs to the OAR committee; review meetings are to provide suggested feedback to help create an easier catalog experience for students.
 - **Action Item:** Nominations/Voting for new OAR members Friday morning.
- Handbook Committee – *Dave Sundine*
 - Picked up where they left on in spring; will have virtual meeting before spring; goal is to bring changes to a vote during the spring meeting; mainly adding policies about filling unplanned exec board vacancies and general grammar issues
 - **Action Item:** Request to add provisos to the website; separate from handbook.
 - **Action Item:** Request to review handbook for ADA Title II required updates; adding information to the handbook about requirements.

2:30-2:45 - Break

2:45 - Agency Updates, Council Reports, and Discussion

- State Board for Community and Technical Colleges (SBCTC) – *Christine McMullin*
 - See slides for more detailed info.
 - Legislative priorities: Operating and Capital Budget Requests; main request - fully funded, competitive compensation (\$183 million) for upcoming 2 years; support college operations (\$90 million), most cash infusions have been tied up with

- provisos, looking for budget that can be used by CTCs as needed without provisos; capital budget request - preventative and minor works projects.
 - 2024 FAFSA/WAFSA processing - delayed access to information; currently ahead in awarding for this academic year; apps are up this fall.
 - Opioid and Fentanyl prevention education being implemented - HB 2112.
 - Basic needs survey rollout at the end of October through end of November - information on state of student condition in WA.
 - Ken Hang - New Policy Associate for Baccalaureate programs in Transfer Education; work with BIs to help streamline programs; streamlining ACPL process.
 - Fall 2024 Dual Credit Webinar in partnership with OSPI - October 23, 9:30-11am.
 - ACPL and CTC Transcripts: Did receive the formal ctLink enhancement request from ICRC regarding ACPL; want to make sure all 34 colleges are on board with CTC Link/PeopleSoft; working on enhancement requests with CTC link for other issues. The ICRC request requires an enhancement request and will be a lengthy process, will need to be reviewed for feasibility by CTC Link College Collaborations Group; will be a side topic at future meetings.
 - Questions? None.
- Independent Colleges of Washington (ICW) – *Sheila Steiner*
 - See slides for more detailed info.
 - What ICW does: Advocate for students and campuses at legislature, number one priority - ensure WA College Grant is funded at highest possible level, advance visibility of campuses across the state/in different meetings, fundraising - legacy donors and scholarship generations (\$900,000 distributed 23-24), have Transfer Pathways fund (looking to get \$200,000 in Transfer fund for 24-25), pursue private funding - community engagement, support campuses through Communities of Practice.
 - Member schools have liberal arts core; institutions have to have a non-discrimination enrollment policy.
 - 9 member campuses in ICW; 5 on west side; 4 on east side; campuses within 50 miles of most people who live in WA.
 - Enroll about 30,000 students; down slightly as a sector (1-2%).
 - High numbers of students of color, WA residents, first-gen, adult learners.
 - Enrolling increasing percentages of transfer students.
 - Sticker prices may be shocking, but plenty of tuition assistance is available for students to make the experience more affordable; aid to at least 90% of students who enroll.
 - All 9 campuses accept the DTA as of Fall 2024.
 - ICW website has specific resources for transfer counselors and students; information about different areas of student support.
 - Engagement Initiatives:
 - Strengthening Transfer Pathways grant: held a summit at Whitworth University last spring to figure out ways to make transfer more streamlined for students;

grant wrapping up in 2025 - not renewing; foundation for Transfer Pathways fund and finding donors.

- WA Student Engagement Networks: funded by the Gates Foundation; largely made up of students and student advisors; all sectors are represented; recruit students from local colleges/universities and train them to talk to the legislature about issues they care about.
- Walla Walla University is no longer part of ICW; separated in summer of 2023.
- Council of Presidents (COP) – *Julie Garver*
 - See slides for more detailed info.
 - Public Baccalaureate Institutions want CC students!
 - Public BI represented in all counties in WA; different locations across the state; accessible delivery methods.
 - Applications are open for most institutions for Fall 2025.
 - Legislation passed recently for baccalaureate pathways for apprenticeships; nothing large to report yet.
 - Dual Credit: Created College in the High School equivalency tables to show how courses will transfer to public BIs.
 - The State Auditor performed a dual credit transferability audit and released information - Credit transfers just fine, students just need to submit transcripts.
- Joint Transfer Council (JTC) – *Julie Garver*
 - Met in summer; continuing work on revisions to the DTA - looking at options to streamline it, dealing with questions around 15-15-15 framework; considering creation of a Humanities pathway at CCs; Val at SBCTC looking at Pre-Nursing; Julie working with Biology; Computer Science faculty group up and running; hoping to confirm and finalize updated Computer Science transfer degree in the fall.
- Legislative Update – *Julie Garver*
 - Starts in January - Regular session; goes through April, may be extended; budget not looking good; even if we funded everything at maintenance level, we're about \$7 Billion short; realistic conversation - be kind to sector lobbyists; first time in 12 years with new governor, so funding depends on priorities; **things can change and nothing is set - plausible deniability for Julie.**
 - Odd number years - Regular session, whole new legislature.
 - Even number years - Supplemental, fix errors from the regular session.
- Articulation and Transfer Council (ATC) – *Liz Word*
 - Meets the first week of November.
 - President is Jamie from Green River College.
 - Will be talking about: Collecting data from colleges about diversity requirements - outcomes, who has them, how are courses designated; work groups - degree maintenance, transitions and transfer group, professional development group, CCN

