

System Council of Chief Academic Officers

November 18, 2015
8:30 a.m. – 9:15 a.m.
or upon adjournment
Wichita State University
1845 N. Fairmount
Rhatigan Center
261 Olive Room
Wichita, Kansas

A G E N D A

	Page
1. Approve Minutes October 14, 2015 [Attachment 1]	2
2. Updates Transfer and Articulation Council (TAAC) – Karla Wiscombe Policy Discussion – Karla Wiscombe	
3. Discussion	
a. Credit for Prior Learning (CPL) New Policy: Further the implementation of CPL, with emphasis on military credit (Board Goal 3) [FIRST READING] [Attachment 2] – Gary Alexander	5
b. Reverse Transfer Policy [Attachment 3] – Gary Alexander	6
c. Reverse Transfer Procedures [Attachment 4] Jon Marshall	7
4. Other Business Draft Policy on Cut Scores – Gary Alexander [Attachment 5]	10

SCOCAO Schedule – September 2015 – June 2016

AGENDA MATERIALS DUE	MEETING DATES
August 26, 2015	September 16, 2015
September 23, 2015	October 14, 2015 – PSU
October 28, 2015	November 18, 2015 – WSU
November 20, 2015	December 16, 2015
December 18, 2015	January 20, 2016
January 20, 2016	February 17, 2016
February 19, 2016	March 23, 2016 – KUMC
March 23, 2016	April 20, 2016 – K-State
April 20, 2016	May 18, 2016
May 25, 2016	June 15, 2016

**System Council of Chief Academic Officers
Minutes**

**Wednesday, October 14, 2015
8:30 a.m.
Pittsburg State University
Overman Student Center
Second Floor, Prairie Room
Pittsburg, Kansas**

The System Council of Chief Academic Officers met in the Pittsburg State University, Overman Student Center, Second Floor, Prairie Room, Pittsburg, Kansas, at 8:30 a.m. on Wednesday, October 14, 2015.

Members Present:

Jon Marshall, Allen Community College	Karla Fisher, Butler Community College
David Cordle, Emporia State University	Sara Rosen for Jeff Vitter, University of Kansas
Lynette Olson, Pittsburg State University	Tony Vizzini, Wichita State University
Graham Glynn, Fort Hays State University	April Mason, Kansas State University
Randy Pembrook, Washburn University	Peggy Forsberg, Highland Community College
Mike Werle for Robert Klein, University of Kansas Medical Center	
Bill Backlin, Cloud County Community College	

Board Staff

Gary Alexander, Jean Redeker, Karla Wiscombe, Jacqueline Johnson, Cynthia Farrier, Susan Fish, Connie Beene, and Susan Henry

Others Present:

Rick Muma, Wichita State University; Dave Rintoul, Kansas State University; Tim Crowley, Fort Hays State University; Regena Lance, Fort Scott Community College; Andy Anderson, Johnson County Community College; Julie Samuels, Pittsburg State University; Janet Smith, Pittsburg State University; Pawan Kahol, Pittsburg State University; Lori Cook-Benjamin, Fort Hays State University; Aron Potter, Coffeyville Community College; Robin Garrett, Barton Community College; Joe Burke, Labette Community College and Danny Gillum, Dodge City Community College

Approve Minutes of September 16, 2015 Meeting

Randy Pembrook moved, and Bill Backlin seconded the motion, to approve the September 16, 2015 minutes as submitted. Motion carried unanimously.

Updates

Transfer and Articulation Council (TAAC) – Karla Wiscombe

Karla Wiscombe updated SCOCAO on the Transfer and Articulation Council:

- The Council meets today (October 14, 2015) at 3:00 p.m.
- Kansas Core Outcome Group Reports will be reviewed
- The policy will be reviewed regarding:
 - Content reorganization
 - References to General Education removed from areas not pertaining to general education

- Language regarding 1) systemwide transfer, 2) institutional transfer and 3) general education transfer was improved with the assistance of Julene Miller, General Counsel

The policy changes will be brought to the System Council of Chief Academic Officers, then to the Board Academic Affairs Standing Committee, next to the Governance Committee, and finally to the Board for action.

