



Northland Community & Technical College Transfer Advisory Group

February 4, 2011
TRF, Room 545 and EGF, Room 115

MINUTES

Attendees: Pat Amiot, Rocky Ammerman, Jeffrey Bell, Kelsy Blowers, Lisa Bottem, Don Fischer, Norma Konschak, Rod Lahren, Shannon Nelson and Kate Schmalenberg.

Unable to attend: Mary Fontes, Kathy Huschle, Tishara Melcher, and Linda Samuelson.

Topic	Responsible Party	Discussion/Outcome
1. Review of "Transfer Students" web pages on the NCTC website	Rocky	Reviewed all items and links within the "Transfer In" tab. After review, the action items were: 1) In #4, we will need to edit terminology to reflect new transfer rules for HPER1410. 2) In #5, add information regarding University of Minnesota, Private Colleges and For Profit Colleges. 3) In #8, add information regarding a "D" grade may not fulfill specific program requirements. Reviewed all items and links within the "Transfer Out" tab. After review, the action items were: 1) Create a statement that addresses transfer from NCTC to North Dakota Universities, University of Minnesota, Private Colleges and out-of-state colleges. 2) Add a statement that addresses the possibility of an appeal regarding the acceptance of transfer credits.

		<p>Reviewed links on right hand side of “Transfer Students” pages. After review, the action items were: 1) Can a brief description of what is contained within the link be added if we hover over the link? 2) Add Pam Schorsch, Kate Schmalenberg and Kelsy Blowers to the “Contact Us” page. 3) Review and edit the terminology that is used for the “General Education” link. Much of the terminology is speaking to the transfer curriculum or the transfer curriculum electives. Further discussion is needed with the usage of “general education” versus “transfer curriculum.” 4) Add a sentence regarding the possibility of an appeal of transfer courses to the “Technical Courses” information. Something like – “If a student experiences difficulty transferring credits, the student should review the receiving institution’s policy and appeal process. Suggestion was made to have a list of technical electives available to link to this area. See below for an idea. 5) On “Minnesota Transfer Curriculum (MnTC) Goals,” corrections to 60 credits overall and 20 credits of electives need to be made. Suggestion was made to create “archived MnTC” for historical reference. 6) In the “Glossary” link, need to clarify terminology with the “general education” and “Minnesota Transfer Curriculum” to reflect on how we want these terms used. Need to add a definition and use for “articulation.” Need to include information on “regionally accredited,” “national accredited” and “non-accredited and how this may affect transfer. 7) In the “Tools/Resources” section, create a “hover” feature that gives explanation as to what is contained in that particular link. 8) In the “Student Right to Know: Graduation and Transfer Out Rates” update the transfer out rates for multiple years (as available). 8) Add the option for a student to print, as a PDF, the MnTC as a 1 page document.</p>
2. Transfer Tips	Lisa	Create (possibly 8) email paragraphs of information about transfer to email to students, staff and faculty. Topics could include a definition of Minnesota Transfer Curriculum, review of DARS, what is – and why use – articulation agreements, preparation to graduation and transfer to a university, general education, etc. Send any ideas for the email paragraphs to Lisa.
3. Policy Review	Rocky/Lisa/Mary	Review of Northland CTC policies will begin February 22 nd . Please make any comments to Lisa, Rocky or Mary for change regarding the 3120 Transfer of Credit Policy and 3120P Transfer of Credit Procedure and the 3150 Credit for Prior Learning and 3150P Credit for Prior Learning Procedure.
4. Transfer Issues	Shannon	In order to create a log of transfer issues from Northland CTC students, we will investigate the possibility of creating a Google link that students can report any transfer issues they are having to us. This can create a list of items that we may or may not be able to do anything about, but it will give us more background information on problems

		students may be having. Could lead to different processes, different/more information on our web pages, etc.
5. DARS	Lisa	Lisa went through the DARS Interactive Audit and showed how all items for a student can be reviewed.
6. Further Discussion for next meeting		<ol style="list-style-type: none"> 1) Further discussion is needed on whether we should have a written “Rights and Responsibilities” regarding transfer for all students at Northland College. Action item: Future discussion and creation of a written document. 2) Further discussion is needed as to the “quirks” within transfer (for example, Ethics from Alexandria TC will complete only Area 9 of the MnTC as compared to a student taking Ethics from NCTC will complete Area 9 and 6). The idea of “transfer should be easy” is not necessarily easy. Action item: Future discussion - As an advisory group, can we affect how information on program requirements is being relayed? 3) Future discussion - How can we, as an advisory group, get information out to all students, faculty and staff as to the proper use of the terminology for the different situations? How can we get information out so they will hear it – different means? 4) USelect demonstration 5) Archiving of MnTC by calendar year
7.		

Example: MnTC, electives, life skills, occupational courses/programs

General Education			Occupational/Technical
Transferable/MnTC	Liberal Arts Electives	Life Skills	ACCT
Goal Area I	HPER	Computer Basics	ADMS
Goal Area II	BUSN	Job Seeking/Keeping	ADMM
Goal Area III	CRJU	Human Relations	ARCH
Goal Area IV	etc	GTEC	AUBO
Goal Area V	etc	Applied Communication	AVIA
Goal Area VI		etc	RADT
Goal Area VII		etc	FIRE
Goal Area VIII			etc
Goal Area IX			etc
Goal Area X			