

The State Committee on Transfer: Role and Responsibilities

(Approved December 10, 2021)

The State Committee on Transfer (SCT) contributes to the development of policies and practices that support access to quality instruction and academic success while promoting a seamless continuum of education through the baccalaureate level. The SCT is an advisory committee to the State Council of Higher Education (SCHEV) and institutional leadership on all issues related to transfer. The SCT is composed of representation from two- and four-year institutions that work collaboratively to improve transfer for all students. The State Committee on Transfer:

- advises and supports the development of policies and guidelines that promote equitable; efficient, and effective transfer practices while respecting institutional autonomy and integrity in admissions and curriculum decisions;
- systematically reviews and provides feedback on existing and new transfer policies and initiatives;
- provides feedback and recommendations on the implementation of new transfer legislation;
- promotes the development and implementation of new transfer initiatives;
- identifies research topics and reviews transfer data to improve policy and practice;
- reviews and formally recognizes general education associate degrees as a transfer degree; and,
- reviews and offers feedback on new transfer agreements.

All recommendations affecting transfer policy, any violation of state policy, and proposed solutions to improve transfer efficiency and effectiveness are vetted through the Instructional Programs Advisory Committee (IPAC).

Committee Membership

The committee is composed of representatives from both public two- and four-year institutions, private non-profit institutions, and the Virginia Department of

Education. Committee members are appointed by their respective institutions or state agency. Committee membership is distributed as follows:

- one member from each public two-year institution (Total of 24);
- one member from each public four-year institution (Total of 15);
- one member from the Virginia Department of Education; and,
- one member from a private, non-profit four-year institution.

The SCT is coordinated by a four-member management team composed of two committee co-chairs, one VCCS staff member, and one SCHEV staff member. Committee members elect the co-chairs every two years at the spring meeting. A single co-chair is elected from both a public two- and four-year institution. Each institution is expected to have continuous representation and notify SCHEV of changes to institutional representation.

Responsibilities of Committee Members

- Participate in regularly scheduled bi-annual meetings (spring and fall).
- Contribute professional expertise.
- Articulate transfer issues of interest or concern to their constituencies.
- Participate on *ad hoc* subcommittees.
- Report to institutional stakeholders key resolutions, actions, or policy recommendations approved by State Committee on Transfer.

Responsibilities of Management Team

- Coordinate the work of the SCT.
- Set the agenda for committee meetings.
- Support committee activities.
- Provide information and make recommendations to the full committee on transfer issues.
- Take action on recommendations as directed by the full committee.

Responsibilities of Committee Co-chairs

- Assist in setting meeting agenda and action plan.
- Facilitate meetings.
- Serve as a (ex officio) resource to IPAC.
- Communicate Committee's recommendations to SCHEV and the VCCS as appropriate.
- Seek volunteers to participate on transfer agreement review subcommittees and other subcommittees as needed.

Responsibilities of SCHEV and VCCS Staff

- Assist in setting meeting agendas and action plans.
- Communicate regularly about Committee activities to their respective agencies.
- Determine the process necessary to communicate the Committee's recommendations.
- Communicate with co-chairs and subcommittees.
- Communicate SCT actions to appropriate agencies and institutions.