committee - ad hoc committee to review common course numbering needs as they occur.

- Admissions and Registration Council (ARC) – *Karl (Whatcom CC)*
 - Webpage on SBCTC website.
 - Registrars and Admissions Officers; host three meetings per year - in-person and Zoom; operate a Teams group with all Registrars to expand upon the joys of CTC Link and stay connected.
 - Meeting is next week:
 - Discussing ACPL improvement process/enhancement request; enhancement request from years ago to get transcript vendor (Parchment) connected directly from CTC Link is “in flight” and will be available eventually for CCs - transcript requests will occur much faster
 - CTC Presidents encouraged the creation of a student success tool to help with advising and communication to students - have been working on creating collection of what the tool should do, what questions vendors should be able to answer well, RFP has been generated - review process is in December/January with idea of a contract being signed spring 2025 - tool should talk to CTCLink
 - Admissions applications - Getting better at spotting false applications, seeing numbers of false applications drop.
 - Prevalence/trends of fraudulent applications: Nationwide issue; pandemic happened - worked to streamline application process and more federal financial aid available to support students in pandemic; frauds apply in batches to get financial aid money; need someone looking at applications rather than using automated admissions processes; spike in the last 2-3 years; Shoreline - considering hiring another FTE just to help out with checking for these applications (other CCs as well); need students to verify their identity more often; can be an issue for students who need distance learning; TCC - students are accepted and are submitting fake assignments to Canvas - another issue.

- Washington Student Achievement Council (WSAC) – *Abby Chien*
 - See slides for more detailed info.
 - Governor/Cabinet-level state agency; financial aid in the state flows through WSAC - do more than that.
 - Tasked with attainment goals: 70% of Washingtonians have a higher education credential.
 - Focus on looking at policy and practice in the state: Enrollment - student pathway to post-secondary education; Completion - can students persist?; Student Support - basic needs being met; Affordability - can cost be covered?; Equity - at the heart of framework, ways to respond/address inequities - how do institutions reinforce gaps? How to address equity gaps?
 - Links in presentation for updates:
 - Training updates for Aim Higher Washington.

- FAFSA updates for 25-26; updated regularly.
- Padlet for 12th Year Campaign Key to Success Financial Aid Resources.
- Adding new Otterbot cohorts.
- WSAC intersects with transfer: Repository of actual transfer agreements throughout the state on website; sometimes don't know when things are outdated - let Abby know if things need to be changed.
- Universal Transfer Explorer Update:
 - Shoreline and WSU Everett involved in first phase; create student-facing tool with no login that helps students understand their credit equivalencies to different institutions; almost ready to launch a live tool - in the data uploading and testing state right now; part of three states in the initiative; CBC has started their onboarding, WSU as a system is coming online, conversation with other CTCs as well.
- Statewide data dashboard on website - WA-specific data; reports on trends on website as well.
- 2025 Legislative and Budget Proposals: Submit proposals to Governor's office and wait for results - PDF reference on slides.
- Questions?
 - Basic Needs Coordinator at CWU: SSEH name can be misleading to students - students who meet requirements may not have experienced homelessness and might not take advantage of the resources.
 - What are requirements for schools interested in University Transfer Explorer?
 - Being an institution in the state of WA; some requirements for participating in the project - huge data project, need someone who has access to equivalency data and can share it, need energy and buy-in from people around campus; PeopleSoft - learning has been faster working with the system

