KANSAS BOARD OF REGENTS
SYSTEM COUNCIL OF CHIEF ACADEMIC OFFICERS

VIRTUAL MEETING AGENDA
Wednesday, December 18, 2024
8:30 – 9:00 a.m.

The System Council of Chief Academic Officers (SCOCAO) will meet virtually via Zoom. An in-person option will be available at the Curtis State Office Building at 1000 SW Jackson, Suite 530, Topeka, Kansas, 66612.

I.	**Call to Order**	Mickey McCloud	
	A. Roll Call and Introductions		
	B. Approve Minutes from November 20, 2024		p. 3
II.	**Systemwide Updates**		
	A. Revise Reverse Transfer Procedures	Mistie Knox	p. 5
	B. Systemwide Math Course Placement Scores	Rusty Monhollon	
	C. Systemwide Transfer Associate Degrees	Karla Wiscombe	
III.	**Other Matters**		
	A. First 15 Initiative	Rusty Monhollon	
	B. Complete College America Launch	Rusty Monhollon	
IV.	**Announcements**		
	Shirley Lefever is retiring, and Dr. Monica Lounsbery will replace her starting in January.	Rusty Monhollon	
V.	**Adjournment**		

Date Reminders:
- Apply Free Days Aggregate Collection – due December 20, 2024 (email to mknox@ksbor.org)
- Next SCOCAO Meeting – January 15, 2025
- Updates to Systemwide General Education Master Course Lists – due January 17, 2025 (email to schristy@ksbor.org)
- Dual Credit Report – due January 31, 2025 (email to mknox@ksbor.org)

AI generated summaries do not constitute the official minutes or records of KBOR meetings.

SYSTEM COUNCIL OF CHIEF ACADEMIC OFFICERS

The System Council of Chief Academic Officers (SCOCAO), established in 2002, is composed of the six chief academic officers of the state universities, four chief academic officers selected by the nineteen community colleges, one chief academic officer selected by the six technical colleges, and the chief academic officer of Washburn University. The Board's Vice-President for Academic Affairs serves as an ex officio member. The Committee meets in person on the morning of the first day of the monthly Board meeting. Membership includes:

Brandon Galm	Cloud County CC
Mickey McCloud, Co-Chair	JCCC
Brent Thomas	ESU
Jill Arensdorf	FHSU
Jesse Mendez	KSU
Barbara Bichelmeyer	KU
Jason Sharp	Labette CC
Susan Bon, Co-Chair	PSU
Luke Dowell	Seward CCC
John Fritch	Washburn
Shirley Lefever	WSU
Jennifer Seymour	WSU Tech
Rusty Monhollon	KBOR

System Council of Chief Academic Officers
AY 2025 Meeting Schedule

SCOCAO Academic Year 2024- 2025 Meeting Dates		
Meeting Dates	**Location (virtual or in-person)**	**Institutional Materials Due**
September 18, 2024	Virtual	August 28, 2024
November 20, 2024	Kansas State University	October 30, 2024
December 18, 2024	Virtual	November 25, 2024
January 15, 2025	Virtual	December 24, 2024
February 12, 2025	Virtual	January 22, 2025
March 12, 2025	Virtual	February 19, 2025
April 16, 2025	Pittsburg State University	March 26, 2025
May 14, 2025	Virtual	April 23, 2025
June 11, 2025	Virtual	May 21, 2025

SCOCAO meets at 8:30 a.m. unless otherwise noted.

KANSAS BOARD OF REGENTS
SYSTEM COUNCIL OF CHIEF ACADEMIC OFFICERS
MINUTES
NOVEMBER 20, 2024

The November 20, 2024, meeting of the System Council of Chief Academic Officers was called to order by Luke Dowell at 8:30 a.m. The meeting was held in the Flint Hills Room on the Kansas State University Campus, Student Union 918 N. MLK Jr. Drive, Manhattan, KS 66506, with a virtual option available.

MEMBERS PRESENT:

Brandon Galm, Cloud County CC	Barbara Bichelmeyer, KU	John Fritch, Washburn
Brent Thomas, ESU	Jason Sharp, Labette CC	Shirley Lefever, WSU
Jill Arensdorf, FHSU	Susan Bon, PSU	Jennifer Seymour, WSU Tech
Jesse Mendez, KSU	Luke Dowell, Seward CC	Rusty Monhollon, KBOR

APPROVAL OF MINUTES
Jill Arensdorf moved that the minutes of the June 18, 2024, meeting be approved. Following the second of Brandon Galm, the motion carried unanimously.