The Transfer and Articulation policy revisions will be placed on the November 2015 SCOCAO agenda for a second reading.

SCOCAO expressed its appreciation for all the work the Transfer and Articulation Council has done.

KBOR Four-Year Graduate Alliance to Provide Graduate Course Work – Jon Marshall/Tim Crowley
Jon Marshall introduced Tim Crowley from Fort Hays State University to follow up on the September discussion of the KBOR Four-Year Graduate Alliance.

- The Deans of the Graduate Schools met September 25, 2015
- Consensus was reached by the Deans as follows:
 - Recommend KBOR host a website serving as central information
 - Available subjects
 - Delivery Method
 - Link to Institutions offering the credits
 - Pre-requisites should be noted on the website
 - Student will take a minimum of nine hours at their home institution
 - Student will enroll as a “guest” student at non-home institution
 - Admission for non-degree seeking students appears to be fairly consistent across the system
 - Accessibility of courses – intersession and/or summer sessions
 - Managing courses for the non-degree seeking students
 - Students seeking degrees will be few in number and each institution will use its own policy
- Two institutions are developing eighteen certificate hour programs

Jon Marshall will share with SCOCAO the notes from the September 25, 2015 meeting. The graduate dean meeting and the graduate courses received from the Provosts that are currently available online. Kansas Council of Instructional Administrators will discuss this at its meeting tomorrow (Thursday, October 15, 2015). Ohio and Indiana sent Jon Marshall information about English and Mathematics Certificate Programs offered in their state. Friends University and Ottawa University are also interested in offering graduate credit.

SCOCAO discussed the need to verify with the Higher Learning Commission (HLC) whether or not this plan would meet the requirements for faculty to be qualified to teach. KBOR staff will contact HLC.

This item will be placed on the November SCOCAO agenda for follow-up.

Reporting on Student Learning Assessment and Board Goals – Gary Alexander

Gary Alexander quoted the September 16-17, 2015 Board minutes in which it was asked that the Student Learning Assessment Report “made more useful for the Board.” Discussion followed about how to report student learning assessment in a more useful format.

Gary Alexander reminded the Council of two Board goals: 1) Credit for Prior Learning with emphasis on military alignment; and 2) attracting Kansans with some college credit but no degree or credential to bring back to college. Dr. Alexander will use the newly formed Advisory Council of Continuing Education Deans as a resource for this project.

Discussion

Multi-State Collaborative on Military Credit – MHEC Grant

Connie Beene presented the Multi-State Collaborative on Military Credit (MCMC) – Midwest Higher Education Compact (MHEC) Grant is a collaboration of MHEC states plus Kentucky. The Lumina Foundation awarded \$900,000 grant to MHEC to support the work over three years. They will work to identify military training and experience for college credentials to advance military credits for those who are enlisted or who are veterans. A handout was distributed and is attached to the official minutes.

Kansas has established the Kansas Collaborative on Military Credit (KCMC) to work toward increasing Kansans higher education attainment emphasizing military credit. There are four working groups: 1) Articulation of Academic Credit, 2) Licensure and Certification, 3) Communications and Outreach, and 3) Data, Technology and Systems. Members of the KCMC are from the Kansas higher education system, the Department of Commerce, the Office of the Adjutant General, and the Peaslee Center.

Credit for Prior Learning (CPL) Guidelines (Annual Review): Further the implementation of CPL, with emphasis on military credit (Board Goal 3)

Karla Wiscombe apprised SCOCAO of the annual review of the Credit for Prior Learning (CPL) Guidelines. Karla Wiscombe asked for input from SCOCAO prior to the CPL meeting on Thursday, October 22, 2015.

Reverse Transfer Procedures

Karla Wiscombe indicated that the reverse transfer procedures need to be reviewed plus how the institutions are processing reverse transfer.

Karla Fischer is working with KACRO to gather data on what is taking place at the institutions and perhaps bringing input from the registrars.

Cindy Farrier reported KBOR has received referrals from institutions and might be able to provide some data for the first year – 1) how many have opted in and 2) how many transfers have been sent. Some two-year institutional data may also be available.

The procedures will be reviewed and perhaps refined with SCOCAO's guidance.

