

**Transfer Advisory Committee Meeting Minutes**  
**University of North Carolina General Administration**  
**June 5, 2012**

1:00 p.m.

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**Attendance**

NCCCS: Rick Swanson, Rita Jerman, Thomas Gould, Van Wilson  
UNC: David English, Anthony Britt, Ken Gurganus, Lou Riggans  
Guests:

**1. Approval of Minutes**

Minutes from the April 5, 2012 meeting were posted to the website prior to today's meeting for review. Co-chair English asked if committee members had reviewed the minutes and if there were corrections. As there were none, the minutes were approved as presented.

**2. Transfer Staff Position**

Van stated that the position was with the Office of State Personnel and should be posted later on during the day. It will be classified as grade 63. The person selected will be located at the North Carolina Community College System Office.

**3. Validity of C- Grade for Transfer**

The committee discussed whether a C- grade met the standards of minimum of C for transfer. The committee recalled that this issue had been addressed before and the decision of the committee at that time was that a C- was indeed a C. That recommendation was not accepted by UNC and did not move forward as a ruling. Therefore, the TAC recommends that this question be referred to Dr. Morrissey and Dr. Ortega for a final ruling so that it can be resolved. The CAA review team may need to be advised as well.

**4. TAC List of Items for CAA Review Team**

The following were listed as items for the CAA Review Team to consider:

- Policy levers for differentiated funding for different course levels
- Benchmark against other systems who have successful articulation models
- Consider structure of interaction between TAC and CAA review teams
- Sharing of student performance data and course specific data
- Health/PE requirement for the core
- Minimum course requirements for high school students and students who originate at community colleges
- Affirm the need and process for institutional reviews for accountability to the CAA

Co-chair English asked that any additional items be forwarded to him by June 8, 2012.

## **5. Sample Institutional Review Process**

Ken Gurganus shared a sample process with forms for an institutional review. Given that the CAA is being reviewed, the TAC determined that it would not be prudent to pursue institutional reviews at this time. However, the TAC believes that a review process or expectation for some system of institutional review should exist. Given that reverse transfer options are now being considered, the question was raised if community colleges should also undergo regular institutional reviews to ensure alignment with the CAA.

Co-chair English will forward the sample documents to Dr. Ortega for review.

## **6. Grievance Policy**

In making some regular update requests for membership, it was noted that the grievance policy had not been updated online even though it had been approved by TAC in 2010. David asked that long-standing members check their records for the last version and report back to him. The TAC noted that it should be the responsibility of the TAC staff position to keep the website updated, when hired.

## **7. CAA Updates**

A motion was made by Anthony Britt to accept the CAA updates (grievance policy and member contact information) as presented. The motion was seconded by Rick Swanson. The motion passed unanimously.

## **8. Other Business**

Ken Gurganus will be the new co-chair replacing David English as of July 1, 2012. Althea Riddick is no longer at College of the Albemarle. Van Wilson reported that he and Dr. Morrissey are considering several possible people to fill the vacancy.

Rick suggested that it might be helpful to invite a member of the ITAC to join TAC as a non-voting member. Rick made a motion recommending that Dr. Ortega and Dr. Morrissey reach out to ITAC to offer them a more involved role in TAC proceedings. The motion was seconded by Thomas Gould. The motion passed unanimously.

## **9. Next Meetings**

The September meeting will be held on Friday, September 14 in Raleigh. Rita will designate the meeting location and time. The December meeting will be held on Friday, December 14 in Wilmington. Ken will designate the meeting location and time.

## **10. Adjournment**

The meeting was adjourned at 2:45 p.m.