SYSTEMWIDE UPDATES

REVISE CREDIT FOR PRIOR LEARNING GUIDELINES
Associate Director for Academic Affairs Mistie Knox presented an overview of the revisions of the Credit for Prior Learning Guidelines. The updates include the addition of Cambridge International and the alignment of terminology with the Kansas Seal of Biliteracy to ensure consistency with Board policy. Provost Barbara Bichelmeyer moved to approve the revised guidelines, and following a second by Jason Sharp, the motion passed unanimously.

TAAC UPDATES
Provost Jennifer Seymour, a TAAC member from Wichita State University Technical College, provided updates on the Transfer and Articulation Council (TAAC). The council approved six new courses for Systemwide Transfer, which will be presented to the Board of Academic Affairs Committee in December.

MATH PATHWAYS & ENGLISH INITIATIVE UPDATES
Director for Academic Affairs Sam Christy-Dangermond provided updates on math pathways and English initiatives. Four professional development sessions for math faculty have been conducted, the most recent of which was held on Friday, November 15. Approximately 70 participants attended the session, and a recording will be available on the KBOR website early next week for those unable to attend. The next session is tentatively scheduled for Friday, December 6, and it will also be recorded and posted on the KBOR website. The first English professional development session took place on Friday, November 8, with 89 participants. The recording of this session is also available on the KBOR website. The next English session is scheduled for January 31, and registration is currently open.

FIRST 15
Vice President of Academic Affairs Rusty Monhollon provided an update on the 'First 15' initiative, discussed at the November 6 Board of Academic Affairs Standing Committee (BAASC) meeting. Monhollon has identified several representatives for a workgroup for the initiative, including members from the K-12 sector and three representatives from universities. He plans to include three representatives from community colleges and one from technical colleges to complete the group and begin work soon.

The group will be tasked with recommending the five courses comprising the 'First 15,' developing a funding plan for the initiative, and standardizing the framework to ensure consistency in dual and concurrent enrollment. Additionally, KBOR policies must be reviewed to ensure alignment with these recommendations. The deadline for presenting these recommendations to the Board is May 1.

OTHER MATTERS

APPLY FREE DAYS
Associate Director of Academic Affairs Mistie Knox provided updates on Apply Kansas and Apply Free Days. Completion data for Apply Kansas is due to the KBOR office by December 1 and is planned to be included in the February update. Since KBOR launched this campaign, participation has grown significantly, with 303 high schools from 253 out of 286 districts registered this year, a 30% increase from the previous year. Data collection for Apply Free Days will occur in two phases: an aggregate collection and a unit record collection through KHEDS. The deadline for submitting the aggregate data collection is December 20.

ACADEMIC AFFAIRS UPDATES
Director of Academic Affairs Karla Wiscombe reminded community college Chief Academic Officers that forms for the systemwide associate degrees are due by December 2. Associate Director of Academic Affairs, Mistie Knox, noted that Barry Bailey from Johnson County Community College presented the Open Education Resources (OER) Annual Report at the November 6 Board of Academic Affairs Committee meeting. The report is now available on the KBOR website.

AD ASTRA PRESENTATION
Stacey White shared background information and provided updates on Ad Astra.

ANNOUNCEMENTS
Co-chair Luke Dowell reminded attendees that the next SCOCAO meeting is scheduled for December 18 at the KBOR office, with a virtual option available. He also noted that the Complete College America (CCA) launch will occur on February 11, 2025. Vice President of Academic Affairs, Rusty Monhollon, provided background information on Complete College America and shared an overview of the planned activities for the launch day. Additional details will be sent to institutions soon.

ADJOURNMENT
Jesse Mendez moved that the meeting be adjourned. Following the second of Jason Sharp, the motion carried. The meeting adjourned at 9:09 a.m.

Systemwide Reverse Transfer Procedures

A guide for institutions to effectively implement reverse transfer between institutions.

Reverse Transfer is the process of retroactively granting associate degrees to students who have not completed the requirements of an associate degree before transferring from a Kansas community college or technical college to a Kansas public university.

