

MINNESOTA STATE TRANSFER GOVERNANCE TEAM CHARGE

Purpose: The Transfer Governance Team will support the strategic direction of transfer, with an emphasis on transfer pathways, for the Minnesota State system, under the direction of the Senior Vice Chancellor for Academic and Student Affairs.

Scope: The scope includes all topics relative to transfer including, but not limited to: transfer pathways, transfer concerns and projects, marketing of transfer related initiatives, technology to support transfer, transfer issue resolution, policy and procedure changes related to transfer, training needs, and maintenance of the Minnesota transfer curriculum. A major initial focus of the transfer governance team will be on the successful implementation of transfer pathways throughout the system.

Primary Responsibilities: The primary responsibilities of this committee are to:

1. Assess, prioritize, oversee and evaluate the transfer pathways project.
2. Assess, prioritize and oversee general transfer concerns and projects.
3. Lead and facilitate transfer through an equity lens.
4. Establish a communication plan to engage all relevant stakeholders in transfer issues, concerns and projects. Monitor effectiveness of identified communication plan.
5. Establish and oversee marketing of transfer related initiatives.
6. Identify and continually monitor technology needs to support transfer.
7. Identify and oversee issue resolution related to transfer, including transfer pathways.
8. Identify related policy and procedure changes that might be necessary to support successful transfer of Minnesota State students.
9. Identify transfer related training needs for campus stakeholders and oversee the execution of such training opportunities.
10. Oversee the maintenance of the Minnesota Transfer Curriculum.
11. Provide oversight of campus implementation of transfer pathways through Phase III

Operating Guidelines:

1. The Committee has two co-chairs, one MSCF or IFO member, rotating every year and one MAPE or MSUAASF member, rotating every year. The chairs will be selected by the group members at the first meeting. The chairs will work with the project manager to identify issues to be discussed by the group, and help develop the workgroup agendas.
2. The Committee charge document, membership list, meeting schedule, agendas, meeting summaries, and other information will be available and posted to ASA Connect and the Transfer Governance Team's SharePoint team site.
3. Transfer governance team recommendations will be shared with ASA Councils for feedback, at their regularly scheduled meetings. Recommendations made regarding transfer will take into account the feedback and opinions of those working in academic and student affairs.

4. Minutes from a team meeting will be sent to team members electronically within two weeks after a meeting. After minutes are sent out, one week will be allowed for members to submit additions or corrections. If none are submitted, the minutes will be considered approved and posted.
5. There will be a standing agenda item for every TGT meeting for a Transfer Tactical Team update.

Meeting Times and Dates: The team will meet twice per semester. The meeting dates and times will be determined by the group members at the first meeting in September.

The system office will pay travel expenses for faculty and student members as needed. Institutions are expected to pay expenses for administrators.

Committee Member Expectations: Members are expected to:

1. Attend and participate in meetings as scheduled.
2. Represent the positions of their constituents. Work with all members to build consensus in Team decisions and recommendations.
3. Work with all members to build consensus in Team decisions and recommendations.
4. Provide recommendations to the Senior Vice Chancellor that meet student, institutional and system needs.
5. Communicate discussions and recommendations back to their constituents.

Committee Members: Membership is balanced to ensure equal representation from colleges and universities as well as metro and out-state institutions. Membership of the Transfer Governance Team must include 2 members that have served on the Transfer Pathways Coordinating Team (TPCT) and/or a Transfer Pathways team (TPT) and 2 members that have served on the Transfer Oversight Committee (TOC).

1. MSCF (3 members)
2. IFO (3 members)
3. MAPE (2 members)
4. MSUAASF (2 members)
5. LeadMN (1 member)
6. Students United (1 member)
7. Administration (2 members)
8. Minnesota State staff (2 members)

Additional Groups

The **Transfer Tactical Team** is a working group, with members appointed by the Senior Vice Chancellor of Academic and Student Affairs in consultation with the Transfer Governance Team, to carry out the work governed by the Transfer Governance Team. It is understood that the membership must support the nature of the work by consisting of members that have the experience and expertise to carry out assigned tasks.

Responsible System Administrator:

Satasha Green, Associate Vice Chancellor for Academic Affairs
651-201-1496, Satasha.Green@minnstate.edu

Project Manager:

Nicole Merz, Project Manager
651-201-1446, Nicole.Merz@minnstate.edu

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