



MEMORANDUM: Work Product Request

TO: The Systems and Operations Subcommittee
FROM: Transfer Council
DATE: July 20, 2024
SUBJECT: Work Product request for Systems and Operations Subcommittee

Dear Systems and Operations Subcommittee,

This memorandum serves as an official request between the Transfer Council and the Systems and Operations Subcommittee for the purpose of requesting assistance with determining if there is a way to auto-notate the completion of Core Transfer Maps (CTMs) and Major Transfer Maps (MTMs) on student transcripts.

Transfer Council would like to commend the Systems and Operations Subcommittee for their work on the creation of a framework for Common Course Numbering (CCN) and their input on decisions regarding important transfer initiatives and decisions. The Systems and Operations Subcommittee has served an important role for the purpose of providing feedback on transfer-related matters that affect institutions, especially issues related to Common Course Numbering, Major Transfer Maps, and the legislatively-required reporting for such initiatives.

Transfer Council would therefore like to request that the Systems and Operations Subcommittee respond to the following:

- Determine whether there is a mechanism for auto-notating the completion of Core Transfer Maps (CTMs) and Major Transfer Maps (MTMs) on student transcripts, and
- Determine how this process could be standardized to accommodate existing systems in use by all 17 community colleges and all 7 Oregon public universities.

The work product requested is a memo responding to these items.

Please provide the above work product by November 11, 2024 to:

- Jane Denison-Furness, Post-secondary Transfer Specialist
- Jennifer Markey (transfercouncil@hecc.oregon.gov) and
- TC Co-chair: Jose Coll (Collj@mail.wou.edu)

Additionally The Transfer Council requests that a representative of the Systems and Operations Subcommittee attend the Transfer Council meeting on November 21, 2024 from 10 am to 12:30 pm for the purpose of summarizing the work product and responding to questions from members of the Transfer Council.

Thank you again for your continued service,

TC Co-chair Jose Coll

Transfer Council Co-chair Teresa Rivenes

Transfer Council Co-chair [add name of TC Co-chair]

Copies: Donna Lewelling, Director of Community Colleges and Workforce Development, HECC
Veronica Dujon, Director of Academic Policy and Authorization, HECC