4:00 - Sector and General Discussion

- Two and Four-year Institution/Agency Breakout Discussions - *Topic TBA*
 - Discuss hot topics on campus and things ICRC should be aware of.
 - Two-Year report-out:
 - Fraudulent applications: Solutions: Entry advising - how to catch fraudulent applications, while being beneficial to students (if there's capacity to do that).
 - Growing use of AI by students and implications on academics/applications.
 - Four-Year report-out:
 - AP/IB/Cambridge and different issues - which institutions cap numbers of credits.
 - AP/CiHS co-listed courses and what it looks like when students submit information for credit - how to catch when it's double-dipping; more credit isn't always better for SAP requirements.
- Reminders:
 - No-host Dinner – 6:00 pm at McMenamin's Pub

- Wear your College Gear Tomorrow

5:00 PM - Meeting Adjournment - Audrey Minton

Friday, October 11th, 2024:

8:00 - 8:30 AM - Breakfast

8:30 - General Session Resumes

- Call to Order – *Audrey Minton*; Time: 8:40 am
- Housekeeping – *Myria*
 - Everyone eat all the food!
- Continued and New Discussion Topics
 - Any topics from yesterday that need continued discussion? None.
 - Any new topics that need to be addressed/discussed? None.
 - Move forward with Anonymous Question Form review.

Q&A - Review Anonymous Questions For Review - Tentative

Open the following link in an INCOGNITO BROWSER to be anonymous:

<https://docs.google.com/document/d/1q0VCrU95YBQh2mq-DVN3B89YUdsU1jhz9KQZcG8ran4/edit?usp=sharing>

- Anonymous Questions Presented:
 - ***My institution recently hired a new VP who appointed a new primary ICRC member and now I am our institution's secondary member. Can I serve on ICRC's committees, board, and vote on topics?***
 - Technically, only primary members can vote and serve on the board. Need to bring this up to WCHSCR and/or change ICRC Constitution to help with stability on the board.
 - *What is the value of determination between Primary and Secondary Members?* Mainly in determining who gets to vote, separate from who is serving on a committee/the board. Reasonable change to make in the Constitution. Possible terminology change to "Voting Member" instead of "Primary Member". Secondary members can vote IF the Primary member is not represented at the meeting. This ensures that each institution presents one vote. **Action Item:** Will look at this in the Handbook Committee.
 - ***I work at a CTC who now offers BS and BAS degrees; does my institution now qualify to be a DTA signatory?***
 - Signatory - Means the institution accepts the DTA; for baccalaureate institutions; CTCs don't need to be signatories, because they all have agreed to offer/accept DTA degrees.
 - BAS degrees are built upon professional/technical Associate degrees, not academic AA's.

- ***Is anyone getting push back from faculty about the PSYC& 220 title change from “Abnormal Psych” to “Psychological Disorders”?***
 - General response: No.

- ***How are schools implementing HB 2004 (early registration for military groups)?***
 - Karl (Whatcom): Experience has been schools have always done this; get early advising appointments; may be different for dependents of military members.
 - Include requirements for early registration on welcome letters; use CTC Link to utilize student groups.
 - RTC: Veteran students get a student group code; make sure they’re confirmed; meet with Veterans program manager; always have early registration.
 - Spouses and dependents are also added to CTC Link code - may have different codes than specific veterans students; managed by veterans program offices.

- ***I have been having issues trying to get our CTC school’s courses evaluated for transfer equivalency at UW. I submitted courses 2 summers ago and still have not heard back even with semi-regular check-ins. We are wanting our information updated on the UW transfer website.***
 - Dave: Actively working on this - it has been a challenge; equivalency review coordinator went on extended medical leave; if anyone sends any info to UW’s equivalency process, copy Dave Sundine so he can see it and make sure it’s followed up on; forward old emails to Dave as well.
 - Jeanne: Brought up idea to have CTCs proactively send BIs list of any course changes at the beginning of each year, and equivalencies can go out to the listserv.
 - Ideally: Spreadsheet of annual CTC course offerings; challenge - sometimes courses get approved and are offered before they are added to a course catalog.
 - Larger Issue: Having only one person with specific knowledge working at capacity all the time.
 - Jonathan: TES CollegeSource can automatically pull catalogs with updates.
 - ***How do other CTCs handle CTC Link knowledge and training when only one to two people have knowledge and turnover is high?***
 - WVC: has a person be the expert in different pillars of CTC Link; people train others coming in on the specific content they know.
 - Students take courses at multiple institutions, sometimes, the CCNs are different and have different equivalencies at another institution.
 - ***How does it get decided that the CCNs come in as different courses?***
 May be a specific UW issue; reviewed by different departments - syllabi are different for courses from other institutions, so faculty determine different equivalencies based on review.

