

**UCAP Sub-Meet and Confer**  
**10/15/13, 3 PM, MH 215**  
**Notes**

**Present:** R. Nickerson, K. Elliott, L. Baures, R. Dass, D. Cronn-Mills, M. Brock, S. Stoyhoff, H. Morris, R. Kapadia, J. Mckenzie

**Not Attending:** None

**Special Guest:** Becky Copper-Glenz

**I) Call to Order – 3:05pm**

**II) Additional Items/ Reorder Agenda**

**III) Old Business**

- CDS update – Wednesday, October 23, 2013 should be down for the day and back up on Thursday – Nickerson. Will address issues once it is up. Will need to trouble shoot and look for further improvements once it is up. Cronn-Mills
- Workshops for Curriculum Pathways Project – Wells and Greer working on arranging workshops for creating a template. Once it is vetted by FA and Admin it will be presented to departments for implementation – Cronn-Mills. Gen eds have a separate template? – Baures. Based on 7700 France days, need to be part of the whole and students plug it in – Morris. Presented online via a link for each department – Cronn-Mills, Nickerson, et al. Changing a pathway must coordinate with the bulletin, not a backdoor to circumvent curriculum process – Nickerson. Transfer students and having a pathway for them? – Morris. We have advising pathways for St. Paul College, Century College and show what they need to transfer here – Cooper-Glenz. Not a guarantee but an example of how it can be taken – Elliott, Baures, et al. Meant so that the student can look out and see when a class is offered and a commitment that the University will make things possible for the student to have that scheduled course – Morris. That’s the problem – it needs flexibility. It also needs a guarantee of resources from the University to make it possible – Elliott, Cronn-Mills, et al. Favorite plan showed two columns – one with preferred or suggested pathway and the next column with a show of bottleneck courses that could cause problems – Cronn-Mills. Workshops available this fall – one day workshop; two different ones offered that will help build the templates – Cronn-Mills.
- Linda Baer Contract Update – from a discussion she has been asked to look at our policy structure and look at what is working, what is outdated, what is overlooked – state of the state on policy and make recommendations – Nickerson. Focus on retention and completion – Cronn-Mills. Also procedures. Alignment with MnSCU policy and procedures. We decide where to go from there – Nickerson.

**IV) New Business**

- Transfer Process Task Force Recommendations (Becky Copper-Glenz) – Group came together representing all aspects of the transfer process and looked at each step of the transfer process. Recommendations from this committee:
  - communicating more clearly what the process is.
  - Training individuals related to transfer – representatives from individual colleges to help in communications
  - Non degree seeking students – full application process just to take a course
  - Better targeting of students when they come into Admissions
  - Better sharing at transfer orientation – overhaul the process and make it work better for transfer students
  - Had faculty come in to listen and make suggestions for process
  - New workgroup to implement changes and recommendations

Process for non-degree seeking students – change policy to expand number of credits they can take? Baures. Transfer only a class or so in? McKenzie. Consortium agreements or Articulation agreements – can be accessed at Hub and Registrar’s – Cronn-Mills. Changing from U-Select to Transferology sometime soon - Cooper-Glenz. Who should they talk to? This is a major issue – Cooper-Glenz. What is our timeline? Cronn-Mills. Three weeks – month, it depends – Cooper-Glenz. Much longer than other institutions. Cronn-Mills. Advisor in Extended Learning can give them an idea of what will transfer. Clearly states that it is not official – one person is not efficient – Cooper-Glenz. It depends on how we want to be seen – are we welcoming of transfer students or are we against transfers? Morris. Shifting our focus with more transfer students – diverse community – Cooper-Glenz. Advance placement? Not sure – Baures/Cooper-Glenz. Centralize process. Connecting to departments for students who are coming for a specific program. Complicated process – Nickerson. Collaborative between departments and the service – Cooper-Glenz. David Jones talked about Metro tripling their transfer – Morris. Now have 12 evaluators, starting the process they did– Brock, Cooper-Glenz. No sense of MnSCU student – going where they can get the most for their \$ and get the service they need – Morris, Cooper-Glenz.

- Transfer Appeal Form – Master transfer report card from MnSCU. Red light on transfer appeal form, so we needed a form, but we have one. It is called a different form. Gen Ed has been consulted and given their blessing on using the form and changing the name or whatever can be done – Cronn-Mills. Who reviews the appeals? – Elliott. Gen Ed does or the program does if it is a substitution waiver. Can’t appeal a waiver or substitution – Brock, Cronn-Mills, Nickerson.
- Credit Allocation Policy – defining what constitutes a credit, what are our standards. On campus very clear, but Becky is working on language on what is meant by credit online and for prior learning - Cronn-Mills. Do we give credit for prior learning? – McKenzie. No we have to come up with a policy on what we would consider – Cronn-Mills. Do we give credit for work experience? – Elliott. No but it is something that we need to look at. One experience was a CC that gave a degree for all of the experience that one student had accomplished – Brock. We accept all transfer credits coming in – Brock. Variable credits and non-classroom based courses need to be defined – Nickerson. What about the zero credit courses? – Baures. Measuring proficiency – music example, but is abused to get around credit limits – McKenzie, Baures. If we are going to allow zero credits what is the standard for it? Cronn-Mills.

**Adjourn** – at 4:26pm. Next meeting is Tuesday, November 19, 2013.