

Transfer Council Overview

I. Purpose/charge

The Transfer Council was established under Senate Bill 233 (2021) with a focus on transfer and articulation across the public institutions in Oregon. Building upon the transfer work previously completed under HB 2998 (2017), the Council is charged to develop recommendations on a common course numbering (CCN) system, Major Transfer Map (MTM) work, and other credit transfer-related concerns. Senate Bill 233 requires the HECC to establish, by rule, a common course numbering system and system of transfer and articulation, based on recommendations from the Transfer Council.

II. History and Context

In 1992, the Joint Boards Articulation Committee (JBAC) was established to promote cooperation and collaboration among all education sectors in Oregon: K-12, community colleges, and baccalaureate-granting institutions. In 2015, following the reorganization of Oregon's governmental education bodies and establishment of the HECC and its supporting agency, JBAC was disbanded and replaced with JTAC (Joint Transfer and Articulation Committee). Whereas JBAC acted as a direct advisory body to HECC commissioners and engaged in some commission-level work, JTAC advised HECC agency staff and shifted its commission-level work to the HECC's Student Success and Institutional Collaboration (SSIC) Subcommittee.

House Bill 2998, passed in 2017, required the HECC to convene community colleges and public universities listed in ORS 352.002 to develop Core Transfer Maps of at least 30 college-level academic credits that will count toward general education and/or degree requirements and to establish Major Transfer Maps that will allow students to move more easily from community college to university, in a given major, with no lost credit or unnecessary repeated coursework. To fulfill these mandates, the HECC convened the Transfer Workgroup, comprising of community college and public university faculty, advisors, and administrators, as well as representatives of key affinity groups.

During the course of the HB 2998 Transfer Workgroup's work, it became clear that a formal group needed to be established to continue the coordination, advising, and maintenance of Oregon's transfer policies, tools, and communications. While JTAC performed many of these duties, though not in regard to the products of HB 2998, there was concern that JTAC lacked the representation, particularly of institutional faculty, to fulfill this role. JTAC and the Transfer Workgroup agreed to merge and form a new body: OTAC (Oregon Transfer and Articulation Committee).

Senate Bill 233 (2021) establishes a Transfer Council composed of 15 voting members, and one non-voting ex-officio member, from across public education sectors in Oregon. The Transfer Council can designate advisory subcommittees as needed in order to fulfill the mandate to make recommendations on a common course numbering system, Major Transfer Maps, and other credit transfer concerns.

III. Authorities/responsibilities

The Transfer Council oversees the development of the CCN system, MTM development, and other credit transfer matters. The Council also ensures effective coordination and collaboration among sector leaders and provides guidance, information, and recommendations to the HECC first and foremost, but also to universities, community colleges, and K12 on issues related to postsecondary student transfer. The HECC is tasked with establishing, by rule, a common course numbering system and system of transfer and articulation, based on recommendations from the Transfer Council. Through this structure, recommendations made by the Council may become binding on institutions and students.

The Transfer Council responsibilities:

A. Common Course Numbering System

- Development, coordination, and maintenance of CCN system
 - CCN system must consist of introductory and other lower division courses with similar learning outcomes that are taught in accelerated college credit programs, public post-secondary institutions of education and participating nonpublic post-secondary institutions of education in this state
 - Postsecondary institutions must: Accept a transfer of academic credit for each course in the CCN system as if the academic credit was earned at the institution that is accepting the transfer of academic credit with respect to: (a) The total amount of academic credit awarded; (b) Satisfying general education requirements for graduation; and (c) Satisfying any requirements for a major in a baccalaureate or associate degree program.
- Rule-making recommendations on establishment and maintenance of CCN
 - The Transfer Council shall make its final recommendations on the establishment of the common course numbering system no later than July 1, 2024.
 - Each public post-secondary institution of education in this state shall be in compliance with rules adopted by the Commission for initial CCN system by the beginning of the 2023-2024 academic year.
 - Each public post-secondary institution of education in this state shall be in compliance with CCN system no later than the beginning of the 2025-2026 academic year.
- Audit process to ensure implementation
- Student appeal process to appeal a decision by a public postsecondary institution of education to refuse the transfer of academic credit
- Ensure institutions submit annual report to the Commission on effects of CCN and by subgroup

B. Assumes advisory responsibilities over HB 2998 work (MTMs)

- Successful implementation of CCN and MTMs
- Successful creation of one MTM per year
 - MTMs must guarantee:
 - Students transfer without the loss of academic credit or the requirement to retake a course at a public university that the student has successfully completed at a community college
 - If student completes degree, they will receive junior status in the major course of study at the public university
 - Receive status at the public university, based on the number of academic credits referenced in the transfer agreement, that is comparable to the status of students with the same number of academic credits in the major course of study who began their post-secondary studies at the public university
 - Explore alignment, to the greatest extent possible, of lower-division requirements in the major courses of study
 - See also statewide agreements detailed in the [Memorandums of Understanding](#)
- Ensure institutions submit annual report to the Commission on effects of CTMs & MTMs and by subgroup
- Ensure the coordination, establishment, alignment, effectiveness and maintenance of foundational curricula (Core Transfer Maps) and unified statewide transfer agreements (Major Transfer Maps)

