



MONTANA UNIVERSITY SYSTEM
Office of the Commissioner of Higher Education

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January 2, 2003

TO: Montana Board of Regents
FROM: Joyce A. Scott, Deputy Commissioner for Academic & Student Affairs
RE: Transfer Project and Steering Committee Goals

In response to your inquiry about Transfer Project goals, please accept the following summary. As I indicated in November, we designed the project as a sequential analysis, identification and resolution of problems associated with transfer. Thus, as immediate priorities are realized, they are replaced with new goals for the next stage of the project.

- Identify and describe transfer activity/problems occurring at MUS 4-year campuses
 - ✓ Transfer Audit for all MUS 4-year graduates Spring 01, Summer 01-Spring 02,
 - ✓ Campuses conduct surveys, forums for transfer students to evaluate transfer function,
 - ✓ Reports to Regents January, March, July, November 2002,
 - ✓ Submit data to legislature for Accountability Report-January 2003,
Determine reasonable margin of excess degree credit between native and transfer students,
Demonstrate MSU on-line evaluation for MUS and Board—promote MUS-wide early adoption.
- Update General Education Core 100-200's "equivalency" matrix for MUS, CC's and TC's
 - ✓ Convert 93-94 book to on-line format,
 - ✓ Registrars and other campus officials correct/update course #'s, titles, credits,
Collect new program additions and equivalencies and add to matrix Jan/Feb 03,
Confirm 100-200 course alignments for MUS and with CC's/TC's Feb/Mar03,
Publish 100-200 level course "equivalency" matrix on-line and hard-copy April 03,
Devise process to update 100-200's course equivalency matrix annually,
Consider policy for students who fail to complete GenEd Block by 1-2 courses.
- Create policy to set standards and responsibility for articulation/evaluation of transfer
 - ✓ Revised policies 301.5 and 301.10 from Steering Committee to Regents,
 - ✓ Establish course articulation contracts in nursing education (Tech in May 2003),
Develop policy on student appeals of transfer evaluations, to Regents, and publish.
- Create/implement standard feedback reports from 4-year campus to sending institutions
 - ✓ Subcommittee to examine models and make recommendation for adoption,
Committees (2-year, CAO's, SAO's and Steering) review and approve model and policy,
Devise MUS-wide implementation via data warehouse in consultation with MACRAO,
Draft policy on desirability of formal feedback from receiving to sending institutions.
- Create/disseminate external accountability measures on transferability
 - Establish content/format for annual campus "Report Cards" on transfer and implement,
Identify more meaningful indicators of "transferability" for Legislative Accountability and adopt.

Cc: Steering Committee, Presidents, Chancellors, Deans, Provosts, Student Affairs Officers