Transfer Pathways Teams Charge

Charge
A Transfer Pathway Team (TPT) is a discipline-specific group, working to create statewide transfer pathways to baccalaureate degrees. TPT members are charged with developing a statewide transfer pathway to baccalaureate degree that allows a student to transfer the full Associate of Arts, Associate of Science, or the Associate of Fine Arts degree in the TPT’s respective field of study into a parallel baccalaureate degree program offered at a Minnesota State university.

TPT members will work together to identify the discipline competencies required for entry into the field of study at the junior level. The resulting transfer pathway will also include the 24-40 credits of Minnesota Transfer Curriculum (MnTC) courses as defined by the degree type. (Minnesota State Board Procedure 3.36.1 http://www.mnscu.edu/board/procedure/336p1.html, specifically Part 3, Subpart B, 3, 4, 5, and 7).

The goal of the statewide transfer pathways to baccalaureate degrees is not to create a common associate degree program or a common bachelor degree program in the field of study. Rather, institutions will use the pathway to baccalaureate degree to ensure minimum competency requirements are met at the associate degree level and that students are academically prepared to transfer into the parallel baccalaureate degree program as juniors.

Members
Recognizing the importance of having faculty, administrators, and staff from both two- and four-year institutions involved in the statewide transfer pathways to baccalaureate degrees process, the Transfer Pathways Coordinating Team (TPCT) determined each TPT shall include up to 20 members representative of the bargaining units and administration from across the community colleges and universities.

- 6 Minnesota State College Faculty (MSCF) faculty from the discipline area
- 6 Inter Faculty Organization (IFO) faculty from the discipline area
- 6 administrators and staff
  - 4-5 Transfer and advising staff (to include MSUAASF, MAPE)
  - 1-2 administrators (CAO, CSAO, Deans)
  - There will be equal representation between colleges and universities.
- 2 Students (one college (MSCSA) and one university (Students United))
- 1 TPCT liaison non-voting member (not from the discipline)

Member Criteria
Effective transfer pathways to baccalaureate degrees are a combination of academic requirements, institutional policy and advising. For this reason, each TPT shall consist of members with a collective knowledge and experience from the various academic, administrative and operational areas of higher education:
• Academics related to the TPT field of study area(s)
• Curriculum development
• Transfer and articulation, such as transfer admissions, development of articulation agreements, determination of course equivalencies, etc.
• Advising (i.e. undergraduate student advising, transfer student advising, major-specific advising)
• Administration (i.e. institutional policies related to the major, transfer of credits, admissions, financial aid)
• Minnesota’s current statewide transfer system, the Minnesota Transfer Curriculum (MnTC) and course approval process, curriculum committees, Transferology website, DARS, etc.

For faculty appointments, only representatives from universities with degree programs and current faculty teaching at the colleges in the TPT’s field of study may serve as committee members.

Selection Process
Each of the bargaining units will determine its respective representation for each committee. The administrators will be solicited by the Vice Chancellor of Academic and Student Affairs.

The TPCT liaison will be determined from within the TPCT Team.

TPT Leadership
Each TPT will be led by faculty co-chairs, one from the university faculty and one from the college faculty. Each TPT will elect co-chairs at its first meeting.

The TPCT liaison will assist the co-chairs with agenda planning, meeting facilitation and serve as the liaison between the TPT and the TPCT.

Voting
TPT members at the two- and four-year institutions are equal partners in developing the statewide transfer pathways to baccalaureate degrees, and are expected to work toward consensus in crafting the transfer pathways. In the case that a vote is called, all members have an equal vote, except the TPCT liaison who serves as a non-voting member. The final transfer pathway draft must be reviewed by the TPT members within seven days of its completion. Approval will be deemed by a simple majority vote of the TPT. In the case that a TPT has uneven numbers of appointees of faculty, voting representation for each member will be equalized (e.g., 4 members would have 1.5 votes each as against 6 members). If the TPT becomes deadlocked in its decision-making, the TPCT will review and make a final decision. A minority report may be generated by the TPT to assist the TPCT in its decision-making process.
Deliverables
The TPT is expected to develop a written transfer pathway to baccalaureate degree that meets the legislative plan charge and receives TPCT approval. The TPT co-chairs must also submit interim reports to the TPCT co-chairs and Transfer Pathways Project Manager by the first of each month using the Transfer Pathways template provided. The form is located on the Transfer Pathways D2L site, and is included as an appendix in the TPT toolkit.
- submit regular interim progress reports to develop a written statewide transfer pathway to baccalaureate degree
- list all university degrees into which the pathway will transfer
- ensure the parallel bachelor’s degree can be completed in an additional 60 credits
- develop a model degree map
- submit the final transfer pathway to the TPCT for approval