- CCN guarantees course overlap from CTC to CTC; not required to all transfer identically to BIs.
 - *How can BI's loop back to CTCs to let them know what content may be missing to grant full equivalency for a common course?*
 - Professional/Technical courses now have "&" at times, and these courses are not usually transferable to BIs.
 - *Is there a way to create a group to review CCNs?* Comes up at ATC; mainly about faculty governance and begin protective of curriculum; CCN came about through legislative mandate; agreement among BIs would take another higher level mandate - caution about using legislature.
 - Agreement within BIs of curriculum? Not really; no common courses for BIs.
 - Possible conversations that can happen within other state groups that have more faculty memberships.
 - *If CCN course number and prefix change, does that need to be evaluated by BIs?* Yes, BIs need to be notified of changes, otherwise, they don't know how to evaluate new course numbers.
 - *Is it possible to create an ICRC Repository with new/archived courses from CTCs?* Task for AI?
 - *If a student completes AA-DTA, a lot of courses are CCN - how does the course-by-course evaluation differ?* No guarantee that individual courses will cover major requirements.
 - Get different instructors together to discuss what they are teaching to see what's actually covered by courses.
 - *How does the evaluation process work at BIs? How connected are staff to faculty in getting courses reviewed?*
 - BIs: Any big curriculum changes with majors that affect CTC course planning could be sent to ATC, so the changes can be distributed to all 34 CTCs.
 - Faculty may not know that classes aren't transferring.
 - Issues of communication with CTCs and BIs with updating transfer work.
 - BIs should get together in ICRC to help bridge communication gaps.
 - Use ICRC as a place to discuss best practices to support pathway/smooth transfer; Team chat for ICRC? No Teams channel...yet.
Action Item: Suggestion for ICRC to look into a Teams channel - Jeanne and the Exec Board will investigate.
 - Big Bend: Reviews transferability of certain courses/programs every three years; how to support faculty in making equivalency requests?
- ***Trying to tap into hive knowledge - Is there any sort of standard procedure or even a template for those wanting to establish a new articulation agreement with***

another institution? The format, how much detail to include, etc. seems to be “free style” and up to each institution to determine. Is there a best way to approach?

- If people need templates, ask BIs; maybe NISTS has resources on this as well - CWU got their template from NISTS.
 - Not great student-facing documents; CWU is creating a more student-friendly template for agreements.
 - Send information/templates on the listserv or on Teams.
- ***Diversity requirements - the DTA doesn't yet have one (and may not any time soon), but lots of CTCs have them. Lots of the BIs do, too. But we aren't talking across the systems, and at some of the BIs the diversity requirements aren't considered part of the general education so students will have to take a diversity class after they get there. Are advisors and students at the CTCs aware of this? How do we best make transparent the non-equivalencies that are or will occur?***
- EWU and CWU have diversity graduation requirements; public BIs have diversity as part of general education.
 - JTC Conversation: Public BI requirements are mixed; not commonality among institutions; courses are being created at the request of students who believe these courses are important to the curriculum; depends on both graduation requirements and major as well; if diversity requirement added to DTAs, may still not cover requirement at BIs.
 - *Why do public BIs not have to make note of diversity requirements in provisos?* They are in provisos. Information is shared publicly in other areas - advising.

10:12 - Break

10:30 - Wrap-Up

- Request for OAR Nominations (Two needed - 1 CTC, 1 public BI)
 - Volunteer: Amber Brock - TCC
 - Motion to nominate Amber for OAR: McKenzie; Clover Park
 - Second: Kim; LWTech
 - Discussion: None
 - Approved: Yes, unanimous approval.
 - **Action Item:** Still need Public BI member; Audrey will send out information over the listserv; will also accept Private BI nominee as well.
 - The OAR Committee will decide on Chair/Co-Chair after fall quarter.
- Future ICRC Meeting Dates and Locations – *Executive Board*
 - Winter 2025 – **February 6** on Zoom
 - Spring 2025 – **April 10-11 at SFCC, Spokane.** In-person.
 - Fall 2025 – In-person; call for host nominations
 - Any host volunteers? Any campuses that haven't been visited in a while? **Action Item:** Audrey will post to the listserv.

- Reminders: Dues for 2024-25
 - Structure: Dues are \$75 annually for one institutional seat, usually voting/primary member; all institutions owe \$75 to start, with any additional guests being \$30 each.
- Congratulations to Rose on her upcoming retirement!!! Yay Rose!!! Rose is a treasure!!!
- Thank you for hosting, Myria!!!
- Ideas for professional development topics: Please let ICRC Exec. Board know; send us an email; what do you want to learn about at future meetings?
- Austin: South Seattle College is revising graduation application in CTC Link - wants to connect with other CTCs to see what other schools are doing

10:41 AM - Meeting Adjournment - Audrey Minton