

June 20, 2024

Gen Ed Subcommittee

2024.14 May 8 Work Process Memo Gen Ed to Transfer Council

Summary:

The Gen Ed Subcommittee is requesting that Transfer Council develop a standard notation process for completed transfer curricula (Core Transfer Map, Oregon Transfer Module). This request was approved unanimously by the subcommittee on 5/8/2024.

Additional Context:

This request is pursuant to the Gen Ed Subcommittee's [February 14, 2024 memo](#) to the Systems and Operations Subcommittee requesting information on how Oregon public universities (OPUs) and community colleges (CCs) annotate the Core Transfer Map (CTM) and Oregon Transfer Module (OTM) on student transcripts, across all institutions. Systems and Operations replied in a [memo on March 15, 2024](#), stating that 1). Notation of a degree or certificate varies greatly between institutions, 2). OPUs do not award the CTM or MTM but enter the CTM/OTM in student records only when it is obvious on student transcripts, 3). Neither OPUs or CCs have guidance on documenting credentials (OTM/CTM), and 4). Sys/Ops recommends that a guide be developed that would document how OPUs and CCs notate their degrees.

Staff Recommendation:

For discussion and feedback.

Recommended Motion:

No motion. For discussion and feedback on developing a system for noting CTM/OTM on student transcripts.



MEMORANDUM: Work Process Request

TO: Transfer Council
FROM: Gen Ed Subcommittee
DATE: May 8, 2024
SUBJECT: Transfer Curricula Transcript Notation

Dear Transfer Council,

This memorandum serves as an official request from the Gen Ed Subcommittee to the Transfer Council for the purpose of requesting development of a standard notation process for completed transfer curricula (Core Transfer Map, Oregon Transfer Module). This addition was approved unanimously by the 12 members of the subcommittee who were present at the 5/8/2024 subcommittee meeting.

This request is pursuant to the 3/14/2024 response of the System & Operations Subcommittee to the Gen Ed Subcommittee's 2/14/2024 request to document how the CTM and OTM are annotated on transcripts across all institutions. In their response, System and Operations indicated that notation of the Core Transfer Map (CTM) and Oregon Transfer Module (OTM) can vary greatly between institutions. As indicated by System & Operations, "In some situations, particularly with smaller community colleges, they did not notate the CTM or OTM on their transcripts. This is either because they don't offer them or due to system limitations...neither the OPUs nor the CCs have a guide documenting how credentials are to be awarded at the CCs or OPUs...our subcommittee recommends a guide be developed."

Oregon's transfer curricula cannot work as intended by legislation without appropriate communication of degree/certification completion between institutions. The subcommittee believes that a uniform annotation process is necessary. Further, we believe that "auto"-notation is necessary so as not to place the onus on the student to ask for this to be added to their student record. We recognize that the CTM isn't a degree, so this would be a case of auto-notation rather than auto-awarding. This would likely involve running a report that captures students who meet their final CTM requirements in a given term and notating the completion on their transcript. We recommend that the CTM notation be uniform statewide so that OPUs may readily identify students who have completed the CTM or OTM requirements.

The fact that some institutions appear to be not offering the CTM as is legally required is in some ways a separate issue, but one that would to some extent be mitigated by auto-notation. The implementation of the above recommendation would likely bring more institutions into compliance with ORS 350.400 which requires all CCs to offer the CTM and all OPUs accept the CTM "to be counted toward the student's degree requirements" so that OPUs may readily identify matriculating students who have at least 30 credits toward degree requirements in ANY major as specified by 350.400 (3)(b).

To accomplish auto-notation, **we are requesting that Transfer Council determine the appropriate mechanism for developing a process to auto-notate the CTM with date of completion on a**

student's transcript. For instance, it could be that SysOps be tasked with this in conjunction with Oregon Community College Admissions and Registration Directors (OCCARD).

The Gen Ed Subcommittee would like to thank the Transfer Council for their support and guidance with transfer-related concerns, especially issues related to transfer curricula, Common Course Numbering, Major Transfer Maps, and the legislatively required reporting for such initiatives.

Respectfully submitted,

Gen Ed Subcommittee Co-Chair John Edwards

Gen Ed Subcommittee Co-Chair Amanda Shelton

Copies: Teresa Rivenes, Transfer Council Co-chair
Jose Coll, Transfer Council Co-Chair
Jane Denison-Furness, Post-secondary Transfer Specialist, HECC
Donna Lewelling, Director of Community College and Workforce Development, HECC,
Veronica Dujon, Director of Academic Policy and Authorization, HECC