Attendees:

Richard Allen, Shana Bergen, Ashby Butnor, Sarah Carr, Sheryl Coffey, Camden Farmer, Sarah Fields, Jeff Franklin (chair), Crystal Gasell, Joe Halter, Nimol Hen, Martina Juarez-Lopez, Sam Kim, Sandy Mondragon, Carol Morken, Christine Nguyen, Gwen Persons, Scarlett Ponton, Vanessa Rael, Alicia Roybal, Nora Scanlon, Brian Schaeffer, Kate Seppala, Brittany Simonson, Megan Steelman, David Steward, Ciarra Thompson, Mary Baitinger (recorder)

1. Consultative Item – Martina Juarez-Lopez: Transfer Credit Decisions

Introduction: What is the decision making process for generating campus-wide transfer credit decision and how to best document these decisions?

Background: Many of the rules for transfer credit decisions have been followed but not officially documented with a reason or purpose behind them. What transparent system should be in place, and is it the responsibility of degree auditors to be more focused on transfers rather than degree requirements? The CCOC handles core course requests and updates, but is there (or should there be) a similar body or group that deals with transfer rules and regulations?

Discussion: Martina described the challenges regarding past rules and what counts as transfer credit. The UWG group shared their own general understandings (generic credit, repeat credit, 60-90 hour rules, how different departments handle transfer credits, accepting transfer credits from an accredited university, unlimited transfers, revisiting certain departments where some courses do not match with current curriculum such Kinesiology or Criminal Justice, and student frustration over what is accepted or not). The group agreed that those most highly qualified to address and formulate policy on transfer credits would be the degree audit team. They would need additional training, but it would be minimum at best. The audit team could make judgments and consult with associate deans from schools and colleges to confirm their created policies and decisions.

Next Steps: Martina will bring this feedback and recommendations to the audit team. If needed, she will consult with the UWG on this topic again.

2. Consultative Item – Alicia Roybal: Advisor Perspective – 2016 Orientations

Introduction: What suggestions can the UWG provide for the upcoming 2016 orientations?
Background: Alicia Roybal’s team at the Lynx Center has been working on activities and procedures for incoming 2016 freshmen to CU Denver, both in her office and in consultation with the First Year Advisory Council. She provided the UWG a preliminary agenda, task standards and national guidelines as a reference for her discussion.

Discussion: Alicia shared numerous details of current plans in place for the 2016 spring/summer orientations. Ideas generated by the UWG for her included: The CLAS Dean meeting with incoming freshmen, possibly over lunch; greater dean involvement across the campus in general; more breakout sessions and movement (not sitting for long periods of time); keeping families and students together at the beginning before separating students to attend their own sessions; giving parents/families better information about core requirements and structure of student class schedules; emphasizing with students the most important thing they should learn at orientation in order to have a successful transition; better understanding of degree requirements before meeting with academic advisors (context); reducing the amount of rules and regulations presented at an orientation; sending out information before students arrive to campus; having pre- and post- orientation materials and resources available; bringing groups (students and families) together at the end for convocation; providing academic requirements before students arrive; reviving the Academic Catalog as a tactile tool; utilizing alternate e-mail addresses since many students do not check their university e-mail before arriving to campus; upgrading and enhancing the CU Academic Advising website and changing the URL link for easier access; promoting the top 10 campus resources with other key university services such as Career Services; and setting the tone of an exciting university experience.

Next Steps: Alicia will take this input and integrate it into the upcoming orientations and programs.

3. Informational Item - Martina Juarez-Lopez: Re-Articulation Project

Introduction: The Office of the Registrar has received 23,000 transfer credit rules from CLAS. Their team is getting ready to begin rearticulating all CU Denver student records who are a match to this new rule.

Background: From the handout provided, Martina discussed this data project and its impact. Highlights include the length of time it will take to complete (approximately two years) and the goal of getting equivalency on students' records.

Discussion: Martina, along with Gwen Persons, provided additional information to the UWG that included the following: The credit(s) will not be a repeat on students records; data changed may have a negative impact for some students; if a repeat does stand, the student will need a higher level checkout; once records are entered, they are locked and not refreshed; if an exception was made, it will be double-checked so the requirement does
not become invalid; criteria will be determined by the school or college; titles at one school or university may not be equivalent at CU Denver; and upon completion of this project, a similar course taken will become a repeat.

Next Steps: None; informational item.

General Announcements: Cathy White’s last day at the University of Colorado is Friday, January 29, 2016 after 10 years of tenure. The UWG extends its best wishes.

Next UWG Meeting: Tuesday, February 23, 2016 – 8:30-10:00 a.m. – SC 1401
Undergraduate Working Group Agenda Item Submission Form

1. Is the issue you bring (please circle/highlight one number): 1) consultative; 2) informational.

2. If consultative, could you please state the issue as a question to the group (or as a decision under deliberation that would benefit from consultation)?

3. If informational, could you please state the issue in 3-10 words? Could this be delivered via 1) e-mail or 2) as a printed announcement at the end of the UWG agenda?

4. To which people, units, or offices does this issue most pertain (who should we especially invite to attend the meeting where this issue is discussed)?

5. What’s the immediacy factor on this? (circle/highlight one number): 1) high priority and/or short deadline; 2) medium priority and/or medium deadline; 3) low priority and/or no big hurry.