C. Other credit transfer related concerns

- Develop best practices in order to improve program planning, increase communication among all participants and facilitate student acceleration and the transfer of students and academic credits between public school districts, public post-secondary institutions of education and participating nonpublic post-secondary institutions of education

D. Reporting

- The Transfer Council shall submit its first report to the Higher Education Coordinating Commission by January 15, 2022. The report shall:
 - Describe any subcommittees the council intends to establish for the purpose of assisting the council in the development of the common course numbering system;
 - Establish a list of initial courses for the common course numbering system that will first apply during the 2023-2024 academic year;
 - List the courses or subject areas the council has identified as likely to be included when the common course numbering system first applies to public post-secondary institutions of education during the 2025-2026 academic year; and
 - List the courses or subject areas, which may include career and technical education studies, that the council anticipates adding to the common course numbering system after the 2025-2026 academic year.
- 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 section 1 of this 2021 Act and on any other current work regarding the transfer of academic credit on which the council is focused
- 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 and on any other current work regarding the transfer of academic credit on which the council is focused

IV. Chair responsibilities

The Transfer Council appoints its own chairperson or persons. Each will serve as chair for two years.

Chair duties include:

- Facilitating meetings
- Assisting with agenda setting
- Serving as a liaison to statewide sector- and role-specific groups on intersector transfer and articulation topics
- Acting as a consultant for problem-solving, referral and feedback relevant to postsecondary articulation and transfer issues.

V. HECC responsibilities

The HECC will help support the work of the Transfer Council through logistical and staff support of meetings which includes assisting with creating materials, agenda-setting, maintaining records, and a maintaining a website. Other duties include:

A. Rule Making

- Establish CCN by rule by September 1, 2024, including creating any rules that ensure its establishment by 2023-2024 AY (*Section 2 (3)(b)*)
- Establish Transfer Council terms of office (initially every 2 or 3 years & ½ are appointed annually)
- Establish a student appeals process

- Review Transfer Council rule-making recommendations for CCN and MTMs, and adopt rules as appropriate
- Establish in rule, maintenance and reporting of CCN & MTMs
- Establish in rule a HECC legislative report due date that reports on effects of CCN, CTM, MTMs, overall and by institution and subgroup

B. Other

- Request nominations from official stakeholder groups, appoint successors
- Appoint members of the Transfer Council
- Commission can call a meeting if needed

C. Reporting

- Submit its first report to the Legislative Assembly no later than March 15, 2022. The report shall:
 - Inform the Legislative Assembly of the activities of the council and may include recommendations for additional legislation the Commission determines would assist in the development of the common course numbering system

VI. Ex-Officio Member Responsibilities

- Charged with keeping abreast of TC activities, decisions, and policies
- Updates Commission on topics, sticking points, and other TC related information
- Anticipates questions commissioners will have

VII. Membership

The ongoing term of office of each voting member of the council is two years, though seven members serve initial three-year terms. Before the expiration of the term of a member, the Commission shall appoint a successor. A member is eligible for reappointment. In order to serve as a member of the council, an individual must at all times meet the qualifications for the appointment. If at any time a member fails to meet the qualifications for the member's appointment, the position is vacant. If there is a vacancy for any cause, the Commission shall make an appointment to become immediately effective for the unexpired term.

- Consists of 15 voting members
 - Five academic officers (2 OPU, 2 CC, 1 HS)
 - Four faculty members (2 OPU, 2 CC)
 - One public high school teacher who teaches accelerated college credit
 - Two transfer specialists (1 OPU, 1 CC)
 - Three students (1 OPU, 1 CC, 1 HS)
- The chairperson of the Commission, or a designee of the chairperson of the Commission, shall serve as a nonvoting, ex officio member

VIII. Transfer Council Governance & Policies

- Terms are two years, Commission appoints successor, can be reappointed
- Meets at least every 3 months
- Can establish as many subcommittees as needed
 - Subcommittee consists of equal numbers of faculty from public universities and community colleges on committees that consist of faculty
 - 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
 - Official action by a subcommittee, requires three-fifths of the members approval of the members of the subcommittee.
- Must have equal CC and OPU representation on committees

- Majority = Quorum, official action by the council requires the approval of a majority of the voting members of the council
- If the Transfer Council disagrees (2 or more members) may submit a minority report to HECC with alternate recommendations
- The Transfer Council advises Commission = Public meetings