



## **TRANSFER COUNCIL NON-CURRICULAR SUBCOMMITTEE CHARTER**

### **1. Purpose and Scope**

Non-curricular (NC) subcommittees are advisory bodies established by the Transfer Council (TC) under ORS 350.426(5)(a)(B). They provide analysis and recommendations on statewide transfer policy, systems, operations, governance, assessment, and implementation topics assigned through formal TC project requests.

Recommendations are advisory. Only the TC submits policy recommendations to the Higher Education Coordinating Commission (HECC) under ORS 350.429. NC subcommittees may not make curriculum-related recommendations ([ORS 350.426\(5\)\(c\)](#)).

### **2. Responsibilities**

The NC subcommittee is responsible for responding to formal TC project requests by conducting analysis and developing recommendations within the defined scope of those requests.

### **3. Membership**

Members are appointed by the TC in accordance with ORS 350.426(5)(c):

- Membership may include faculty, registrars, advisors, and academic administrators from Oregon public universities (ORS 352.002) and community colleges (ORS chapter 341). Membership may be adjusted based on expertise needed for specific assignments.
- Members are expected to participate actively and work toward consensus.

Appointment does not confer voting membership on the TC (ORS 350.426(5)(d)).

### **4. Communication and Workflow**

#### **4.1 Communication with the Transfer Council**

- All communications to and from the Transfer Council will use the [TransferCouncil@hecc.oregon.gov](mailto:TransferCouncil@hecc.oregon.gov)
- NC subcommittees should submit all communications using this email including TC agenda requests, questions, or requests to expand the defined scope of a work request. TC co-chairs will respond to all email requests.

- NC subcommittees may suggest potential project topics by emailing TransferCouncil@hecc.oregon.gov. Submission of a suggested topic does not obligate the Transfer Council to take action. TC Co-chairs will evaluate suggested topics for alignment with the Council mission, student impact, efficacy, and timeliness when determining whether the proposal represents an appropriate use of Council and subcommittee time. TC Co-chairs may issue work requests in between Council meetings at their discretion.
- Each project request will come from this email to the NC subcommittee co-chairs on behalf of the Council, and include the task description, deliverables, due date, expectations for TC updates, and points of contact.

#### **4.2 Submitting Recommendations**

Submissions from NC subcommittees must:

- Address the TC project request directly.
- Follow any required templates or formatting.
- Include recommendations or options, minority viewpoints (if any), next steps, and the final vote tally, listing each subcommittee member and their vote.

TC Co-chairs and HECC staff review submissions for completeness and statutory alignment before they are scheduled for TC consideration.

### **5. Guiding Principles**

Subcommittees ground their work in the following principles:

- Prioritize student success in all recommendations, recognizing that achieving equitable transfer and completion outcomes may require revising, creating, or replacing existing systems, policies, or practices.
- Make good faith efforts to engage the full participation of institutional and other relevant stakeholders, as inclusive and collaborative processes are essential to developing sound, equitable, and student-centered recommendations.
- Use clearly defined research, data, and evidence to inform analysis and recommendations.
- As specified in a project request, describe the impact of recommendations across institutions and sectors.
- Seek to improve outcomes for underserved and historically marginalized student populations.
- Aim to do the most good for the greatest number of students while being attentive to unintended consequences.
- Prioritize clarity, transparency, and usability in systems, processes, and guidance.
- Meet statutory and regulatory requirements while supporting effective implementation.

- Ensure that recommended systems, processes, and practices are designed to advance student success at scale and can be sustained once implemented, even when doing so requires changes to existing systems or practices.

## 6. Governance

Consistent with ORS 350.426, the Transfer Council establishes subcommittees and appoints members. For NC subcommittees, equal representation from public universities and community colleges is **not required by statute**; however, HECC staff recommend balanced representation across sectors as a best practice to support statewide perspectives and implementation. Governing principles include:

- A majority (>50%) of members constitutes a quorum.
- Recommendations intended for TC submission to HECC require approval by at least three-fifths of members (≥60%).
- Other decisions require a simple majority (>50%).
- Two or more dissenting members may submit a minority report, which accompanies the majority recommendation.
- All recommendations must include a voting record, listing each subcommittee member and their vote.
- If consensus cannot be reached, the subcommittee will submit a summary outlining each position.

## 7. Terms of Service

The following guidelines apply to all NC subcommittees:

- Members serve two-year terms and may re-nominate to be considered for another two-year term.
- Subcommittees are ad hoc and convene only when assigned work by the TC.
- Repeated non-attendance without notifying the facilitator will result in removal from the subcommittee.

## 8. Revision History

This charter replaced prior NC subcommittee charges by a 11/12 vote of the TC on March 19, 2026. As of March 19, 2026, the following standing subcommittees are ad hoc and convene only upon TC project request:

- Systems and Operations
- Outcomes Assessment
- General Education