December 2024

★ LEADING HIGHER EDUCATION ★

Reverse Transfer Working Group Representatives

University Representatives
  ESU - Sheila Markowitz, Registrar
  FHSU – Craig Karlin, Registrar
  KSU – Carrie Fink, Associate Registrar
  KU – Jeff Roberts, Assistant University Registrar
  PSU – Mariah Laman, Transcript Analysis Specialist
  WSU - Gina Crabtree, University Registrar & Director of Enrollment Services

Community & Technical College Representatives
  Kansas Association of Community College – Heather Morgan, Executive Director
  Hutchinson CC – Christina Long, Registrar
  JCCC – Mickey McCloud, Provost
  Garden City CC – Sydnee Claussen, Director of Advising

KBOR Staff
Academic Affairs: Mistie Knox, Karla Wiscombe
Workforce Development: April White, Charmine Chambers

TABLE OF CONTENTS

Reverse Transfer Background

All community college, technical college, and university presidents signed the systemwide reverse transfer agreement in May 2014, which became effective in Fall 2014. Institutions must follow the basic procedures outlined in this document to support the goal of increasing the number of credential holders in Kansas as part of the Board's strategic plan.

Reverse Transfer Procedures

This document describes the procedures for systemwide reverse transfer between Kansas Regents Universities and Kansas two-year institutions, including community colleges and technical colleges. For the purposes of this procedure, Washburn is both a university and a college.

All institutions will post on their websites information about Reverse Transfer, incorporate the "Reverse Transfer" graphic file provided by the Kansas Board of Regents, and link to the Kansas Board of Regents Reverse Transfer website: https://www.kansasregents.org/academic_affairs/reverse-transfer

Sending Reverse Transfer transcripts and posting degrees will be free to the student. Individual institutions may choose to charge for mailed diplomas.

Each institution will provide a point of contact for Systemwide Reverse Transfer. Institutional contacts will be posted to the KBOR Reverse Transfer website. It is the responsibility of each institution to maintain current contact information.

<u>INITIAL PROCESS FOR UNIVERSITIES:</u>

1. Identify eligible students with a minimum of **15** credit hours from a single Kansas **community** or **technical** college after application to the university.
   a. If the university awards an applicable associate degree, further evaluation of the student's transcripts may be necessary to determine which institution should award the associate degree.
      i. If the student has fewer than 30 hours from a single community college, the university may award the appropriate associate degree upon the student's completion of requirements, as outlined in Board policy (Ch. II.A7.i., see Appendix B).
      ii. If the student has at least 30 hours from a single community college, the University must use the following procedures for Reverse Transfer.
2. Inform eligible students about reverse transfer during application or their first semester at the university, with a statement about FERPA rights and the choice to opt in.
3. Implement email campaigns, pop-up menus in student information systems, or other effective means of obtaining student opt-ins.
4. Monitor students who have opted in to reverse transfer and, upon completing 60 credit hours, begin the referral process of sending transcripts to the appropriate community or technical college using the National Student Clearinghouse starting fall 2025.
5. During this process, institutions assign students to a reverse transfer group or attribute code in the student information system. The code indicates the college from which the student has the most credits. In the case of equal numbers of credits from more than one college, the transcript will be sent to the most recent college attended, unless otherwise specified by the student.
6. After the student has completed 60 credit hours and opted in to reverse transfer, transcripts will be sent to the designated college each fall and spring semester. (This is when data is tracked as a **referral** for KBOR data collection)
7. The university will send transcript data for students meeting reverse transfer criteria after each semester is completed. Universities will send transcript data for fall coursework by February 15, and for spring coursework by September 15.
8. Universities will continue sending transcript data until an associate degree has been awarded, the student is no longer enrolled, opts out, or graduates from the university.
9. The transcript data file shall include all data elements included in the National Student Clearinghouse data file structure including but not limited to students' names, mailing addresses, email addresses, and date of birth and/or last four digits of each student's SSN if available.
10. Notify the contact person at the college that the reverse transfer transcripts and student list have been delivered. The Systemwide Reverse Transfer Institutional Contacts list is located on the KBOR website: https://www.kansasregents.org/students/reverse-transfer-2

PROCESS FOR COMMUNITY AND TECHNICAL COLLEGES:

1. Evaluate transcript data and student lists upon receipt from the university.
2. Enter transcript data into student's academic record.
3. Perform final degree audit and award appropriate associate degree if applicable.
4. Students who do not meet the requirements for the degree/major they had when they left should be evaluated for an alternative associate degree.
5. Use coding to indicate that the eligible student is a reverse transfer student. Also, indicate which university the student is currently attending.
6. Post degrees for students meeting graduation requirements per college policies. Degrees are posted in the current semester (not back dated) to allow adequate time for Financial Aid reporting.
7. Key current addresses into the student information system.
8. Upload a data file showing the degree posted. Transcript data for fall students will be sent no later than July 1, and transcript data for spring will be sent no later than January 15.
9. If additional coursework was taken, the college shall send an updated transcript to the university.
10. Once degrees are awarded, notify students that their degree has been posted and their transcript has been sent to the university as part of the reverse transfer process. Colleges may choose to send the diploma along with the letter free of charge. Colleges that choose to charge for diplomas should explain the process for obtaining the diploma, including the fee amount, in the notification letter.
11. Colleges will determine if students with prior financial holds will receive their diploma.
12. Students who do not earn a degree are sent a letter informing them of the specific degree requirements they have not met. They are encouraged to contact the community or technical college with questions or enrollment needs.
    a. If additional transcripts from other institutions are needed to complete the degree, the student must request and pay to have those official transcripts sent.
13. Input transcript data within the individual student records.

