

Report to Committee on the Transfer Student Experience (CTSE)

CTSE Subcommittee – Preparation for Transferring

Subcommittee members: Jo Meier, Jeff Hamm, Ann Morris, Mary Schey, Jocelyn Milner, Annette McDaniel (consultant)

The focus for this sub-committee was on the prospective transfer student. This is any student who makes contact with our institution with the intention of transferring and enrolling.

Through our discussions, we developed the following recommendations:

1. **Develop minimal service (best practice) standards and protocol that set expectations that can be measured and evaluated. These expectations should reflect shared values by all Schools and Colleges in our work with prospective transfer students.** This would include:
 - A “point of contact” in each school or college designated to assist prospects with “navigating” the transfer process or provide appropriate referrals
 - University and school/college websites that provide more “front door” information specifically to transfer students
 - Self-service transfer course equivalency on the web
 - Collaboration by all schools and colleges to provide outreach to prospective transfer students and establish partnerships with academic advisors at “feeder” schools
 - Electronic newsletter related to transfer news and issues for both advisors and prospective transfer students
 - Completing transfer credit evaluations much earlier than in the past
 - Schools and Colleges contacting admitted transfer students interested in limited or restricted enrollment programs
2. **Establish Transfer Student Issues working group with “point person” or their designee from each School, College, and Admissions**
3. **Begin encouraging a “cultural shift” when working with prospective transfer students, recognizing their advising needs as equal to those of current students. This cultural shift should include a shared value that prospective students must have access to academic advising resources in order to make informed decisions.**

Note: Although not discussed by our sub-committee, Jeff Hamm felt it was important to include the development of feedback and evaluation tools to prospective transfer students who use University or School/College services.

Recommendations submitted by Jo Meier 3/12/04