



Northland Community & Technical College Transfer Advisory Group

April 12, 2011

TRF, Room 545 and EGF, Room 115

MINUTES

Attendees: Pat Amiot, Rocky Ammerman, Kelsy Blowers, Lisa Bottem, Norma Konschak, Shannon Nelson and Kate Schmalenberg.

Unable to attend: Mary Fontes, Kathy Huschle, Tishara Melcher, Jeffrey Bell, Don Fischer, Rod Lahren, and Linda Samuelson.

Topic	Responsible Party	Discussion/Outcome
1. Review of "Transfer Students" web pages on the NCTC website	Rocky	<p>Reviewed all items and links within the "Transfer In" tab. We have recently submitted to Chad the 3 items that needed action on this tab. We will check to see if the changes have been entered. (They were not changed as of 4/12/11.)</p> <p>Reviewed all items and links within the "Transfer Out" tab. We recently submitted to Chad information for one of the two changes needed on this tab. We still need to address issue 1) Create a statement that assesses transfer from NCTC to North Dakota Universities, University of Minnesota, Private Colleges and out-of-state colleges.</p> <p>Reviewed links on right hand side of "Transfer Students" pages. Have remedied or submitted remedy for all action items except these three: #1) Review and edit the terminology that is used for the "General Education" link. Much of the terminology is</p>

		speaking to the transfer curriculum or the transfer curriculum electives. Further discussion is needed with the usage of “general education” versus “transfer curriculum.” #2) In the “Tools/Resources” section, create a “hover” feature that gives explanation as to what is contained in that particular link. #3) In the “Student Right to Know: Graduation and Transfer Out Rates” update the transfer out rates for multiple years (as available).
2. Discussion Web Page	Lisa/Rocky/ Norma	Extensive discussion on the web and what still needs to be updated. Discussion on making a diagram or a “funnel” to help define what is “general education” vs. “liberal arts” vs “MnTC” vs. “technical electives”
3. Transfer in on Probation/Suspension	Lisa/Rocky/ Kelsy/Pat	Discussion of students transferring in on probation due to either a Probation or Suspension status from another school. Discussed the policy/procedure/possible transfer implications. Will need to discuss further updating the policy so that it addresses more specifically the “probation” students.
4. Students Rights and Responsibilities	Rocky/Lisa	Rocky and Lisa tentatively drafted a students rights and responsibilities document. After discussion, it was decided that group member will read and forward suggestions/changes to the document to Lisa. Please see bottom of minutes for the information.
5. u.Select	Lisa	Lisa did a brief presentation on u.select.
6. New Action Items	Lisa/Rocky	<ol style="list-style-type: none"> 1) Need to add 2 year course rotations to more places on the web page. Should be asses to the Transfer Page under “Resources” and also under “MnTC Goals” 2) Need to make a list of technical and liberal arts electives. 3) Adding more links to articulation agreements??? 4) Focus on our top 5-6 schools and link to articulations with them, consider targeting: NDSU, UND, MSU-Moorhead, Mayville State, Bemidji State and University of Minnesota-Crookston
7. Transfer out college process	Lisa/Rocky	Briefly discussed making a diagram or a “simple” steps document to help students get started on the transfer out process.

***Transfer Student
Rights and Responsibilities***

Student’s Rights

- 1) Students have the right to clear, accurate and current information about their transfer admission requirements, transfer admission deadlines, degree requirements and transfer policies that include course equivalencies.
- 2) Students have the right to seek clarification regarding their transfer evaluations and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
- 3) Students who encounter other transfer difficulties have the right to seek resolution. Each institution should have a defined process for resolution that is published and readily available to students.

Student's Responsibilities

- 1) Understand the transfer policies and procedures of the institution they are considering for transfer.
- 2) Students should seek information from the institution they are transferring to regarding: core curriculum, prerequisites, program requirements, degree requirements, admissions, financial, scholarships, housing, deadlines, restriction and other transfer-related criteria.
- 3) Complete all materials required for application and submit the application on or before the published deadlines.
- 4) Research how courses are applicable to degree and major requirements.
- 5) Understand that if they change their major, not all courses taken will necessarily apply to the new major.
- 6) Plan ahead and realize that appointments with advisors/program directors may be necessary.