Milestones
Each TPT will be required to achieve the following milestones:
1. Elect the TPT co-chairs. During the TPT Orientation Meeting (August 31, Sept. 1, or Sept. 2)
2. Develop a TPT project timeline that works within the timeline outlined by the TPCT and includes completion of project milestones and the final transfer pathway to baccalaureate degree. (September 30)
3. Develop a draft transfer pathway to baccalaureate degree and submit to TPCT. (October 28)
4. Co-Chairs present the proposed pathway to TPCT members (October 31- November 3)
5. Participate in your TPT Discipline Stakeholders Meeting (DSM). (November 14-17)
6. Review DSM and online survey feedback.
7. Develop a draft final transfer pathway to baccalaureate degree. (January 18)
8. Co-Chairs present draft final transfer pathway to TPCT. (January 20)
9. Submit final pathway to TPCT with recommended changes. (February 1)
10. Obtain final approval of the transfer pathway to baccalaureate degree from the full TPCT. (February 5)

The TPT co-chairs, or designated key communicator serving on the TPT are responsible for submitting the above items to the Transfer Pathways Project Manager and TPCT co-chairs by the deadlines indicated. Once the final pathway is approved, the system office will distribute the pathway to all institutions for implementation.

Authority
The TPTs will create the transfer pathways. It is recommended they will begin their work with a review of all of the current degree requirements (university and college) and articulation agreements in the related fields of study.
The TPTs will:
- be self-governed to meet the designated deadlines agreed upon by the TPCT
- have full autonomy to consider the full range of strategies/ideas to achieve the goals
- review previous pathways for possible overlap or to become part of another pathway
- identify the competencies required for entry into the field of study at the junior-level
- identify possible courses where the competencies may be completed
- seek program advisory committee input, where appropriate
- seek input from other related disciplines that may be affected by their work

Once the transfer pathways are approved, the faculty at the colleges and universities will determine how their current curriculum will fit into the new transfer pathways. If needed, campus curriculum review and approval processes will be followed to implement the new transfer pathways.

Expectations
Each TPT member is expected to:
- Participate in TPT discussions and work with fellow TPT members to develop the final transfer pathway to baccalaureate degree.
- Meet all deadlines established by the TPT and the TPCT.
- Vote on the transfer pathway before it is submitted to the TPCT for review.
- Communicate with the TPCT liaison member frequently.
- Assist with all other tasks as agreed upon by the TPT to make progress.
- Work with all members to build consensus in team decisions and recommendations.
- Identify and pursue opportunities for collaborating in program offerings.

Members may attend meetings remotely via teleconference. Members who miss meetings are expected to review recordings and notes to be prepared for subsequent meetings.

Team Leaders
Co-chairs will be selected from the IFO and MSCF bargaining units, one from each unit for each TPT.

The TPT co-chairs are responsible for the following tasks:
- Organizing the TPT.
- Coordinating meetings.
- Connecting with other teams/disciplines that may be related
- Keeping TPT members on task.
- Identifying issues to be discussed by the team, and will consult with the TPCT liaison to identify resources needed.
- Facilitating the Discipline Stakeholders Meeting
- Presenting the proposed pathway to the TPCT
- Presenting the draft final pathway to the TPCT
- Submitting to the TPCT all required deliverables, including the four progress reports and the
• Final transfer pathway to baccalaureate degree
  • Keeping all TPT members informed of the progress of the team’s work.
  • Documenting the team’s progress with meeting agendas and meeting minutes.

Role of the TPCT Liaison
The Transfer Pathways Coordinating Team co-chairs will appoint a TPCT representative to serve as a liaison on each TPT who is not a faculty member or administrator with responsibilities in the discipline.

Except for voting, the TPCT liaison member is expected to assume the same role as the other TPT members in addition to the following tasks:
  • Serve as the TPT’s liaison with the TPCT.
  • Help the TPT with understanding current systems and other policies, procedures and processes for transfer.
  • Provide support to the TPT co-chairs and assist with agenda planning, meeting facilitation and coordination of the TPT and related transfer pathway project.
  • Ensure the co-chairs or designee submit the TPT deliverables to the TPCT on behalf of the TPT by the deadline indicated.
  • Be prepared to provide project update at the TPCT meetings.