MEMORANDUM: Work Process Memo

TO:	Teresa Rivenes and Jose Coll, Transfer Council Co-Chairs
FROM:	Chris Sweet and Julia Pomerenk, Systems & Operations Subcommittee Co-Chairs
DATE:	December 20, 2023
SUBJECT:	Revised Charge Document for Systems & Operations Subcommittee

Following discussion at our September, October, and November meetings, the Systems & Operations Subcommittee approved a revised charge document for the Systems & Operations Subcommittee charge, as reflected on the attached document. The motion passed with 10 members voting in favor; no member voting against; and one member abstaining.

Following review by the Transfer Council, we request that the Transfer Council approve the revised charge document.

The subcommittee's review and revision was prompted by the request from the Transfer Council for the Systems & Operations Subcommittee to respond to expanded requests from the Transfer Council. The revised charge includes that expansion, under the Authorities/Responsibilities section: "This subcommittee may receive additional requests for recommendations regarding transfer systems and operations topics from the Transfer Council. These requests will come in the form of a memo from the Transfer Council."

Under the Guiding Principles section, the revised charge includes the five guiding principles that the subcommittee established during its initial meetings and that continue to guide its work, in addition to the guiding principles previously noted in the document.

The subcommittee reviewed the charge document section by section and revised the entire document with the intent to enhance clarity, remove redundancy, correct inaccuracies, and create consistency within the charge document and among the charge documents for other CCN subcommittees.

One or both of us co-chairs will attend a future Transfer Council meeting to respond to any questions regarding the revised charge.

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