Reverse Transfer update will be placed on the SCOCAO November agenda.

Other Business

There being no other business, the motion was made and seconded to adjourn. Motion carried.

Meeting adjourned at 9:40 a.m.

**CHAPTER III: COORDINATION¹ - STATE UNIVERSITIES, COMMUNITY COLLEGES,
TECHNICAL COLLEGES, WASHBURN UNIVERSITY AND/OR THE WASHBURN INSTITUTE
OF TECHNOLOGY**

A. ACADEMIC AFFAIRS

....

4. CREDIT FOR PRIOR LEARNING

- a. Each Kansas public postsecondary educational institution shall award credit for prior learning in accordance with this policy and in a manner that is appropriate to the institution's nature and mission.
- b. The Kansas Credit for Prior Learning Task Force consists of representation from each university and representation from the community college and technical college sectors. These representatives shall be appointed by the Vice President for Academic Affairs, in consultation with the Vice President of Workforce Development. The role of the Kansas Credit for Prior Learning Task Force shall be to provide oversight, as directed by the Board, for implementation of this policy and the Kansas Credit for Prior Learning Guidelines. These Guidelines were approved by the Kansas Board of Regents in June 2014.
- c. The Kansas Credit for Prior Learning Task Force shall be co-coordinated by a Board staff member from each of the units of Academic Affairs and Workforce Development, reporting to the Vice President for Academic Affairs and under the oversight of the Board Academic Affairs Standing Committee.
- d. The Kansas Credit for Prior Learning Task Force shall work to ensure standardized recognition of credit for prior learning from all Kansas public postsecondary institutions.
- e. The Kansas Credit for Prior Learning Task Force shall receive and consider recommendations from the Kansas Collaborative on Military Credit Advisory Committee regarding the evaluation of military training for credentials and awarding of college credit.
- f. Each Kansas public postsecondary educational institution shall follow the requirements set forth in the Kansas Credit for Prior Learning Guidelines when evaluating and awarding credit for prior learning. These Guidelines shall provide for:
 - i specifications for awarding credit for learning gained outside a traditional academic environment for the state universities, community colleges, technical colleges, Washburn University and Washburn Institute of Technology;
 - ii consistency with state and federal law, Board policies, applicable accreditation standards;
 - iii a consistent and transparent means for students to advance toward a degree or credential;
 - iv annual review for updates by the Kansas Credit for Prior Learning Task Force.

¹ See Chapter I., Section A.3 for definition of Coordination.

CHAPTER III: COORDINATION² - STATE UNIVERSITIES, COMMUNITY COLLEGES, TECHNICAL COLLEGES, WASHBURN UNIVERSITY AND/OR THE WASHBURN INSTITUTE OF TECHNOLOGY

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-out of~~ opt-in to the process, thereby precluding 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.

² See Chapter I., Section A.3 for definition of Coordination.



Systemwide Reverse Transfer Procedure

11/19/14

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.

The systemwide reverse transfer agreement has been signed by all community college, technical college, and university presidents. Individual agreements between institutions are not needed. Institutions are required to follow the basic procedures outlined in this document. Individual procedures may vary among institutions to facilitate systemwide reverse transfer in support of the goal to increase the number of credential holders in Kansas as part of *Foresight 2020*.

Transfers from university to university or from college to college should continue under current practice and are not included in this reverse transfer procedure.

ALL INSTITUTIONS:

All institutions will acknowledge and recognize the reverse transfer program on each institution's website and via other marketing and publicity methods. Kansas Board of Regents staff have developed a page all institutions can link to http://www.kansasregents.org/transfer_articulation. This "Reverse Transfer" graphic file will be provided to institutions to be posted on their websites.

Reverse Transfer transcripts and posting degrees will be at no cost to the student. Individual institutions may choose to charge for mailed diplomas.

Each institution will submit contact information for a Systemwide Reverse Transfer contact list. Information needed for this list is person in charge of Reverse Transfer program, email address, telephone number, and contact information for person sending/receiving transcripts. This list will be posted to the KBOR Articulation and Transfer website. It is the responsibility of each institution to maintain current contact information. Preferred systems for transcript transfers are also provided in this document.

