

## MEMORANDUM

**TO:** Transfer Council  
**FROM:** Chris Sweet and Julia Pomerenk, Co-Chairs, Systems & Operations Subcommittee  
**DATE:** August 16, 2023  
**SUBJECT:** MTM CAP Template Feedback

On behalf of the Systems & Operations Subcommittee, we thank you for the time and attention that you dedicate to supporting student success through enhancing the transfer experience for students. Thank you, as well, for seeking feedback from the Systems & Operations Subcommittee related to state-wide transfer initiatives.

Responding to the memo sent to the subcommittee on July 26, 2023, from the Transfer Council Co-Chairs, the subcommittee met on August 9, 2023, with the request to have the subcommittee review the MTM template as one of two discussion items. Review was completed by the August 10, 2023 deadline, though this memo was not finalized until August 16, 2023.

Brittany Miles, from the HECC Office of Community College & Workforce Development, was present for the subcommittee discussion, and she responded to questions and provided information during the meeting.

These were the main elements for your attention (in no particular order) from the subcommittee's discussion:

**1. Note that new OARs and subsequent new template respond to community college concerns yet do not seem to respond to university concerns with the MTM**

Brittany Miles confirmed that the new OARS were revised to meet SB 233 and, at least in part, to address concerns raised by community college colleagues over the years. When asked if there had been a similar attempt to involve the four-year institutions in the revision of the MTM OARs, Brittany responded no. (All institutions had opportunity to respond to the new OARS, after they were drafted.) The lack of earlier, equal connection with the universities is concerning considering that the receiving institutions of the MTMs--the universities—are critical partners to student success.

**2. Establish a uniform indicator for MTMs to be noted on community college transcripts**

Following the example of the Z designator for CCN courses, a uniform indicator for MTMs on community college transcripts will enable universities to clearly recognize which degrees (and transcript notations) represent MTMs. Without a uniform indicator, those who articulate degrees (and transcript notation) at universities will be challenged to recognize MTMs that appear differently on different community college transcripts. In addition, university colleagues would need to track which year various community college degrees became MTMs. Students earning MTMs will be better served when their earned MTMs are clearly and uniformly noted on community college transcripts. (See page 4, point 5.)

If a uniform indicator is impossible, then a current, comprehensive list of all the ways that MTMs are noted on all community college transcripts needs to be maintained by HECC and available for all universities.

**3. Clarify how institutions confirm their participation and process (if any) for institutional review and approval**

Please clarify expected participating institutions. How will the 24 higher education institutions be connected with each MTM CAP?

Please note that signatures of institutional leaders are noted in the new template (page 6).

Please clarify what appears to be the need for an institution to not participate if AP/IB articulation does not align (page 5).

**4. Confirm how necessary variance will be included in the template**

Though rare, variance may be necessary. How will variance be noted in the template?

**5. Confirm implications (if any) related to student complaint process**

Confirm implications with establishing Transfer Council as “the focal point for decision making” for “a comprehensive student complaint process.” (page 4, point 4.c)

Are there implications for authorization agreements, such as NC SARA state authorizations?

Do students only send complaints to the Transfer Council, after following the encouraged internal complaint process at their home institution?

How timely will responses be to student complaints, as the Transfer Council meets (only) monthly and requires agenda items a week prior to meetings? The timeline seems more extended than timelines for complaint processes at our institutions.

**6. Provide examples of the required documents**

On page 7, six documents are listed that must be completed for each MTM CAP. Examples of these documents will be helpful for those working on MTMs. In addition, noting which document is required by which of the listed compliance needs will be helpful.

**7. Proofread the document**

Please proofread the document to correct errors, including replacing OTAC with Transfer Council throughout the document. (See page 5 and throughout.) The proofreading errors are distracting, at best, in the document.

Thank you for the opportunity to review the proposed MTM CAP template. One or both of us co-chairs will attend the Transfer Council meeting on August 17, 2023, to respond to any questions on behalf of the Systems & Operations Subcommittee. We look forward to continuing to work together with the Transfer Council and with the many other groups and individuals in the state who work to improve success for students as students pursue their higher education goals.