

Washington Transfer Network

Transfer in Washington is directed by several statutes and follows the HECB's *Policy on Intercollege Transfer and Articulation among Washington Public Colleges and Universities (Umbrella Policy)* adopted in 1986 and the *Transfer Task Force Transfer Agreement (Proportionality Agreement)* adopted in 1994.

Transfer policy is implemented and maintained through the cooperative efforts of the state institutions of higher education, the State Board for Community and Technical Colleges (SBCTC), and the HECB with support and guidance of approximately 20 statewide within-sector and cross-sector groups and offices involved in different aspects of transfer. The HECB participates with many of these groups as they work to maintain and improve transfer in Washington.

List of Transfer Network Groups

(The HECB participates directly with groups indicated by an *)

Statewide cross-sector groups and offices involved with transfer

1. *Higher Education Coordinating Board (HECB)
2. *Joint Transfer Council (JTC) *previously known as the Joint Access Oversight Group (JAOG)*
3. *Washington Council on High School –College Relations (WCHSCR)
4. *Intercollege Relations Commission (ICRC)
5. Interinstitutional Committee of Academic Officers (ICAO) and the Instruction Commission (IC)
6. *Baccalaureate and Community and Technical College Transfer Group (BACC/CTC)
7. *Washington Association of Collegiate Registrars and Admission Officers (WaACRAO)
8. *Running Start Coordinators
9. *Prior Learning Assessment Work Group

Within-sector groups or offices involved with transfer initiatives

Public Baccalaureate Sector

10. Council of Presidents (COP)
11. Interinstitutional Committee of Academic Officers (ICAO)
12. *Interinstitutional Committee of Registrars and Admissions Officers (ICORA)

Public Two-year Sector

13. *State Board for Community and Technical Colleges (SBCTC)
14. Instruction Commission (IC)
15. Washington State Student Service Commission (WSSSC)
16. Articulation and Transfer Council (ATC)
17. Advising and Counseling Council (ACC)
18. *Admissions and Registration Council (ARC)

Independent Baccalaureate Sector

19. Independent Colleges of Washington (ICW)
20. Private Registrars of Washington (PROW)

Description of Organizations and Offices Addressing Transfer in Washington

Statewide cross-sector groups and offices involved with transfer

- **Higher Education Coordinating Board (HECB)**

The HECB has statutory authority for setting and reviewing transfer policy for the state. Ten members of the Board are appointed by the Governor and supported by various staff within the agency. The Board meets eight times per year. Staff work in collaboration with other groups addressing transfer to formulate policy strategies and respond to legislative mandates. For information on transfer initiatives, contact Jim West, HECB Associate Director of Policy, Planning, and Research, at jimw@hecb.wa.gov . <http://www.hecb.wa.gov/program-administration/credit-transfer>

- **Joint Transfer Council (JTC) - *previously known as Joint Access Oversight Group (JAOG)***

The Joint Transfer Council is a standing committee with representatives from public and independent academic degree-granting institutions and the HECB. JTC was formed in 2003 (as JAOG), became the JTC in 2011 in order to better describe its function, and meets approximately six times per year. JTC considers statewide transfer issues and recommends policy strategies for transfer, including Major Related Program agreements and other statewide communication strategies related to transfer and transfer issues.

Membership consists of:

- Public Baccalaureates - Vice provosts of Academic Affairs from each of the six public baccalaureate institutions
- Council of Presidents (COP) staff member
- Private Baccalaureates - President of Independent Colleges of Washington (ICW) and representatives from registration and academic planning offices
- Community and Technical Colleges (CTC) - Eight vice presidents of instruction or student services and a staff member from the SBCTC
- One Executive Board member from the Intercollege Relations Commission (ICRC).
- HECB staff

JTC has formal communication with and works on behalf of institutions represented by the membership in collaboration with the Executive Committee of the Intercollege Relations Commission and the HECB.

- **Washington Council on High School –College Relations (WCHSCR)**

WCHSCR, formed in 1957, provides an information-sharing network among members and coordinates work related to transfer through its Inter-college Relations Commission (ICRC). Its various events include: a series of fall high school counselor workshops across the state, a fall tour for community college students, a series of workshops for community college transfer advisors, spring 8th grade college workshops, and spring transfer student fairs. The council publishes a yearly update of Washington colleges and universities for high school counselors and the Higher Education Book list of colleges and universities in Washington. This Higher Education Book includes tables of program offerings at all colleges and universities in Washington, by major.