Students should be informed about reverse transfer during their first year at the university or upon eligibility for reverse transfer. This notification must contain a FERPA statement.

CONTINUED

UNIVERSITIES:

1. Identify transfer students with 45 credit hours completed at one or more colleges. Identify the college transcript with the most hours with a minimum of 15 credit hours.

NOTE: Individual pairs of institutions may agree on different credit hour requirements in compliance with Higher Learning Commission requirements.

2. Assign students a reverse transfer group or attribute code in the student information system.

The code will indicate the college from which the student has the most credits and will eventually graduate via reverse transfer process. In the case of equal numbers of credits from more than one college, the transcript will be sent to the most recent college attended.

3. After the completion of each fFall and sSpring semester, the university will send transcripts for those students meeting reverse transfer criteria. (Example: students transferring in the fFall will not have a transcript to send until after the fFall semester is completed; these students' transcripts should be sent early in the sSpring semester.) Transcripts will be sent to the college (including Washburn) along with a list of students' names, current address information as well as date of birth and/or last four digits of each student's SSN, if available. **Universities will continue to send transcripts until a degree has been awarded, the student is no longer enrolled or the student opts out.** Transcripts should be in electronic form if at all possible.

4. Notify the contact person at the college that the reverse transfer transcripts and student list have been delivered.

COMMUNITY AND TECHNICAL COLLEGES:

Community colleges should have reverse transfer transcripts evaluated, degrees awarded, and updated college transcripts sent to the universities by the end of the term in which transcripts are received.

1. Print transcripts and student list. The student list is used to match students to the community college student information system. Transcripts are logged as received and evaluated.

2. Enter transcript into student's academic record.

3. Perform final degree check.

4. Use coding to indicate eligible student is a reverse transfer student. Also indicate which university the student is currently attending.

5. Evaluate each audit for degree completion. Students not meeting requirements for the degree/major they had when they left should be evaluated for the Associate in Science-Liberal Arts, Associate in Arts-Liberal Arts, and/or Associate of General Studies degrees.

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. Students not meeting requirements are given that notation in the degree record. *NOTE: Individual colleges determine under which catalog the student's transcript is evaluated, as well as the age of credits they will accept toward the degree.*

7. Key current addresses from student list into the student information system.

8. Send university contact person a list of those students who graduated along with official transcripts that have the degree posted.

9. Once degrees are awarded, send students a letter letting them know that as part of the reverse transfer program, their degree has been posted and their transcript has been sent to the university. Colleges may choose to send the diploma along with the letter free of charge. Colleges that choose to charge for diplomas should explain process for obtaining the diploma including the fee amount in the notification letter.

10. Students with prior financial holds at the college are not mailed their diploma or provided their official transcript. Inform student about the hold in the letter.

11. Students not earning a degree are sent a different letter letting them know which degree requirements have not yet been met. They are also told to contact the community college if they have questions or need to enroll.

NOTE: This step is recommended to save confusion and possible phone calls and so students know they can still take hours at the college level if needed for an Associate degree.

12. If additional transcripts are needed from other institutions to complete the degree, it is the student's responsibility to request and pay to have those official transcripts sent.

13. File/scan degree checks and transcripts under individual student records.

UNIVERSITIES:

1. Receive and print transcripts and student list from the colleges.
2. Review and log transcripts as received.
3. Add additional coursework taken to student academic record.
4. Post associate degree notation to student record. Update reverse transfer group or attribute code if necessary to ensure the university ceases sending reverse transfer transcripts for the graduated student.
5. File/scan transcripts under individual student records.

Standard Cut Scores for Credit By Examination

1. Each state university shall award:
 - a. transfer credit for all Advanced Placement (AP) examination scores of three (3) and above for the equivalent course or courses at their institution.
 - b. transfer credit for all College-Level Education Program (CLEP) test scores of 50 and above for the equivalent course or courses at their institution.
 - c. credit or its non-graded equivalent transfer hours for all standardized exams.
2. All other Kansas public postsecondary educational institutions are encouraged to adopt the above-state policy.
3. Any academic discipline may establish a single system-wide higher score for courses offered within the discipline.
4. Institutions shall have discretion on additional credit awarded for scores above three (3).

DRAFT