FOLLOW-UP PROCESS FOR UNIVERSITIES:
1. Receive transcript data and record notification of degree from the colleges.
2. Review and log data as received.
3. Add additional coursework taken to the student's academic record.
4. Post an associate degree notation to the student record. Update the reverse transfer group or attribute code if necessary to ensure the university ceases sending reverse transfer transcripts for the graduated student.
5. Document transcript data in accordance with each university procedures.

Appendix A

(Board Policy Manual, Chapter III, Section A.3)

A. ACADEMIC AFFAIRS

   3. REVERSE TRANSFER AGREEMENTS

Reverse transfer is an important element of a seamless educational system. The state universities, community colleges, technical colleges, Washburn University and Washburn Institute of Technology shall work together, through the System Council of Presidents and System Council of Chief Academic Officers, to develop a process to assist students to complete coursework for and attain all certificates and degrees for which they are eligible.
The process and resulting agreements shall:

a. Be consistent with state and federal law, Board policies and applicable accreditation standards;

b. Provide a mechanism for each student who is transferring credits from a community college or technical college to a university to participate in the reverse transfer process; the established mechanism shall include an opportunity for each otherwise eligible student to opt-in to the process, thereby permitting sharing of that student's Family Educational Rights and Privacy Act protected information; and

c. Provide guidelines for determining which transferring institution will award the credential if the student has transfer credits from more than one institution.

Appendix B

(Board Policy Manual, Chapter II, Section A.7i)

i. Associate Degree Programs:

i. The roles of the state universities and the State's community colleges and technical colleges should be clearly differentiated. Therefore, with the exception of an associate degree as detailed in Chapter II.A.7.i.ii, the Board of Regents discourages the state universities from offering associate degrees in academic or technical programs where the baccalaureate is available; provided, however, that the Board acknowledges that student demand and community needs may engender requests for associate degree programs, particularly in areas of technology education. Requests by state universities for associate level programs, other than those specifically enumerated in subsection ii.(5) below, shall be considered through the new program approval process.

ii. State universities shall be permitted to offer an associate degree without obtaining the approval otherwise required by Chapter II.A.7.c in accordance with the following parameters:

(1) The degree shall be limited to students pursuing a baccalaureate degree;

(2) Students shall not have an option to select the degree as a stand-alone degree program;

(3) The degree shall have a negligible fiscal impact on the state university and no state university shall seek additional state funding to offer the degree;

(4) The degree is designed as a stackable credential that can be integrated into the student's chosen baccalaureate program;

(5) The degree shall be an associate in arts, associate in general studies, or associate in science, and it shall not extend beyond the general studies or liberal arts nomenclature to include nomenclature that would reflect a content-specific program offering (e.g., associate in arts in journalism);

(6) It is understood that the community college sector is the primary sector in Kansas for awarding associate degrees. As such, the degree authorized by this Chapter II.A.7.i.ii at any state university shall primarily be limited to a student who has not earned 30 or more hours of resident credit from at least one Kansas community college. When a student earned 30 or more hours of resident credit from a single Kansas community college, the state university shall work with the community college to support the student in completing the degree authorized by this Chapter II.A.7.i.ii (or another associate degree, if applicable) through reverse transfer. If a student completed 30 or more hours of resident credit at more than one Kansas community college, the Kansas community college in which the student completed the most hours of resident credit shall be the designated community college for reverse transfer purposes unless the student expresses a desire to earn

the associate degree from another Kansas community college from which they earned 30 or more hours of resident credit;

(7) If a student completed 30 or more hours of resident credit at a Kansas community college and it has been determined that the Kansas community college will require the student to complete more credit hours to complete the associate degree than the state university will require the student to complete to obtain the associate degree, the state university shall be eligible to award the associate degree authorized by this Chapter II.A.7.i.ii;

(8) The State University President shall notify the Board President and Chief Executive Officer in writing before offering the associate degree authorized by this Chapter II.A.7.i.ii; and

(9) The requirements in paragraphs (1-8) shall not apply to any approved associate in arts degree program offered by a state university before June 13, 2023.