



MEMORANDUM: Work Process Memo

TO: Transfer Council

FROM: Systems & Operations Subcommittee

DATE: November 8, 2024

SUBJECT: Work Product Memo Response

Dear Transfer Council,

This memorandum serves as an official response from the Systems and Operations Subcommittee to the Transfer Council. After consulting with both the Systems and Operations Subcommittee and the Oregon Community College Admissions and Registration Directions (OCCARD), This is in response to the Work Product Memo sent to our committee on July 8, 2024. We provide the following information:

Mechanism for Auto-Notating Completion of CTMs and MTMs on Student Transcripts (original question: Determine whether there is a mechanism for auto-notating the completion of Core Transfer Maps (CTMs) and Major Transfer Maps (MTMs) on student transcripts):

- o The term “auto-notation” or “auto-awarding” is somewhat misleading. The process is largely manual, requiring additional staff time, slowing down the process, and necessitating technical upgrades. This is a primary reason why more institutions do not implement auto-awarding. Smaller institutions, in particular, face challenges due to limited staffing, IT resources, and financial constraints.
- o Given the misleading nature of the term “auto,” it would be recommended to use the term “institutional” instead. So, these processes would be labeled as institutional notation or institutional awarding. This more accurately describes the difference between the two options. For most colleges, credentials are awarded based on student-initiated processes, with the alternative being institutional-initiated processes.
- o Currently, only two institutions among the 24 community colleges and Oregon public universities—Portland Community College and Central Oregon Community College—institutionally award credentials beyond the Oregon Transfer Module (OTM) and Core Transfer Map (CTM).
- o Several community colleges institutionally award the OTM and CTM. Based on statewide discussions and related conversations, more community colleges are expected to adopt institutionally awarding OTMs and CTMs. These credentials are not degrees and are smaller and more flexible, making institutional awarding easier. These should start to happen more in the coming year (2024-2025 academic year).
- o Ellucian Banner appears to be the only Student Information System (SIS) with a user-friendly institutional-awarding function, but it requires an additional module at an extra cost. Only about a third of the 24 colleges and universities in the state currently use Banner with some currently planning to move to another SIS.
- o Institutions must consider various factors when implementing institutional-awarding. For example, posting degrees/credentials can negatively impact student-athletes, international students, students receiving veterans administration benefits, and financial aid recipients. International students, for instance, have a 60-day grace period after program completion to leave the country, apply for Optional Practical Training (OPT), begin a new degree program, or change their visa status. Therefore, institutions need a system to notify students of institutional awarding and provide an opt-out option.

- o Most institutions choose not to institutionally notate credentials beyond OTMs and CTMs due to limited staffing, lack of SIS functionality, or the high cost of additional SIS modules.

Standardization to Accommodate Existing Systems (original question): Determine how this process could be standardized to accommodate existing systems in use by all 17 community colleges and all 7 Oregon public universities):

- o It is assumed that this request pertains to developing a standard notation rather than a standard process.
- o After discussions with the Systems and Operations Subcommittee and OCCARD, community colleges will strive to make notations as consistent as possible, though exact uniformity cannot be guaranteed. Each college has specific formats for notating credentials, influenced by their SIS or institutional policies.
 1. Currently, those who are awarding the CTM, are using the following notation: “Core Transfer Map”
- o Major transfer maps (MTM) will be notated using the full degree name that has been designated for MTMs with one exception (Associate of Arts Oregon Transfer (AAOT) in Elementary Education):
 1. Associate of Science Transfer (AST)
 2. Associate of Arts Transfer (AAT)
- o In addition to the degree, community colleges would note the specific “major” or “program” as part of the notation. E.g. Associate of Science Transfer – Biology (or any close variations that could be determined by SIS limitations/requirements)

We look forward to discussing the memo at your November 21, 2024 meeting as requested.

Respectfully submitted,

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Oregon Community College Admissions and Registration Directors

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