

Survey and Transfer Council Report Subcommittee Charge

Vote to approve May Transfer Council

I. Purpose/charge

The Survey and **Transfer Council Report Subcommittee** is charged with developing a survey and sending it to all 24 post-secondary public institutions and recommending an annual report to the Commission.

II. Background/Context

350.429 Transfer Council responsibilities; reports; rules.

(3)(a) No later than **September 1 of each year**, the council shall report to the commission on the progress the council is making in enhancing and maintaining the common course numbering system described in ORS 350.423 and on any other current work regarding the transfer of academic credit on which the council is focused.

(b) No later than December 15 of each year, the commission shall report to the interim committees of the Legislative Assembly responsible for higher education on the progress the council is making in enhancing and maintaining the common course numbering system described in ORS 350.423 and on any other current work regarding the transfer of academic credit on which the council is focused.

III. Authorities/responsibilities

Send a survey to all 24 postsecondary public institutions in Oregon and report to the Transfer Council for approval.

HECC staff will draft survey and report on behalf of the subcommittee and facilitate editing and approval process.

IV. Guiding Principles

- The full participation of institutional and other key stakeholders in the review process is vital to achieving sound, equitable, student-focused policy.
- Recommendations are informed by clearly defined research and data.

IV. Governance and Policies

Under SB233:

- For a subcommittee that will not make recommendations to the council on a subject that will be submitted by the council to the commission under ORS 350.429 (1)(d)(A) to (D), the council may appoint any individual employed by a public university listed in ORS 352.002 or a community college operated under ORS chapter 341, including faculty, registrars, academic advisors and academic administrators.
- If members vote on an issue that is not a recommendation to the Council, a simple majority can be employed
- *Two or more members of a subcommittee who disagree with recommendations that are submitted to the council on a subject that will be submitted by the Council may jointly submit a minority report to the Council that contains alternate recommendations. A minority report created under this paragraph shall be submitted to the Council along with the majority recommendations.*
- If Subcommittee cannot reach agreement on tasks, proposed solutions shall be brought to the Transfer Council in a summary document that contains the issue and each subcommittee

member's position on the issue.

- Ensure feedback from 2023 is shared with subcommittee

V. Terms of service

- Until Transfer Council Approves 2024 report to send to Commission
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Timeline for Survey and Report

350.429 Transfer Council responsibilities; reports; rules.

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April 2024:

- TC discusses role of survey and transfer council report subcommittee.
- Nominee Request made to TC members.
 - Tad Shannon volunteers
 - TC members would like to recruit other nominees
- On behalf of TC HECC staff sends nomination [google form](#) to be submitted by **MAY 6th**

May 2024:

- HECC drafts a survey for the subcommittee to review, edit and approve **NO later than May 6th**
- NOMINATIONS and bios for subcommittee members due
- submitting nominees to using [this google form](#)

May 16th (at TC meeting)

- TC approves:
 - Subcommittee charge
 - 2024 Timeline
- TC appoints subcommittee members
- Subcommittee members convene:
 - make edits to HECC staff's draft survey

June 2014

NO later than June 15th

- Subcommittee members approve survey to be sent to all 24 public post-secondary institutions.
- On behalf of the TC, HECC staff sends survey to institutions to **complete by July 15th.**

July

July 15th

- Survey deadline

July 18th

- TC receives report from the survey sent to institutions.
- Status of participation by institutions.

July 15th-Aug. 1 2024 :

- HECC staff drafts Transfer Council report based on survey results and on behalf of the subcommittee.

August 2024

NO later than August 8th



- subcommittee recommends report to full Transfer Council

August 15th

- Transfer Council approves subcommittee recommendation and submits report to Commission.