

Transfer, Articulation, and Student Services Committee Meeting

30 August 2019, 10 a.m.-3 p.m.

San Jose City College Technology Building

Room T-209 (second floor)

2100 Moorpark Ave  
San Jose, CA 95128

MINUTES

1. Call to Order and Adoption of the Agenda

At 10:15 am Sam Foster (chair) welcomed the committee members participating in today’s meeting: Anna Bruzzese, Jose Lara, Lorraine Burnham-Levy, Mark Osea and Miles Vega. The committee unanimously adopted the agenda with one addition (item IX a).

1. Introductions

The committee members introduced themselves.

1. Volunteer note taker

Anna volunteered to take notes.

1. ASCCC Travel Reimbursement Procedures
   1. Expense Report Form (see <https://asccc.org/sites/default/files/SenateReimbursementForm2019.pdf> )
   2. Deadlines for Reimbursement

Sam explained the ASCCC reimbursement process.

1. Planning for Future Meetings
   1. Telephone Meetings

The committee agreed that 4 pm on Wednesdays is a time that could work for Zoom meetings. Our next Zoom meeting will be on September 18, 2019.

* 1. In-Person Meeting

The committee agreed to meet in person again on January 31, 2020 at Rio Hondo College. Jose volunteered to host.

1. Review of Committee Charge
   1. See <https://www.asccc.org/directory/transfer-articulation-and-student-services-committee>

The committee reviewed its charge:

“The Transfer, Articulation, and Student Services Committee is responsible for development and review of policies, procedures, administrative requirements and general information regarding counseling and library issues; discussion of current counseling and library programs; and consensus development on issues through study and research.

The committee presents position statements and policy recommendations to the Academic Senate Executive Committee.”

The committee talked about whether the existing charge needs to be updated. There is a

suggestion to emphasize transfer and articulation more specifically. The committee

suggested the following wording:

“The Transfer, Articulation, and Student Services Committee is responsible for development and review of policies, procedures, administrative requirements, issues and general information regarding Transfer, Articulation, Counseling and Library.

The committee presents position statements and policy recommendations to the Academic Senate Executive Committee.”

Sam will submit this proposed change as an action item to the Executive Committee.

1. Committee Priorities
   1. See email attachment

The committee reviewed its priorities and decided to focus primarily on the paper on Transfer Practices at this point.

1. Paper on Transfer Practices
   1. Review and edit outline (attached)
   2. Discuss distribution of topics
   3. Timeline
      1. Outline to the Executive Committee—September 8
      2. Draft for TASSC review—November 18
      3. Draft edits to chair—December 2
      4. Submit to Exec for First Read—December 10
      5. Submit to Exec for Second Read—February 12

Sam shared the “ASCCC Prompts for Paper Development” document with committee members. The committee discussed how to proceed to develop the paper on effective transfer practices. The committee also suggested having a related breakout at the Fall plenary in order to collect data.

Mark will work on the section on Articulation and SB 1440.

Justification/introduction/Title 5 will be developed by Sam and Anna.

Jose will work on Transfer Center, online educational planning, and transfer partnerships, as well as ADTs.

Miles will work on value and benefits of transferring.

Lorraine will work on Guided Pathways aspect and onboarding.

1. Other Items for Discussion
   1. Examine the Counseling paper for relevance

This item is tabled until our next meeting.

1. Announcements/Events
   1. **Academic Academy** – Long Beach – September 12-14, 2019
   2. **Executive Committee Meeting** – Riverside – September 27-28, 2019
   3. **Area Meetings** – Various locations **–** October 13-14, 2019
   4. **Executive Committee Meeting** – Newport Beach – November 6, 2019
   5. **Fall Plenary Session** – Newport Beach – November 7-9, 2019
2. Adjournment

The meeting adjourned at 3 pm.

Minutes respectfully submitted by Anna Bruzzese.