The Executive Committee of WCHSCR meets quarterly and the Council holds one pro forma annual meeting for all members. The council is a voluntary, non-profit organization with members from high schools, public and independent colleges and universities, education organizations, and agencies

throughout Washington. Representatives of those entities often are selected from admissions and advising leadership and policy experts. <http://www.washingtoncouncil.org/>

- **Inter-College Relations Commission (ICRC)**

ICRC is a commission of the Washington Council on High School-College Relations (WCHSCR), maintains statewide transfer agreements, and provides a means of early identification of transfer issues. The ICRC Handbook (available at <http://www.washingtoncouncil.org/publications.htm>) is a valuable resource for two- and four-year college and university transfer advisors.

The commission was formed in 1970 and meets twice per year. The organization is voluntary with one representative from each public and independent college or university that belongs to WCHSCR as appointed by the chief academic officer at each institution. Baccalaureate representatives are often appointed from admissions and registrars' offices; Community and Technical College representatives are a mix of admissions and registration staff and/or academic deans of instruction.

ICRC provides an information-sharing network for the institutions represented by the membership and works in collaboration with and has formal communication with JTC and HECB staff. <http://www.washingtoncouncil.org/icrc.htm>

- **Interinstitutional Committee of Academic Officers (ICAO) and the Instruction Commission (IC)**

A joint annual meeting of the public baccalaureate institution provosts (ICAO) and the executive committee of the community and technical colleges' Instruction Commission (IC) is held to discuss mutual interests of the public higher education colleges and universities. This meeting initiated the development of the Associate in Science –Transfer agreement, requested meetings that lead to the first Major Ready Pathway statewide agreements in secondary education, and fostered JTC.

The first meeting was held in 1976. Participants at the joint meeting assign responsibility for addressing areas of mutual interest to Council of Presidents (public baccalaureates) and State Board for Community and Technical College staff, to their respective JTC members, or to jointly authorized workgroups.

- **Baccalaureate and Community and Technical College Transfer Group (BACC/CTC)**

The Washington BACC/CTC group is a collaborative association of professionals composed of transfer advisors and coordinators from the Washington State community and technical colleges (CTC) along the I-5 corridor and the admissions representatives of baccalaureate institutions (BACC) which seek to recruit from them. The group was founded by the CTCs for the purpose of providing opportunities to connect the regionally accredited institutions to discuss issues pertaining to Washington State transfer students and schedule community college transfer events. These events include university visits and the winter, spring and summer community college transfer fairs.

<https://sites.google.com/site/baccctc/home>

- **Washington Association of Collegiate Registrars and Admission Officers (WaACRAO)**

WaACRAO is a highly inclusive organization that welcomes representatives from every institution of higher education in the State of Washington: public, private, 2-year, 4-year, traditional or emerging. Meetings are held annually with an emphasis on professional development, dissemination of information, and the exchange of ideas on state-wide issues of mutual interest to member institutions. Issues concerning transfer and articulation are addressed, and networking and communication across sector barriers encouraged. <http://waacrao.org/default.aspx>.

- **Running Start Coordinators**

Running Start is a program that allows 11th and 12th grade students to take college courses at Washington's 34 community and technical colleges, Washington State University, Eastern Washington University, Central Washington University, and Northwest Indian College. (Although authorized to do so in legislation, The Evergreen State College currently does not participate in Running Start). Students earn both high school and college credits for these courses that are then used to complete high school graduation requirements, associate degrees, or in transfer to baccalaureate institutions.

High school and college Running Start coordinators address issues regularly via a list serve and the State Board for Community and Technical Colleges periodically organizes a statewide meeting of coordinators. The following state agencies work with coordinators to clarify policy and practices: the Office of the Superintendent of Public Instruction, State Board of Education, State Board for Community and Technical Colleges, the Higher Education Coordinating Board, and the Attorney General's office.

http://www.sbctc.ctc.edu/college/s_runningstart.aspx

Other programs that allow high school students to earn college credit include College in the High School, Tech Prep, Advanced Placement courses, the International Baccalaureate program, and the Cambridge Program. Issues concerning these programs are addressed on an ad hoc basis at this time.

- **Prior Learning Assessment (PLA Washington)**

The Legislature is interested in helping students move through the higher education system as effectively as possible. To accomplish this they would like an increase in the number of students receiving quality Prior Learning credit that will improve their efficiency in earning a degree. Legislation passed in 2010 (SSB 6357) and 2011 (ESSHB 1795) called for establishment of a work group to address efficiencies and improvements in the system. "Prior Learning" means the knowledge and skills gained through work and life experience; through military training and experience; and through formal and informal education and training from in-state and out-of-state institutions including foreign institutions.

