

## Transfer Articulation Process Committee (TAPC) Charter

### Purpose, Organizational Structure, and Reporting

The Transfer Articulation Process Committee (TAPC) is a joint standing cross-divisional committee that promotes collaboration and facilitates the implementation of transfer process and initiatives resulting in increased effectiveness and consistency throughout the University. The TAPC reports to the Director of the Office of Transfer and Secondary School Partnerships who provides oversight for academic transfer processes and represents the committee to the Academic Affairs Associate Provost of Operations. The committee is charged with providing creating consistent approaches to transfer, communicating academic transfer process expectations, working through transfer issues and providing trainings as appropriate.

### Charges

Working within a model of shared governance, the TAPC is responsible for the following:

1. Establishing the development, exchange, and the advancement of best practices and excellence in transfer practices;
2. Monitoring and evaluating transfer processes to assess effectiveness and consistency and ensure mechanisms reflect good practice and include the substantial participation of faculty and staff in academic affairs and student affairs as appropriate;
3. Providing guidance and resources to support effective transfer practices;
4. Regularly auditing transfer process including current initiatives, data collection, and outcomes;
5. Developing recommendations to help the institution achieve greater effectiveness and efficiency as a result of consistent transfer practices;
6. Providing training and professional development to individuals conducting transfer articulation work;
7. Assisting academic units to evaluate transfer courses in a consistent and appropriate manner;
8. Evaluating the progress and outcomes of these charges on an annual basis, using data to inform the work of the committee.

## Committee Membership

A committee member may represent more than one group. All members are responsible for serving as a communication liaison between the committee and their respective Colleges/departments/Units, providing intentional connection with TAPC. The membership of the TAPC includes the following members:

- Representatives from the Financial Aid Office
- The Statewide Admission Coordinator
- The Registrar and Coordinator of Registrar Processes
- Representatives from Extended and International Offerings
- Representative from the Directors of Student Academic Affairs
- Enrollment Services Technician
- Transfer Process and Support/Course Equivalencies
- MyDegree Representatives
- Office of Transfer and Secondary School Partnerships

## Committee Oversight

### Office of Transfer and Secondary Partnerships Director

1. Schedule and facilitate committee meetings.
2. Solicit agenda items
3. Establish and communicate agendas.
4. Provide updates to the committee.
5. Support opportunities for the exchange of information between the committee and various stakeholders.
6. Share advice and feedback to groups dealing with issues that are within the domain of the committee's purpose.
7. Serve as the liaison between the committee and the Associate Provost of Operation's office. Appoint subcommittees and/or champions from within the membership to lead initiatives of the committee as needed (ex. CEEPs, CollegeSource TES Implementation).

### Transfer Process and Support Specialist

Serves as a member of the committee and has the following responsibilities:

1. Maintain official, committee-approved minutes and post them to the committee's SharePoint file.
2. Assist as requested.