

MEMORANDUM

TO: Transfer Students Work Group Members

FROM: Katherine P. Frank, Ph.D., Provost/Vice President for Academic and Student Life

DATE: January 4, 2018

RE: Transfer Students Work Group Charge

As part of the Division of Academic and Student Life Work Plan, the Office of the Provost has convened a Transfer Students Work Group. This group will also support the work of the President's Baccalaureate Task Force. Your willingness to serve on this group is greatly appreciated.

Your charge is as follows:

TS 01: Discuss how supporting the success of transfer students is aligned with CWU's mission, vision, core values, and core themes (attached).

TS 02: Compile the current university-level and unit-level policies, practices, and procedures relevant to transfer students. Please be sure to address the following Code of Federal Regulations (CFR) and Northwest Commission on Colleges and Universities (NWCCU) requirements:

- The institution develops, publishes widely, and follows an effective and clearly stated transfer-of-credit policy that maintains the integrity of its programs while facilitating efficient mobility of students between institutions in completing their educational programs.
- The final judgment in accepting transfer credit is the responsibility of the receiving institution. Transfer credit is accepted according to procedures which provide adequate safeguards to ensure high academic quality, relevance to the students' programs, and integrity of the receiving institution's degrees. In accepting transfer credit, the receiving institution ensures that the credit accepted is appropriate for its programs and comparable in nature, content, academic quality, and level to credit it offers. Where patterns of student enrollment between institutions are identified, the institution develops articulation agreements between the institutions.
- Consistent with its mission, core themes, and characteristics, the institution recruits and admits students with the potential to benefit from its educational offerings. It orients students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information and advising about relevant academic requirements, including graduation and transfer policies.

TS 03: Summarize current programs and services specifically designed to support transfer students:

- At other institutions as they prepare to apply to transfer to CWU
- During the onboarding/orientation process (during application and acceptance to, but prior to matriculation at, CWU)

- During their first term enrolled at CWU (at Ellensburg, online, and at the University Centers and instructional sites)
- Through to degree completion at CWU

TS 04: Identify the strengths, weaknesses (challenges), opportunities, and threats to the success of transfer students at Ellensburg, in online programs, and at the University Centers and instructional sites. Please pay particular attention to the following issues:

- quality of programs and services (e.g., Do transfer students receive the same quality of advising as students who begin college at CWU?)
- opportunities for inquiry-based teaching and learning (e.g., Do transfer students have the same access to experiential learning opportunities as students who begin college at CWU?)
- equity of opportunity for students with a focus on providing access for groups traditionally underrepresented in higher education (e.g., How does CWU support transfer students of color; transfer students who are first in their family in college; and transfer students from lower socioeconomic status (SES) backgrounds?)
- extent and degree of transfer students' success at CWU (e.g., Are transfer students – both with and without Direct Transfer Agreements (DTAs) – able to complete their degrees at CWU in a timely fashion? Do definitions of, and expectations about, “timely fashion” differ markedly across degree programs and majors?)

TS 05: Based on your analysis, evaluate each of the following for transfer students at CWU:

- Consistent with the nature of CWU's educational programs and methods of delivery, CWU creates effective learning environments with appropriate programs and services to support transfer students' learning needs.
- Programs and services for transfer students:
 - are based on meaningful, institutionally identified indicators of transfer student achievement;
 - are based on sound planning, decision making, and allocation of resources and capacity;
 - lead to enhancement of transfer students' learning.

TS 06: Based on TS 01 through TS 05 above, provide a prioritized list of recommendations for improving transfer students' experience:

- At other institutions as they prepare to apply to transfer to CWU
- During the onboarding/orientation process (during application and acceptance to, but prior to matriculation at, CWU)
- During their first term enrolled at CWU (at Ellensburg, online, and at the University Centers and instructional sites)
- Through to degree completion at CWU

Summarize the benefits and costs of each recommendation.

TS 07: Please prepare a report addressing TS 01 through TS 06 above, and submit that report to the Baccalaureate Steering Committee NLT May 15, 2018.

Thank you in advance for your efforts in support of CWU's mission – and the work of the Office of the Provost, the Division of Academic and Student Life, and the Baccalaureate Task Force.