This work group is convened by the Higher Education Coordinating Board and participants include: State Board for Community and Technical Colleges, Workforce Training and Education Coordinating Board, Council of Presidents, other state agencies, two- and four-year public and private colleges (non-profit and for-profit), Washington legislative staff, public safety, military/Department of Defense, and workforce/apprenticeship organizations. Meetings are held approximately eight times per year. Contact Jim West (jjmw@hecb.wa.gov) or Noreen Light (nlight@sbctc.edu) for more information.

Within-sector groups or offices involved with transfer initiatives

Public Baccalaureate Sector

- **Council of Presidents (COP)**

COP is an organization representing the public baccalaureate institutions. For information on initiatives within the public baccalaureate sector, contact Executive Director Mike Reilly (mreilly@cop.wsu.edu).
<http://www.councilofpresidents.org/>

- **Interinstitutional Committee of Academic Officers (ICAO)**

ICAO consists of provosts at public baccalaureate institutions, meeting as a committee of the Council of Presidents.

- **Interinstitutional Committee of Registrars and Admissions Officers (ICORA)**

ICORA consists of Registrars and Admissions Officers at public baccalaureate institutions. This committee reports to the ICAO and meets three times per year. ICORA meetings provide an opportunity

for members to share information and ideas, and make recommendations to ICAO about admissions, registration, residency, student records, and other enrollment issues, including those related to K-12 and community and technical college articulation and transfer.

Public Two-year Sector

- **State Board for Community and Technical Colleges (SBCTC)**
SBCTC is a nine-member board appointed by the Governor and is responsible for statewide governance and policies related to community and technical colleges. The Board meets nine times per year. For information on transfer initiatives within the community and technical college sector, contact Michelle Andreas (mandreas@sbctc.edu). http://www.sbctc.ctc.edu/college/e_transfer.aspx
- **Instruction Commission (IC)**
IC meets quarterly and membership consists of vice presidents of instruction at public community and technical colleges. IC reviews transfer issues related to community and technical colleges and approves statewide transfer agreements on behalf of the CTC system. http://www.sbctc.ctc.edu/college/_g_instructioncomm.aspx
- **Washington State Student Service Commission (WSSSC)**
This commission meets quarterly and membership consists of vice presidents of student services at public community and technical colleges. WSSSC members supervise staff responsible for transfer functions including admissions, advising and credential evaluation. http://www.sbctc.edu/college/_g_studentsvcscomm.aspx
- **Articulation and Transfer Council (ATC)**
ATC is a council of the IC, and membership consists of deans of transfer arts and science programs at public community and technical colleges. Meetings are held quarterly, and members serve on MRP workgroups providing statewide information-sharing as proposals are developed. This council recommends transfer agreements and strategies for IC consideration and addresses issues of acceptance of courses in transfer between colleges within the CTC system. It identifies issues and recommends actions to improve transfer into specific majors at the baccalaureate institutions. http://www.sbctc.ctc.edu/college/_g-articandtransfer.aspx
- **Advising and Counseling Council (ACC)**
ACC is a council of the WSSSC and meets quarterly. Membership consists of directors of advising and counseling at public community and technical colleges, and the group recommends transfer strategies for WSSSC consideration. http://www.sbctc.ctc.edu/college/_g-wssscadvisingandcounseling.aspx .
- **Admissions and Registration Council (ARC)**
ARC is a council of the WSSSC and meets quarterly. Membership consists of Directors of Admission and Registration at public community and technical colleges. Credential evaluators who determine transfer equivalencies at the colleges typically report to ARC members. <http://www.ctc.edu/~arc/>

Independent Baccalaureate Sector

- **Independent Colleges of Washington (ICW)**
ICW is an association that represents the interests of 10 private, liberal arts, nonprofit baccalaureate institutions in Washington. For information on transfer initiatives within the independent baccalaureate sector see <http://www.icwashington.org/> or contact Violet Boyer (Violet@ICWashington.org), Executive Director and President of ICW.

- **Private Registrars of Washington (PROW)**

This group from independent baccalaureate institutions in Washington meets twice a year and includes registrars and other representatives. For more information, contact Violet Boyer Violet@ICWashington.org.

Several discipline based statewide cross-sector groups meet to promote common interests related to the discipline including addressing transfer issues.