

**Minnesota State Colleges and Universities**  
**Office of the Chancellor**  
**Academic and Student Affairs**  
**Transfer Advisory Group (TAG)**  
**Work Group Charge Document**

**Title of Work Group:** Transfer Advisory Group (TAG)

**Type of Group:** This is a work group that is expected to continue for an indefinite and continuing period of time.

**Linkages to Strategic Plan:** The Transfer Advisory Group aligns with the Minnesota State Colleges and Universities Strategic Plan for 2002-2005: “Fully integrate the system;” “Goal 19: Improve transfer processes;” “The Minnesota State Colleges and Universities will continue to improve the transfer process.”

**Purpose:** The Transfer Advisory Group provides input for planning the Transfer Specialist Conference, for transfer training such as the Transfer Orientation, and provides input regarding communication and networking with transfer specialists. This work group ensures that current transfer issues and concerns are brought back to campuses and brings issues from campuses to this work group to ensure effective communication.

**Consultation Process:** The result of the Transfer Advisory Group is to help plan conferences, training and serve as a conduit between colleges/universities and the Office of the Chancellor. The members of the work group will be responsible to consult with their constituent groups as the work group progresses.

Work group agendas, meeting minutes and other documents will be provided to the Associate Vice Chancellor for Academic Innovations.

**Work Group Composition:** The Transfer Advisory Group consists of representation from Transfer Specialists and staff from the Office of the Chancellor. Work group composition will address gender, geography, and type and size of institutions. Members include representation from community colleges, state universities, consolidated community and technical colleges, technical colleges, the Office of the Chancellor, and the program manager and system director for transfer and collaboration, Office of the Chancellor.

**Work Group Member Expectations:** Transfer Advisory Group member expectations are (a) responsibility for communicating with the constituent group the member represents, (b) considering the interests of the system as a whole and not an individual institution, (c) active participation in work group meetings and assignments, (d) willingness to attend three meetings per year, (e) adherence to established work group ground-rules/operating procedures, and (f) willingness to support work group recommendations, (g) responsibility in communicating with other transfer specialists and the Office of the Chancellor as needed.

**Meeting Times and Dates:** The Transfer Advisory Group will meet three times, for full days, during each academic year, and additional meetings/events may be scheduled as workload dictates.

Primary job responsibilities of Transfer Advisory Group members will be considered in establishing meeting dates. Work group members will be allowed to participate in establishing the meeting schedule.

Existing system meetings will be considered when scheduling Transfer Advisory Group meetings. Transfer Advisory Group meetings will not be scheduled on Board of Trustee meeting dates. Members will be consulted to determine dates that as many of the members may attend.

**Travel Time and Meeting Expenses:** Transfer Advisory Group meeting processes will recognize and accommodate travel times of members. Alternative attendance options such as phone and interactive TV will be made available to meet member needs when possible.

Members may submit reasonable meeting travel expenses to the Program Collaboration and Transfer staff for reimbursement.

**Outcomes of the Committee and Target Dates:**

<b>Outcome</b>	<b>Target Date</b>
Plan Transfer Specialist Conference	Spring and Fall for following fall conference or as needed
Plan Transfer Specialist Orientation	Fall and Winter for following spring orientation
Communicate with constituent groups	Annual and ongoing
Identify and discuss transfer issues and concerns; bring forward campus transfer concerns	Annual and ongoing

**Office of the Chancellor Staff Support:** The Office of the Chancellor will provide professional staff and administrative support to the work group, as needed.

**Questions or Clarification:** Contact Louise Hoxworth, Program Manager, Transfer and Collaboration, 651-649-5743; [louise.hoxworth@so.mnscu.edu](mailto:louise.hoxworth@so.mnscu.edu)